



**STATE OF TENNESSEE  
DEPARTMENT OF HUMAN SERVICES**

TN REHABILITATION SERVICES  
1405-A Brookwood Avenue  
FRANKLIN, TENNESSEE 37064

TELEPHONE: 615-595-2071 FAX: 615-790-5972

[www.state.tn.us/humanserv/](http://www.state.tn.us/humanserv/)

**BILL HASLAM**  
GOVERNOR

**Danielle Barnes**  
COMMISSIONER

March 13, 2018

Ms. Kristine Tallent  
Assistant City Administrator/CFO  
109 Third Avenue South  
Franklin, TN 37064

Dear Ms. Tallent:

The Tennessee Rehabilitation Center at Franklin is requesting \$23,170.00 for the 2018-2019 fiscal year which is the same amount approved for the 2017-2018 fiscal year.

Enclosed with this request is the application from the City of Franklin, a copy of the most recent audit report, and other required documentation required by the state Comptroller's office.

We greatly appreciate the support and assistance the City of Franklin has provided in the past. We hope the City of Franklin will be able to continue their assistance by funding this request for fiscal year 2018-2019. If you should have any questions, or need further assistance, please call our center at (615)790-5509.

Sincerely,

Selina Kirkland  
Tennessee Rehabilitation Center at Franklin, Manager  
1405-A Brookwood Avenue  
Franklin, TN 37064  
615-595-2071

reud 1:27pm  
3.16.18

**NON-PROFIT ORGANIZATION  
REQUEST FOR CITY OF FRANKLIN FUNDS  
2018-19 FISCAL YEAR**

Organization Name: Tennessee Rehabilitation Center at Franklin Phone: 615-790-5509

Contact Person & Title: Selina Kirkland, Manager

Mailing Address: 1405-A Brookwood Avenue, Franklin, TN 37064

Federal Identification # (if applicable): N/A

E-mail address: Selina.Kirkland@tn.gov

Number of Active Participants in Organization: 116

If necessary, use separate sheet to provide requested information.

Does this organization charge fees to participants? Yes \_\_\_\_\_ No X

If yes, please itemize the structure utilized:

If no, please explain: Funding received from Williamson County and the City of Franklin is matched with federal monies to provide services to individuals with significant disabilities living in Williamson County. No fees are charges to the client.

Please provide the approximate number of clients served by your program on a yearly basis: 130. All funds provided by the Williamson County Commission must be used to provide assistance to Williamson County citizens only. Please provide documentation to show the expenses used for service to Williamson County citizens:

All clients served by the Tennessee Rehabilitation Center at Franklin are Williamson County residents. During FY 16-17 129 individuals with disabilities were served.

List ANY agency (or agencies) in Williamson County which you consider may directly, or indirectly, provide the same or similar services as those provided by your agency. If such an agency exists, please list the similarities:

Waves, Inc. is a residential day program providing services to individuals with severe cognitive disabilities. They are a fee for service agency and require participants to be recipients of Social Security Disability benefits.

Center for Living and Learning is a residential facility providing services to individuals with severe and emotional disabilities. The center is a fee-for-service agency.

Unless prohibited by law, please provide documentation that your organization made a good faith effort to collect donations from private sources. The Tennessee Rehabilitation Center at Franklin receives local funding that is matched with federal dollars and is administered by the State of Tennessee. The State of Tennessee does not permit fundraising.

**Non-Profit Organization Request for City of Franklin**  
**Funds - Page Two**  
**Organization:** Tennessee Rehabilitation Center at Franklin

<b>EXPENDITURES:</b>	<b>Actual 2016-17</b>	<b>Expended 2017-18</b>	<b>Requested 2018-19</b>
Salaries	\$69,012	\$65,261	\$126,989
Benefits	\$31,239	\$30,871	\$50,000
<b>TOTAL:</b>	<b>\$100,251</b>	<b>\$96,132</b>	<b>\$176,989</b>
<b>OTHER EXPENDITURES:</b>			
Travel	\$5,627	\$2,622	\$5,200
Utilities & Fuel	\$6,752	\$7,470	\$7,500
Maintenance & Repairs	\$9,198	\$5,479	\$7,400
Communications		\$8	\$200
Professional Services-Non-State	\$418	\$2,346	\$2,600
Supplies and Materials	\$251	\$1,398	\$3,000
Rentals and Insurance	\$84,641	\$88,814	\$90,000
Grants and Subsidies	\$733	\$337	\$3,000
Training	\$60	\$55	\$200
Data Processing	\$768	\$479	\$800
Inventory	\$2,036		
Equipment	\$902		
Printing and Duplicating			\$100
Professional Services From Other State Agencies	\$9,285	\$12,708	\$10,000
Total Other	120,671	121,716	130,000
<b>TOTAL BUDGET</b>	<b>\$220,922</b>	<b>\$217,848</b>	<b>\$306,989</b>

