

1. **What is the lifespan of the FY 25 - 26 CPF grant contract?** This grant begins on July 1, 2025, and ends on June 30, 2026.
2. **Am I required to complete any reports for this grant?** Yes. Recipients of the CPF grant are required to complete bi-annual CPF program reports. See the below required program reports and dates:
  - a. Interim Report is due on or before January 6, 2026.
  - b. Final Report is due on or before July 31, 2026.
  - c. Annual Expenditure Report is due on or before August 14, 2026.
3. **Where do I get a template of the bi-annual CPF program reports?** The Juvenile Court Grants Management team will provide each CPF recipient with all required program reports.
4. **How many times throughout the year will reimbursements be made:** Reimbursements are made quarterly by the following schedule:
  - a. Q1: July 1, 2025 – September 30, 2025; Due on or before October 15, 2025, by noon (CST).
  - b. Q2: October 1, 2025 – December 31, 2025; Due on or before January 15, 2026, by noon (CST).
  - c. Q3: January 1, 2026 – March 31, 2026; Due on or before April 15, 2026, by noon (CST).
  - d. Q4: April 1, 2026 – June 30, 2026; Due on or before July 7, 2026, by noon (CST).

Final invoices for the contract period must be received by Juvenile Court on or before July 7, 2026.
5. **Is Quarter 1 retroactive?** Yes. We are in the contract phase during Q1, so invoices are retroactive beginning July 1, 2026.
6. **Can I post an invoice that has run its time in another quarter?** Generally, not. All expenses are expected to be completed within its stated invoice time period. Date ranges on invoices and receipts should reflect this.
7. **What is the final date to submit my last quarterly invoice?** Because of the necessity to close out the fiscal year, the absolute final date for submitting a fourth quarter reimbursement invoice is July 7, 2026.
8. **Can I file for a reimbursement after the final invoice date?** No. Invoices not received by the final deadline date of the grant will not be processed and all remaining grant funds will expire.

9. **Can I be reimbursed in cash?** No. Reimbursements are issued in check Automated Clearing House (ACH) format. Payments are issued thru the Metropolitan Government of Nashville and Davidson County's Payment Services.

10. **How do I register to receive payments from Metro Payment Service?** Agencies selected to receive CPF awards are required to register as a Metro Vendor at the below link:

The process is initiated by clicking on "Register with iSupplier" at the following link on Nashville.gov:

<https://www.nashville.gov/Finance/Procurement/How-To-Do-Business-With-Metro.aspx>

Note: This is a critical step that can only be accomplished by the Grantee seeking payment by Metro. At the conclusion of the vendor registration process, registrants receive an email advising them of their system assigned iSupplier number and of having successfully registered. They should email [iSupplier@nashville.gov](mailto:iSupplier@nashville.gov) if they have questions about or issues with navigating the vendor registration process.

By default, Metro sets up vendors on Net 30 payment terms. This means that it will take approximately 30 days for a Grantee to receive payment after an approved invoice is forwarded for reimbursement.

Grantees receiving reallocated funding do not have to register with Metro's iSupplier.

Please contact Ms. Nicole Whitlock at [NicoleSWhitlock@jnsnashville.gov](mailto:NicoleSWhitlock@jnsnashville.gov) for questions or concerns.

11. **I already have a Metro procurement number. Am I required to set-up another?** No.
12. **How long does it take the Juvenile Court Grants Management team to review my invoice?** The Juvenile Court Grants Management team allows up to two weeks depending on Holidays and/or other scheduled events.
13. **I am a subcontracted vendor with an agency that receives CPF funds. Will I be reimbursed directly from Metro Payment Services?** No. Reimbursements are issued to the contract signee or agency representative who then reimburses any subcontracted agency.

