



**STATE OF TENNESSEE
DEPARTMENT OF CHILDREN'S SERVICES**

**ANNOUNCEMENT OF FUNDING
RFS: 3591003984**

**BUILDING STRONG BRAINS TENNESSEE
PROGRAMS, PROJECTS AND ACTIVITIES**

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1. INTRODUCTION

Statement of Purpose

The purpose of this **FUNDING OPPORTUNITY** is to define the State's minimum requirements, solicit grant proposals, and gain adequate information by which the State may evaluate the services, programs and activities offered by Applicants.

The State of Tennessee, Department of Children's Services, hereinafter referred to as the State, intends to secure GRANTS for:

The state is seeking innovative projects through *Building Strong Brains Tennessee* to prevent, mitigate or help persons recover from adverse childhood experiences (ACEs) and promote the health and prosperity of Tennessee. Research shows that providing safe, stable and nurturing relationships early in life can buffer the damaging effects of childhood adversity. Tennessee can do a number of things to both prevent and reduce ACEs across the state and to build protective factors in and around children so they can grow to be healthy and productive adults. The State can implement strategies to reduce the community conditions that are or that contribute to ACEs.

Services and projects to be procured with this funding are expected to address the unique features of a region or community and/or demonstrate that widespread adoption of best practices will contribute to the health and well-being of children and families, and population age and culture groups with similar characteristics. At the same time, the unique, individualized projects contribute to a larger body of knowledge about how to move the state forward through collective ingenuity in addressing ACEs.

ACE activities may address any of four levels of concern or a combination of them:

1. Philosophy and approach to preventing and mitigating ACEs utilizing latest brain science, development of brain architecture, serve and return and impact of toxic stress.
2. Policies and funding and the extent to which they promote safe, stable and nurturing environments that contribute to healthy brain development and reduce environmental factors that are ACEs such as domestic and community violence.
3. Programs and services that incorporate the Five Protective Factors—Parental resilience; Social connections; Concrete support in times of need; Knowledge of parenting and child development; Social and emotional competence of children—and that build on the strengths of communities to support children and families, skill-building for parents, trauma-informed schools, responsive business communities and philanthropies.
4. Professional practices in which cross-fertilization among all professions that touch children and families embrace scientific constructs of developing brain architecture of young children, sensitive periods of development and skill building then and during adolescence and young adulthood, and responsiveness to shaping positive behaviors in parents and others who experienced ACES themselves, and use of communication science in sharing this information.

Prevention, Mitigation and Treatment of Adverse Childhood Experiences
Anticipated Multi-Sector, Multi-Level Public and Private Impacts



ACEs activities may also address community conditions that are or contribute to ACES.

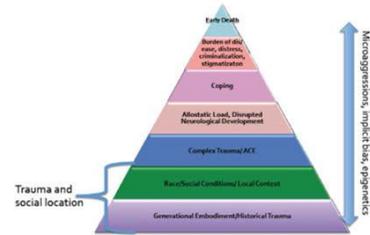
Approximately \$450,000 will be available for 3 innovative projects, one in each Grand Region—East, Middle, and West—to be funded under this AOF. No awards will be made greater than \$150,000 per year. Favorable consideration will be given to projects that address priority criteria. Refer to Section F, page 10.

Background Information: *Building Strong Brains Tennessee* [BSBTN] is the state’s collaborative interagency and public/private partnership to address, prevent and mitigate the effects of Adverse Childhood Experiences, or “ACEs.” Information about BSB TN can be found at <https://www.tn.gov/dcs/program-areas/child-health/aces.html> and at <https://www.tn.gov/tccy-aces.html>

ACEs are stressful or traumatic experiences that can disrupt the architecture of the child’s developing brain and undermine the safe, nurturing environments that children need to thrive. Exposure to ACEs can lead individuals toward the adoption of unhealthy habits and the onset of negative long-term health and economic issues.

ACEs are widespread, common and prevalent in Tennessee. ACEs are found across the state, with multiple counties in which 42% of the population has experienced two or more ACEs. Overall, 52% of the statewide population had at least one ACE, while 21% had three or more ACEs. Emotional abuse, substance abuse and parental separation or divorce rank as the most common adverse experiences. In addition, males and females are exposed to adverse childhood experiences at about the same rate with the exception of sexual abuse, for which females report higher rates of exposure.

