

**FUNDING AGREEMENT BETWEEN THE CITY OF FRANKLIN AND
TENNESSEE REHABILITATION CENTER AT FRANKLIN**

COF Contract No. 2018-0111

This Funding Agreement is effective as of July 1, 2018, between and among the City of Franklin, Tennessee, a political subdivision of the State of Tennessee (the "City") and TENNESSEE REHABILITATION CENTER AT FRANKLIN (the "Agency"), a Tennessee nonprofit subdivision of the State of Tennessee.

RECITALS

WHEREAS, Tennessee Code Annotated ("TCA") Section 6-54-111, as amended, authorizes a municipality's governing body to appropriate funds for the financial aid of any nonprofit charitable organization that provides year-round services benefiting the general welfare of the residents of the municipality or any nonprofit civic organization working to maintain and increase employment opportunities in the municipality; and

WHEREAS, the TCA also provides for the Comptroller of the Treasury to establish standard procedures to assist the municipal governing body in the disposition of funds so appropriated; and

WHEREAS, the municipality wishes to comply with the following laws and rules:

1. A municipality may appropriate funds for only those nonprofit charitable organizations that provide year-round services benefiting the general welfare of the residents of the municipality, or any nonprofit civic organization classified under Sections 501(c)(4) or (6) of the Internal Revenue Code working to maintain and increase employment opportunities in the municipality. Municipalities may also provide funds for corporations that are subdivisions of the State of Tennessee and authorized to receive local funding from City and County governments under U.S. Code Title 26 section 170(c)1 and TCA 49-11-709.

2. The governing body of each municipality shall adopt an adequate agreement stating the purpose for which the funds are being appropriated, for each nonprofit organization that is to receive municipal funds.

3. The budget document of the municipality shall include the name of each nonprofit organization and the specific amount appropriated for each organization.

4. Municipal payments to nonprofit organizations shall be limited to the amounts appropriated for such purposes and in keeping with the municipality's guidelines for how the appropriated funds may be spent.

5. Pursuant to Tennessee Code Annotated §6-54-111(c), the Agency shall file with the City a copy of the annual report of its business affairs and transactions that includes, but is not limited to:

- (a) Either a copy of the Agency's most recently completed annual audit or an annual report detailing all receipts and expenditures in a form prescribed by the comptroller of the treasury (a blank copy of which is attached as Exhibit A) and certified by the chief financial officer of the Agency;
- (b) A description of the program that serves the residents of the municipality (a blank copy of which is attached as Exhibit B); and
- (c) The proposed use of the municipal assistance (a blank copy of which is attached as Exhibit C).

The report filed shall be open for public inspections during regular business hours of the City.

6. For appropriations to nonprofit civic organizations, notices shall be published in a newspaper of general circulation in the municipality of the intent to make an appropriation, specifying the intended amount and purpose; and

WHEREAS, the City and the Agency intend to enter into this agreement for the purpose of defining the Agency's use of the monies received from the City in fiscal year 2018-2019.

NOW, THEREFORE, in consideration of the mutual covenants and promises, the parties agree as follows:

1. TERM

This agreement shall be effective from and after the effective date and shall extend through June 30, 2018, unless otherwise terminated in accordance herewith.

2. OBLIGATIONS OF CITY OF FRANKLIN

2.1 In accordance with City guidelines after all administrative costs are deducted therefrom, the City will contribute to the Agency the amount of TWENTY-THREE THOUSAND ONE HUNDRED SEVENTY and 00/100 DOLLARS (\$23,170.00).

2.2 Payments will be made in quarterly installments, payable at or near the beginning of each quarter.

3. OBLIGATIONS OF THE AGENCY

3.1 Use of Funds. The Agency shall use the City funds for the sole and limited purpose of community and economic development of the City of Franklin according to the Statement of Work and Program Objectives provided in Exhibit B, a copy of which is attached hereto and incorporated by reference herein.

3.2 Work Plan. In order to accomplish the objective(s) set forth in paragraph 3.1, the agency shall submit to the City a Work Plan that describes, in detail, the efforts to be undertaken by the Agency to accomplish the performance objectives set forth in Exhibit B, a copy of which is attached hereto as Exhibit C and incorporated by reference herein. At a minimum, the Work Plan shall include that information required by Exhibit B. The Agency shall coordinate its performance under this Agreement with the City. The Agency shall advise and consult with the City Administrator or his/her designee, with respect to its performance under this Agreement.

3.3 Annual Budget. The Agency shall submit an annual budget in a form and on a schedule acceptable to the City. The annual budget shall contain a detailed analysis of the project administrative expenses for operations and reasonable estimates of the projected amounts to be spent for the services to be provided and Work Plan to be implemented for the calendar year. The budget shall be submitted to the City with this agreement.