14. **Can I be reimbursed for items not covered by my budget spending sheet?** No.  
Reimbursements are strictly made according to your agency's budget spending sheet and grant proposal.
15. **Can I be reimbursed for indirect costs?** No.
16. **Can I be reimbursed for services provided to persons residing outside of Davidson County?** No.  
This funding is for residents of Nashville and Davidson County only.
17. **I indicated in my proposal that my program provides services to a specific school. Can I be reimbursed for providing services to youth outside my proposed program recipients?** No.
18. **I did not allocate enough budget dollars in one of my planned budgeted line items on my budget spending sheet. Can I move budgeted dollars around to supplement these unanticipated costs?** With prior approval from the Juvenile Court Finance Director, ten (10%) percent of a budgeted line item can be deducted from another line item. Requests that are over ten percent will require an amended contract. Juvenile Court does not accept amended budget spending plans unless specifically requested by the Juvenile Court Grants Management team.
19. **One of my planned budgeted line items on my budget spending sheet went over my anticipated dollar amount. Can I be reimbursed for the difference?** No. Please keep-up with your planned budgeted line items. You will only be able to charge off the remaining balance for a budgeted line item.
20. **What do I need to provide to the Juvenile Court Grants Management team to request a reimbursement?** The Juvenile Court Grants Management team will provide each agency an individual invoice form to request reimbursements. Agencies are required to evidence a provided service or purchase in the form of a receipt. Please provide evidence for every reimbursable budgeted line item request.

**Examples:** If you purchase supplies then please indicate on your invoicing that said supplies were for the program being supported by this grant. If you provide goods or services for youth attending your program that are expensed out on your budget spending sheet, then please provide a quarterly roster of students who completed your program. If you included travel reimbursements, then please provide a mileage sheet documenting travel to be reimbursed. If you attended a conference then please include a copy of the cost of your travel mode, hotel, etc. If you included a professional fee then please provide a copy of any contracts that your agency may have with that professional to evidence their rate of reimbursement along with appropriate invoicing and copy of returned check indicating a

provided professional service. If you included a communication reimbursement then please provide evidence of the phone being reimbursed by an appropriate phone bill (e.g., Comcast phone and internet or other).

21. **What documentation do I need to provide to the Juvenile Court Grants Management team to support a reimbursement claim for stipends paid to program participants after participating in our program for a specified period? (This question assumes that the stipend payments were included in the grantee's program budget and supporting budget narrative included in their grant application).** In order for expenses of this type to be reimbursable with grant funds, you must provide the name and date -specific documentation regarding participants receiving the funds that clearly answers the questions: 1) In what form was the stipend provided (gift card, etc.); 2) Who specifically received it? 3) What date was it given to the individual recipient?
22. **Should my supporting documentation be in some type of preferred format/order?** Yes. Please organize your supporting documentation in like groups according to your budget spending plan and provide a line itemized word or excel sheet listing your supporting documentation for goods or services by the Receipt or Invoice date, receipt/invoice title, amount, and comment. Please identify each supporting document with letters or numbers. This decreases the likelihood of the Juvenile Court Grants Management team guessing where a good or service should be placed or whether it was appropriate.

Please mark the associated receipt or invoice with its corresponding identifier using letters or numbers. **Please scan associated documentation in order as listed on your word or excel spreadsheet.**

Cost Category	Identifier	Date	Receipt/Invoice Title	Amount	Comment
Supplies	A or 1	07/01/2025	Costco	\$10.00	Paper for group on 07/01/2026
Professional fee	B or 2	07/05/2025	Professional Fee for guest speaker on Trauma Informed Care	\$100.00	Ms. Smith was contracted on a limited bases to speak to class on 07/05/20125
<b>Total</b>				<b>\$110.00</b>	

23. **Can I expense out tips for food services?** No. This grant does not cover tips, so please back those out of your invoices.
24. **I do not have a mileage sheet. Can you provide me with one?** Yes. The Juvenile Court Grants Management team can provide your agency with a mileage sheet template upon request.

25. **What is the reimbursement mileage rate and per diem rate?** The Juvenile Court of Davidson County is a Department of the Metropolitan Government of Nashville and Davidson County and is currently guided by the General Services Administration (GSA) Per Diem Rates for Tennessee. Click on the below link for updated rate:
- <https://www.gsa.gov/>
26. **How do I make a reimbursement request?** Please forward your completed invoice electronically along with the scanned supporting documentation to the attention of Ms. Nicole Whitlock, [NicoleSWhitlock@jnsnashville.gov](mailto:NicoleSWhitlock@jnsnashville.gov) and copy the following persons:
- [shelleyhudson@jnsnashville.gov](mailto:shelleyhudson@jnsnashville.gov)
27. **I am funded by other funding sources. Does it make a difference if both funding sources are listed on the invoice?** Yes. Please do not co-mingle expenses covered by other funds with this CPF grant invoice. Please clearly identify on the receipt/invoice what percentage of the cost of the expense is covered by this grant.