Extended ACEs Pyramid



Scope of Service

Building Strong Brains Tennessee includes services, programs and activities that prevent and mitigate ACEs and build resilience in people affected by them. Scopes of services will be developed based on applicants’ proposals that come within the parameters of the four levels of concerns and/or address the community conditions that are or contribute to ACEs articulated in response to the requirements of the Technical Application, p.9—11.

Among activities that may fall within the scope of this funding opportunity are those that meet the criteria of the Technical Application with the exclusions noted in Section F (p.11) and propose (1) organizational, operational and cultural changes to prevent and mitigate ACEs and create foundations to change philosophy, policies, programs and professional practice; build provider and community capacities; influence workforce development and child care services, schools and higher education relative to healthy brain development and trauma sensitivity and/or (2) affect reductions in community conditions that are or contribute to ACEs.

The final scopes of successful grantees will include components of the applicant’s proposal.

Grant Contract Duration

Grant Contract Term. This contract will be effective for one year with the option to renew the contract through an amendment if funding is available in succeeding years and performance and outcomes warrant consideration.

This Grant Contract shall be effective for the period commencing on **July 1, 2020** and ending on **June 30, 2021**. The State shall have no obligation for services rendered by the Grantee that are not performed within the specified period.

Renewal Options. This Grant Contract may be renewed upon satisfactory completion of the Term. The State reserves the right to execute up to two (2) 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 thirty six (36) months.

NOTE:

Continuation of any issued contracts under this Announcement of Funding is dependent on the following:

1. Continued funding; and/or,
2. Performance

Application Deadline

Grant Applications shall be submitted no later than the Application Deadline time and date detailed in the Section 2, Schedule of Events. An applicant's failure to submit an application as required before the deadline shall cause the application to be disqualified.

Applicants assume the risk of the method of dispatch chosen. The State assumes no responsibility for delays caused by any delivery service. Postmarking by the due date shall not substitute for actual application receipt by the State. Late grant applications shall not be accepted nor shall additional time be granted to any potential Applicant. Applications sent through the US Postal Service need to allow extra time for routing through the State's postal service system.

Grant applications may not be delivered orally, by facsimile transmission, or by other telecommunication or electronic means.

2. ANNOUNCEMENT OF FUNDING SCHEDULE

The following Schedule of Events represents the State's best estimate of the schedule that shall be followed. Unless otherwise specified, the time of day for the following events shall be between 8:00 a.m. and 4:30 p.m., Central Time.

The State reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. Notification of any adjustment to the Schedule of Events shall be posted and circulated broadly.

EVENT	DATE	TIME
1. State Announcement of Funding	March 6, 2020	
2. Deadline for <i>Letter of Intent to Apply</i> <i>Submit a Letter of Intent, which includes up to a one page summary of the proposed project and an approximate budget.</i> <i>The Letter of Intent will give the State a first look at the correspondence of the application to the scope of this Announcement.</i> <i><u>Failure to submit a letter of intent does not prevent an applicant from submitting a proposal by the deadline identified in the Schedule of Events.</u></i>	March 13, 2020	
3. Deadline for Submitting Written Questions	March 13	
4. State Issues Responses to Written Questions	March 17	
5. Deadline for Submitting an Application <u>and</u> State Opens Grant Applications	April 17	10:00 a.m. Central
6. State Completes Evaluations of Grant Applications	April 29	
7. State Sends Written Notice to Applicants <u>and</u> State Opens Files for Public Inspection	May 1	By 4:30 p.m. Central
8. Conclusion of Contract Negotiation	May 12	
9. Anticipated Contract Start Date 30 days after contract is entered into Edison	July 1	

3. COMMUNICATION REQUIREMENTS AND OTHER INFORMATION

COORDINATOR:

The following Coordinator shall be the main point of contact for this Announcement of Funding.