3.4 Reporting. Pursuant to Tennessee Code Annotated §6-54-111(c), the Agency shall file with the City a copy of the annual report of its business affairs and transactions that includes, but is not limited to:

- (a) Either a copy of the Agency's most recently completed annual audit or an annual report detailing all receipts and expenditures in a form prescribed by the comptroller of the treasury (a blank copy of which is attached as Exhibit A) and certified by the chief financial officer of the Agency;
- (b) A description of the program that serves the residents of the municipality; and
- (c) The proposed use of the municipal assistance.

The report filed shall be open for public inspections during regular business hours of the City.

3.5 Insurance. The Agency shall maintain professional liability and general liability insurance coverages as are reasonably necessary to cover any liability arising out of the acts or omissions of the Agency and its employees. The Agency shall maintain workers' compensation insurance as required by the laws of the State of Tennessee.

The Agency shall require all third parties utilized by the Agency ("Contractors") to maintain professional liability and general liability insurance coverages as are reasonably necessary to cover any liability arising out of the acts or omissions of the Contractors and its employees. The Agency shall require contractors to maintain workers' compensation as required by the State of Tennessee. The contractor's general liability insurance shall be of sufficient limits to provide defense and settlement expenses for Agency that result from the contractor liability. To the extent permissible, the Agency shall require each Contractor to endorse the Agency as an additional insured on the Contractor's general liability policies.

To the extent permitted by law, the Agency shall require such Contractor to indemnify and hold the Agency harmless against any liability caused by acts or omissions of the Contractor and its employees.

Insurance information will be provided to the City upon request. The Agency shall notify the City immediately of incidents that could lead to a major claim against the Agency.

4. RESTRICTION ON USE OF FUNDS

The Agency does hereby warrant and represent that the City Funds shall not be utilized by either the Agency or any of its Contractors for the following purposes:

4.1 Any claim or litigation against the City or any department or division of the City.

4.2 Any political or levy campaigning purposes.

5. RECORDS AND AUDITS

5.1 Accounting. The Agency shall maintain full, accurate and complete financial and accounting books, records and reports ("Records") of all direct and indirect uses and expenditures of the City Funds consistent with generally accepted accounting principles (GAAP).

5.2 Maintenance of Records. The Agency shall keep records relating to all uses and expenditures of the City Funds received pursuant to this Agreement. The Agency shall maintain a system of bookkeeping adequate for its operations hereunder and shall submit reports from such system to the City and the Agency on an annual basis for review and approval. The Agency shall keep and preserve for at least five (5) years following each calendar year all sales slips, rental agreements, purchase orders, sales books, cash register tapes, credit card invoices, payroll records, duplicate deposit tapes and invoices, bank accounts, cash receipts and cash disbursements, bank books and other evidence of receipts and expenditures for such period.

5.3 Audit. The City or the City's designated representative, at the City's cost and expense, shall have the right to audit the Agency's Records at any time but shall not unreasonably interfere with the Agency's business or operations in connection with any such audit. The Agency acknowledges that this Agreement may be subject to audit by the Auditor of the State of Tennessee.

5.4 Repayment. If an audit discloses the Agency has received or retained City Funds in error or in excess of those to which the Agency is entitled under this Agreement or has used the City Funds for a purpose not authorized by this Agreement, the Agency agrees to promptly repay to the City the full amount of such City Funds, with interest thereon at the rate equal to the 90-day U.S. Treasury Note at the time. In the event the Agency fails to promptly repay to the City the full amount of such City Funds, the City may elect to withhold said City Funds from any future payments to the Agency.

5.5 Additional Remedies. In addition to the repayment remedy set forth in paragraph 5.4 herein, the City may elect to terminate this Agreement as set forth in section 6, herein with a minimum of 30 days written notice to the Agency's President and Chair of the Board with opportunity to cure any breach.

6. TERMINATION

If either party hereto breaches any term, condition, representation, warranty or covenant contained in this Agreement, or if the Agency engages in any malfeasance or misfeasance with respect to the City Funds, the non-breaching party may elect to terminate this Agreement with a minimum of 30 days written notice to the other party with opportunity to cure any breach.

7. MISCELLANEOUS PROVISIONS

7.1 The Agency and the City agree that, as a condition to this Agreement, they shall not discriminate against any employee on the basis of race, color, sex, religion, natural origin, handicap, or any other factor specified in Title VI of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Americans with Disabilities Act, and subsequent amendments thereto, and all other federal and state laws regarding such discrimination.

7.2 The Agreement may be amended at any time, or any provision hereof may be waived, by written consent of all parties hereto.

7.3 This Agreement shall be governed by and construed under the laws of the State of Tennessee.

7.4 The Agency and the City shall conform to the requirements of all applicable laws and regulations of the State of Tennessee governing the execution of their respective duties under this Agreement.