**Non-Profit Organization Request for City of Franklin**  
**Funds - Page Three**  
**Organization:** Tennessee Rehabilitation Center at Franklin

<b>REVENUES:</b>	<b>Actual 2016-17</b>	<b>Expended 2017-2018</b>	<b>Requested 2018-19</b>
Williamson County Government	\$67,816	\$67,816	\$67,816
City of Franklin	\$22,495	\$23,169	\$23,169
Federal Government	\$278,972	\$280,944	\$280,944
<b>TOTAL REVENUES</b>	<b>\$326,494</b>	<b>\$371,929</b>	<b>\$371,929</b>

**Personnel & Salary Information**

<b>Personnel (list by Positions)</b>	<b>Salary 2016-17</b>	<b>Salary 2017-18</b>	<b>Salary 2018-19</b>
Manager	\$42,108	\$43,368	\$43,224
Evaluator	\$32,585	\$32,585	\$32,585
Secretary	\$27,960	\$28,800	\$29,952
Rehabilitation Assistant	\$24,174	\$24,174	\$21,228
Placement Counselor	\$32,585	\$32,585	\$32,585
<b>Total</b>	<b>\$159,412</b>	<b>\$161,512</b>	<b>\$159,574</b>

List any equipment owned by this organization funded, in whole or in part, by Williamson County. Please indicate what it is used for, how it is maintained and where it is stored (use a separate sheet if necessary): N/A

## **City of Franklin APPLICATION ADDENDUM**

For the funding year, July 1, 2018 through June 30, 2019

Name of Agency: Tennessee Rehabilitation Center at Franklin  
Date: March 13, 2018

**Please provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal Year 2018:**

Funds allocated by the City of Franklin to the Tennessee Rehabilitation Center at Franklin will be used to cover the administrative operational cost associated with providing no cost services in the form of Vocational Evaluations, Employee Development Services, and Job Placement assistance to eligible individuals with significant disabilities who are interested in obtaining employment.

**Please provide information on any interaction that your agency has with the operations of City Of Franklin departments (e.g., response to calls from Police after domestic incidents, provision of meals or lodging to displaced persons, etc.):**

During the past fiscal year, the Tennessee Rehabilitation Center at Franklin had no interaction with the departments of the City of Franklin.

**Please answer completely the following questions using additional pages if necessary:**

- 1. Specifically what services did your agency provide last year for which you are requesting funding this year? What were the objectives and results? (Include description capacity, intensity and duration of services.)**

The Tennessee Rehabilitation Center at Franklin provided the following services last year:

1. Comprehensive Vocational Evaluation Services
  - a) Assists in discovery of vocational interests, strengths, and weaknesses as well as the type of jobs or training in which the client can best perform.
  - b) Determines employment aptitudes, interests and abilities.
  - c) Involves career exploration and planning.
  - d) Observation of work habits and behaviors.

2. Employee Development Services

- a) Assists with building physical work tolerance.
- b) Teaches valuable employment skills and allows client to gain actual work experience.
- d) Education through classes on various life skill topics such as budgeting, interviewing, independent living skills and application of basic computer skills.

3. Job Readiness, Job Development, and Community Employment Placement Assistance

- a) Job Readiness instruction, resume creation, job development, interview skills practice, online job searching/applications, and assistance with completing applications.
- b) Job Coaching services.
- c) Job Retention services.
- d) Supported Employment Services.

**2. Are there procedures in place for measuring the results achieved by your agency? If so, provide detailed data.**

The state of Tennessee requires the Tennessee Rehabilitation Center at Franklin to provide monthly statistical information documenting program utilizations and successful outcomes.

**3. Does your agency receive any external quality review or accreditation? If so, provide a copy of certificate or license and please explain.**

The Counsel on Accreditation of Rehabilitation Facilities (CARF) has accredited this agency through 2019.

**4. What percent of your local agency budget is your allocation request from the City of Franklin?**

The allocation request of \$23,169.85 from the City of Franklin represents 25% of the administrative budget of the Tennessee Rehabilitation Center at Franklin.

**5. What other fundraising activities does your agency engage in during the year?**

The Tennessee Rehabilitation Center at Franklin does not participate in any fundraising.