*All communications regarding this announcement **MUST** only be directed to the Program Specialist identified below.*

Bonnie Beneke, LCSW, Director, Training and Professional
Development UBS Tower, 10th Floor
315 Deaderick Street
Nashville, TN 37243
Bonnie.Beneke@tn.gov

Communications Regarding the Announcement of Funding

- All vendor communications concerning this procurement must be directed to the Coordinator. Unauthorized contact regarding this procurement with other State employees of the procuring state agency may result in disqualification.
- All communications should be in writing or e-mail to the Coordinator. Any oral communications shall be considered unofficial and nonbinding on the State.
- Any communication sent by facsimile must also be sent by United States mail on the same date.
- The State shall respond in writing to written communications. The State reserves the right, at its sole discretion, to determine appropriate and adequate responses to written comments, questions, and requests for clarification.

Right of Rejection

- The State reserves the right, at its sole discretion, to reject any and all grant proposals or to cancel the Announcement of Funding in its entirety.
- Any application received which does not meet the requirements of this Announcement of Funds, may be considered to be nonresponsive, and the application may be rejected.

Grantee Selection Criteria

- All grant applications are reviewed and rated by a group of state employees selected by the state agencies and coordinating team participating in *Building Strong Brains Tennessee*. The minimum number on a review team will be two. **Ratings alone will not be the sole criterion for selection of applications to be funded. Final selections will be based on innovation and the extent to which system change might result from the proposal.** Selections will be submitted for final approval to the Commissioner of the Department of Children's services or her designee.
- Depending on the funds allocated and the number and size of proposals received, the State will make the final determination of the number and amounts of grants to be awarded based on geographic distribution and range and variation of proposals as to (1) philosophy, policy, program and provider focus and prevention, mitigation, recovery or combined levels of intervention, and (2) approaches to reduce community conditions that are or contribute to ACEs.
- Funds awarded under this announcement may not supplant existing resources.
- The Department of Children's Services reserves the right to further negotiate grant proposals submitted for consideration.

4. APPLICATION INFORMATION

SUBMITTING THE APPLICATION:

All grant applications MUST be submitted to the Department of Children's Services with the items identified below at the following address:

Submit proposals to:

**Bonnie Beneke, LCSW, Director, Training and Professional Development
UBS Tower, 10th Floor
315 Deaderick Street
Nashville, TN 37243**

The implementing organization shall be the Applicant.

Proposals shall be organized in the following order:

- A. Face Sheet (found at p.17 of this document and posted separately as a Word document for responses by the applicant. In Word, the text boxes expand for data entry.).
- B. Letter of Intent.
- C. Cover letter detailing a brief history of your organization, contact information and signature of the CEO/Executive Director of the agency.
- D. Table of Contents
- E. Technical Application
- F. Grant Budget
- G. Logic Model
- H. Letters of Support

DO NOT SUBMIT PROPOSALS IN NOTEBOOKS, FOLDERS OR OTHER TYPES OF BINDERS WITH CLIPS OR FASTENERS.

Applicants MUST submit the following copies of the Technical and Budget Proposals

- ✓ **one (1) original** and **two (2) hardcopies** of the entire proposal including the items listed in A through H above with the Face Sheet as the first page and,
- ✓ one (1) digital copy of the entire proposal including the items listed in A through H above. Content as a single document is preferred. The flash drive is to be labeled clearly with the name of the applicant and title of the proposal.

5. APPLICATION FORMAT AND CONTENT

- Grant Applications should be prepared simply and economically and provide a straightforward, concise description of the Applicant's capabilities to satisfy the requirements of the Announcement of Funds. Emphasis should be on completeness and clarity of content.
- Applicants must follow all formats and address all portions of the Announcement of Funds set forth herein providing all information requested.
- Applicants must respond to every section. Applicants must label each response with the section numbers associated with the requirement.
- Application materials must be submitted in the order indicated on p.7.

Failure to follow the specified format, to label the responses correctly, or to address all the sections may, at the State's sole discretion, result in the rejection of the Application.

- Grant Applications shall be type written, double spaced on standard 8 1/2" x 11" white paper, font size of 12 with 1" margins. Tables may be single spaced.
- Length of the Proposal is limited to 12 pages excluding Face Sheet, Letter of Intent, Cover Letter Table of Contents, Budget and Budget Narrative, Logic Model and Letters of Support.
- All application pages must be numbered and stapled or otherwise secured, however, DO NOT SUBMIT PROPOSALS IN NOTEBOOKS, FOLDERS OR OTHER TYPES OF BINDERS WITH CLIPS OR FASTENERS.
- The application must include a table of contents.
- The number of copies for each item must be submitted as indicated in Section 4.