(Signatures on next page)

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS Agreement as of
this 8 day of August, 2018 by

TENNESSEE REHABILITATION CENTER AT FRANKLIN


By: 

Name: Selina Kirkland

Title: Training Center Manager

Date: 8/8/18

CITY OF FRANKLIN

By: 
Eric Stuckey, City Administrator

Date: 8-14-18

Approved as to form:


By: 
Tiffani M. Pope, Staff Attorney

EXHIBIT A

**Annual Reporting Form for Nonprofit Organizations
Seeking Financial Assistance from Local Governments**

Tennessee Rehabilitation Center - Franklin

Name of Nonprofit Organization

1425-A Brookwood Ave Franklin Williamson TN 37064

Street Address

City

County

State

Zip

Annual Financial Report of Cash Receipts, Disbursements, and Balances

For the Fiscal Year from 2018 through 2019

Report Required by Title 5, Chapter 9, Part 1,

And Title 6, Chapter 54, Part 1, *Tennessee Code Annotated*

Receipts

Federal Grants

State Grants

Financial Assistance from Local
Governments

Donations and Gifts from Citizens

Membership Dues

Fees/Charges for Services

Fundraising Events

Sale of Assets

Loans-Borrowed Funds

Investment Income

Other Receipts

Total Receipts

\$ matching funds

\$ _____ (A)

Disbursements

Grants and Other Assistance Paid to

Other Organizations and Individuals

Salaries and Wages

Employee Benefits

Payroll Taxes

Fees for Services (non-employee)

Advertising and Promotion

Office Expenses

Leases/Rentals

Maintenance and Repairs

Supplies

Travel

Utilities

Insurance

Conferences, Conventions and Meetings

Interest

Purchase of Capital Assets – Vehicles
and EquipmentPurchase of capital Assets – Property
and Buildings

Loan Payments

Other

Total Disbursements**Cash Receipts Less Disbursements for
the fiscal Year (A-B=C)****Cash Balance - at the beginning of the
fiscal year****Cash Balance - at the end of the fiscal
year (C+D=E)**

\$

\$

\$

\$

\$

(B)

(C)

(D)

(E)

**Details of Cash Balance - at the end of
the fiscal year**

Cash on Hand	\$ _____
Cash in Bank – Checking	_____
Cash in Bank – Savings Accounts	_____
Cash in Bank – Certificates of Deposits	_____
Other Cash	_____
Total Cash - at the end of the fiscal year	\$ _____ (E)

Please Explain Proposed Use of the Financial Assistance from Local Governments.

please see exhibit C

I certify that this report accurately presents the cash receipts, disbursements, and balances of the

TN Rehabilitation Center - Franklin for the fiscal year noted above.

Name of Nonprofit Organization

Person Preparing Report

Selina Kirkland

Printed Name

Selina Kirkland

Signature

Phone Number 615-595-2071 Email Address _____ Date 8/8/18

Selina.Kirkland@tn.gov

EXHIBIT B

STATEMENT OF WORK AND PROGRAM OBJECTIVES

1. Vocational Rehabilitation Mission: To assist individuals with disabilities receive timely and appropriate services that will enable them to enter or return to employment.
2. Vocational Rehabilitation Mission: To provide services that will assist individuals with disabilities to become as self-sufficient as possible and to enhance their self-esteem.
3. DHS Mission: "To offer temporary economic assistance, work opportunities and protective services to improve the lives of Tennesseans."
4. The agency 2018-2019 Exhibit B Work Plan includes work and program objective in the following areas:
 - a) Comprehensive Vocational Evaluation Services
 - b) Employee Development Services
 - c) Job Readiness, Job Development, and Employment Placement Assistance

EXHIBIT C

WORK PLAN

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.
- c) Clients perform actual work for area businesses.
- d) Education through classes on various life skill topics such as budgeting, basic interview practice, and application of basic computer skills.

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

- a) Job Readiness instruction, resume creation and 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.

EXHIBIT D

Budget for Current Year

EXPENDITURES:	2018-19
Salaries	\$126,989
Benefits	\$50,000
TOTAL:	\$176,989
OTHER EXPENDITURES:	
Travel	\$5,200
Utilities & Fuel	\$7,500
Maintenance & Repairs	\$7,400
Communications	\$200
Professional Services-Non-State	\$2,600
Supplies and Materials	\$3,000
Rentals and Insurance	\$90,000
Grants and Subsidies	\$3,000
Training	\$200
Data Processing	\$800
Inventory	
Equipment	
Printing and Duplicating	\$100
Professional Services From Other State Agencies	\$10,000
Total Other	130,000
TOTAL BUDGET	\$306,989

REVENUES:	2018-19
Williamson County Government	\$67,816
City of Franklin	\$23,169
Federal Government	\$280,944
TOTAL REVENUES	\$371,930

Personnel & Salary Information

Personnel	Salary 2018-19
Manager	\$43,224
Evaluator	\$32,585
Secretary	\$29,952
Rehabilitation Assistant	\$21,228
Total	\$126,989

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.