**6. Do you charge any fees for your services?**

The Tennessee Rehabilitation Center does not charge for services.

March 13, 2018

Ladies and Gentlemen:

The Tennessee Rehabilitation Center of Franklin is one facility within a network of 17 TRCs that operate statewide under the auspices of the Tennessee Department of Human Services (DHS), Division of Rehabilitation Services. Franklin TRC and the other 17 TRC's are classified as "state entities" under the umbrella of state government. The state's role is primarily administration and oversight. The state Division of Rehabilitation Services within the Department of Human Services works closely with the TRC Advisory Board of Directors and staff on policy, planning, and service provision. Also, the State Finance & Administration Department serves as the custodian of all the TRC's funding.

It is vitally important that you all understand the following:

- a) The TRC of Franklin is totally dependent on local funds that are generated from the city and county sources, and federal matching dollars,
- b) The amount of local funding generated determines how much we receive in federal matching dollars,
- c) The TRC of Franklin receives absolutely no state funding!

The TRC of Franklin is considered a charitable and tax-exempt entity, and operates in a similar fashion to a non-profit agency; however, the TRC's are not a non-profit.

The TRC's tax-exemption status was established by law. Unlike non-profits, the TRC is not a 501(C)(3), the TRC is not required to file a 990 financial report to the IRS, the TRC does not have to file an Annual Report with the Tennessee Secretary of State each year, the TRC is not chartered through the Tennessee Secretary of State's Office, and the TRC is not incorporated as other non-profit organizations in Franklin/Williamson County, and throughout the State of Tennessee.

The TRC's across the State of Tennessee are prohibited from soliciting funds from anyone other than city and county governments. This puts the TRC at a distinct disadvantage. And again, the TRC's federal matching dollars are solely dependent on how much is received in local funding from city and county government. In fact, the state's plan by legislative act in 1965 was for the Tennessee Rehabilitation Centers across the state to be supported by "local government units" by design. As documented in T.C.A. 49-11-709 part (2) "The commissioner, through the division, is authorized to accept local tax funds for the purposes of this part by direct transfer from local governmental units and to use such funds to match such federal funds as may be available under current federal legislation to finance the purposes of this part. When such local and federal funds are received, they shall be used for financing the training centers authorized by this part, and funds shall be transferred to the division by the local governmental units supporting such centers."

**Important:** The General Assembly authorized this legislation with the objective in mind that "local governmental units" such as the City of Franklin, should support the Tennessee

**Rehabilitation Centers by establishing them as a separate line item within the City's budget as a special appropriation.**

This is because the TRCs cannot legally compete with non-profits who can freely solicit funding from the local community, and who can and do raise thousands and thousands of dollars each year by conducting multiple fundraisers and annual events.

TRC Franklin staff and members of the Advisory Board are free to speak to civic groups such as the Rotary and Kiwanis clubs. We may share with them all that the TRC does in terms of programs and service. We can describe to them the benefits that our Center provides and the difference we make in peoples' lives, but we cannot ask them for a dime. We cannot solicit any contributions from them.

If anyone goes to the Department of Human Services website, you will be able to review the wrap around support services and programs that Vocational Rehabilitation Services can provide. This website presents an overview and other information about Vocational Rehabilitation Services, not the Tennessee Rehabilitation Center of Franklin. Vocational Rehabilitation Services and the Tennessee Rehabilitation Center of Franklin work together in collaboration, but they are separate entities, with separate revenue streams (funding sources) and separate budgets.

Referrals are forwarded to the TRC by community agencies and service providers, healthcare professionals and practitioners, schools, VR counselors, and others. After determination of eligibility and a thorough evaluation, clients are assigned a counselor and a plan is outlined. The plan may include additional testing, assistive technology, visual and audio aids for those who are blind and deaf, prosthetics and orthotics, occupational therapy, physical therapy, speech therapy and so on. These services and accommodations are provided and funded by Vocational Rehabilitation Services. The Tennessee Rehabilitation Center of Franklin is located at 1405-A Brookwood Avenue.

The focus of the TRC is to help disabled clients achieve independent living and long-term gainful employment. The TRC provides direct services such as occupational skill building, self-advocacy, computer training, tutorial training, job placement and much more. The TRC Franklin houses a Manager of the Center, TRC Secretary/Timekeeper, Evaluator, Rehabilitation Assistant, two Rehabilitation Counselors and a VR Secretary.

The Tennessee Rehabilitation Center of Franklin uses local funding to provide direct services and training to clients so that they may become employed as participating members of our community. The Tennessee Rehabilitation Center utilizes federal matching dollars for overhead expenses and mandated staff training, as well as staff salaries and benefits.