6. TECHNICAL APPLICATION

An application must include both the original Technical Response and Budget Proposal documents and meet all form and content requirements, including all required signatures, as detailed within this AOF.

The applicant must address all items (below) in their proposal and provide, in sequence, the information and documentation as required (referenced with the associated item references) and include a Table of Contents that details the page number of each section.

Failure to provide all information requested may result in the rejection of an applicant's proposal.

APPLICATION REQUIREMENTS:

- A. Face Sheet. (Compliant/Non-Compliant) [No Score]
- B. Letter of Intent (Compliant/Non-Compliant) [No Score]
- C. Cover letter signed by the CEO/Executive Director of the agency detailing the following:
(Compliant/Non-Compliant) [No Score]
 - The legal name of the agency
 - Contact name and title
 - Address
 - E-mail address
 - Phone number
 - DUNS NUMBER
 - Federal Identification Number (FIN)
 - A brief history of the organization and its vision and mission

D. Foundation for Proposal [20points]

Provide a narrative within the proposal that illustrates the applicant's clear understanding of the State's requirements and project schedule.

If proposing child development interventions and/or direct services to children, youth, young adults and their caretakers

- a) Identify program by name as evidence-based, evidence-informed or based on promising practice, and if not that, supported by a strong theory of change. Regardless of category, include a Logic Model as an attachment. <http://www.hfrp.org/evaluation/the-evaluation-exchange/issue-archive/evaluation-methodology/an-introduction-to-theory-of-change>. See Exclusions, p.11.
- b) Describe how the program, activity or project will impact philosophy, policy, programs and/or practice
- c) Describe the level of intervention: prevention, mitigation, recovery, resilience skill building or some combination, and if a combination, the combination.
- d) Describe how the plan aligns with *Building Strong Brains* "core story", Addendum 2, relative to brain architecture, toxic stress, and the need to address these issues to ensure the future prosperity of Tennessee and how the plan otherwise incorporates FrameWorks messaging.

If proposing to address community conditions that are or may contribute to ACEs:

- a) Identify research to support the proposal, examples of similar activities with demonstrated success, and if not that, a strong theory of change. Regardless of the category, include a Logic Model as an attachment.
- b) Describe how the program, activity or project will positively impact and/or reduce the community conditions that are or contribute to ACEs and the variables that would indicate change occurs in the desired direction.
- c) Describe the geographic area and characteristics of the population that would be the subject of the program, activity or project
- d) Identify collaborators participating in the project and the specific contributions of each and the roles they would play.

E. Application Proposal and Expected Outcomes [40 points]

The proposal must:

- a) Describe what the applicant intends to do and how the proposed action plan will (1) help prevent or mitigate ACEs and toxic stress from affecting the brain architecture of children, youth and/or young adults or (2) reduce community and environmental conditions that are or contribute to ACEs.
- b) Articulate clear goals and expected outputs/impact.
- c) Specify the estimated number of persons served, trained or otherwise impacted by the proposed activities and the basis for that estimate.
- d) Address equity, inclusion and other indicators of cultural competence
- e) Provide evidence that the proposal is feasible in the respective community or venue
- f) Provide a realistic and achievable timeline for planning and implementation
- g) Describe project deliverables and statement of what will be reported quarterly.
- h) Describe a Sustainability Plan and Impact Evaluation Plan.

F. Prioritized Proposals [20 points]

Priority proposals are those that

- a) An organization proposes and for which it provides evidence of an ability to effect/influence culture change in a Grand Region, other defined geographic area and/or provider system. An applicant must provide assurance of their capacity to monitor any subcontracts or other binding agreements and to be accountable for all policy, fiscal and program activities of the partners.
- b) Establish partnership(s) with one or more identified business entities to increase skills and capacities of youth and young adults that will likely lead to employment

c) Address social determinants of workforce development and economic security, that is, approaches one might take to address ACEs in the context of training/skill building for youth and young adults



d) Relate to or support strategies of the Administration for the 15 counties identified in Executive Order 1 as “economically distressed” by developing interventions for children, youth and young adults especially through establishing “Learning Landscapes” for learning and engagement in public places.