TRC Franklin is tied in with the Rehabilitation Act of 1973 (which replaced the Vocational Rehabilitation Act) and the Rehabilitation Services Administration in Washington D.C. under the direction of the U.S. Department of Education, Office of Special Education & Rehabilitative Services.



To cut the Tennessee Rehabilitation Center of Franklin's budget by any amount would be devastating. And this is why: for every \$3.00 dollars that we generate from our local government, the federal government will provide us with a \$7.00 dollar match (a 30% to 70% ratio).

Based upon the 2010 Census, 56.7 million people in the United States are living with disabilities. **Research has found,**

- A. Individuals with disability represent a large source of qualified workers with a wide range of skills and educational levels**
- B. 19.3% of the population have a disability**
- C. 1 in 5 people you know will have a disability during his or her lifetime – another study states that 70% of us will be disabled in our lifetime**
- D. Individuals with a disability remain in their jobs longer than the general workforce and have an average or better attendance record**
- E. Individuals with a disability have a positive impact on co-workers, including improved morale and productivity**

In 2004, a survey completed in the United States found that only 35% of working-age persons with disabilities are in fact working compared to 78% of those without disabilities.

Discriminatory practices continue to deny persons with disabilities employment. Two-thirds of the unemployed respondents with disabilities said they would like to work, but they could not find jobs and employers who would hire them. Sadly, the disabled are more disenfranchised than any other demographic. The State of Tennessee, the DHS Division of Rehabilitation Services, and the Tennessee Rehabilitation Centers want to change these statistics; it is our mission.

Statistics and subjective observations by scholars in the field have indicated a recent explosion in the number of students documented with learning disabilities. And, of course, that does not even begin to factor in those who are not yet identified.

We are experiencing a large increase of referrals from the Franklin City School system. Overall, referrals from October 2017 to date are eighty-four with a caseload of 129.

Again, either I or Diana Hague, VR Regional Supervisor, would be happy to provide you with additional information and address any questions you may have.

With sincere regards,

Selina Kirkland, TRC Manager  
Tennessee Rehabilitation Center at Franklin



STATE OF TENNESSEE  
COMPTROLLER OF THE TREASURY  
DEPARTMENT OF AUDIT  
DIVISION OF STATE AUDIT

SUITE 1500, JAMES K. POLK STATE OFFICE BUILDING  
505 DEADERICK STREET  
NASHVILLE, TENNESSEE 37243-1402

PHONE (615) 401-7897  
FAX (615) 532-2765

March 22, 2017

The Honorable Bill Haslam, Governor  
Members of the General Assembly

Ladies and Gentlemen:

We are pleased to submit the thirty-third *Single Audit Report* for the State of Tennessee. This report covers the year ended June 30, 2016. The audit was conducted in accordance with the requirements of the Single Audit Act Amendments of 1996 and the provisions of Title 2, *Code of Federal Regulations*, Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

This *Single Audit Report* reflects federal expenditures of over \$14.4 billion. We noted instances of noncompliance that resulted in qualified opinions on compliance for 5 of the state's 19 major federal programs. In addition, we noted other instances of noncompliance that meet the reporting criteria contained in the Uniform Guidance. We also noted material weaknesses and significant deficiencies in internal control over compliance with requirements related to federal programs. The instances of noncompliance, material weaknesses, and significant deficiencies related to federal programs are described in Section III of the Schedule of Findings and Questioned Costs.

The *Comprehensive Annual Financial Report* of the State of Tennessee for the year ended June 30, 2016, has been issued under a separate cover. In accordance with the standards applicable to financial audits contained in generally accepted government auditing standards, we are issuing our report on our consideration of the State of Tennessee's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grants and other matters. We noted two internal control deficiencies that we considered to be significant deficiencies in internal control over financial reporting. We noted no instances of noncompliance that we considered to be material to the state's basic financial statements. The significant deficiencies in internal control over financial reporting are described in Section II of the Schedule of Findings and Questioned Costs.

We would like to express our appreciation to the Department of Finance and Administration and other state agencies, universities, and community colleges, for their assistance and cooperation in the single audit process.

Sincerely,

A handwritten signature in black ink that reads "Deborah V. Loveless". The signature is written in a cursive style with a large, stylized 'D' and 'L'.

Deborah V. Loveless, CPA, Director  
Division of State Audit

**Expenditures by Awarding Agency**  
July 1, 2015, through June 30, 2016