<https://www.childandfamilyblog.com/early-childhood-development/learning-through-play-public-spaces/>

e) Align with other priorities of the Administration

A priority proposal needs to:

a) Describe the complete project within the FY21 timeframe

b) Describe a plan to sustain the activity if it is to continue beyond FY21

c) Describe plans for evaluating results.

EXCLUSIONS: Because available funds are very limited and because there are other potential sources of funds to support them, proposals will not be considered for Home Visiting programs, school-based social workers or mental health liaisons, nor Safe Baby Courts.

G. Experience [5 points]

The proposal clearly articulates

a) Evidence of applicant’s track record

b) Resources needed to execute this plan.

c) Resources contributed as match (match should be reflected in the budget) to leverage the requested amount for the application

d) If the applicant has participated in *BSB* Symposia, FrameLabs, Training- For- Trainers (T4T) and/or Department of Education Conditions for Learning Forum, *Building Strong Brains—Strategies for Teachers* and/or Trauma-Informed Schools Training *Six Pillars of a Trauma-Informed School* and how those experiences influence the design of the proposal.

e) Three [no more than three] Letters of Support as attachments

H. Long Term Systemic Contributions [5 points]

The proposal includes recommendations for growth and expansion that might lead to change in philosophy, policy, programs and practices and/or reduction in community conditions that are or contribute to ACEs.

I. Budget and Budget Narrative [10 points]

The attached Budget template is to be used for **three (3) budgets, one for each fiscal year of potential funding.**

GRANT BUDGET

Applicant/Additional Identification Information As Necessary

The grant budget line-item amounts below shall be applicable only to expense incurred during the following

Applicable

Period:

BEGIN: DATE

END: DATE

POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1. 2	Salaries, Benefits & Taxes	0.00	0.00	0.00
4, 15	Professional Fee, Grant & Award ²	0.00	0.00	0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	0.00	0.00	0.00
11. 12	Travel, Conferences & Meetings	0.00	0.00	0.00
13	Interest ²	0.00	0.00	0.00
14	Insurance	0.00	0.00	0.00
16	Specific Assistance To Individuals	0.00	0.00	0.00
17	Depreciation ²	0.00	0.00	0.00
18	Other Non-Personnel ²	0.00	0.00	0.00
20	Capital Purchase ²	0.00	0.00	0.00
22	Indirect Cost	0.00	0.00	0.00
24	In-Kind Expense	0.00	0.00	0.00
25	GRAND TOTAL	0.00	0.00	0.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: <http://www.tn.gov/finance/topic/fa-policyinfo>).

² Applicable detail follows this page if line-item is funded.

ATTACHMENT REFERENCE

GRANT BUDGET LINE-ITEM DETAIL:

PROFESSIONAL FEE, GRANT & AWARD	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
TOTAL	Amount

INTEREST	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
TOTAL	Amount

DEPRECIATION	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
TOTAL	Amount

OTHER NON-PERSONNEL	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
TOTAL	Amount

CAPITAL PURCHASE	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
TOTA	Amount

NOTE: This grant contract is a sample. The appropriate template will be used for successful applicants as public agencies, institutions of higher education or community grantees.

**GRANT CONTRACT
BETWEEN THE STATE OF TENNESSEE,
STATE AGENCY NAME
AND
GRANTEE NAME**

This Grant Contract, by and between the State of Tennessee, **State Agency Name**, hereinafter referred to as the "State" and **Contractor Legal Entity Name**, hereinafter referred to as the "Grantee," is for the provision of **Scope of Service Caption**, as further defined in the "SCOPE OF SERVICES."

The Grantee is **a/an Individual, For-Profit Corporation, Non-Profit Corporation, Special Purpose Corporation Or Association, Partnership, Joint Venture, Or Limited Liability Company**.
Grantee Place of Incorporation or Organization: **Location**
Grantee Edison Vendor ID # **Number**

A. SCOPE OF SERVICES AND DELIVERABLES:

A.1. The Grantee shall provide all services and deliverables ("Scope") as required, described, and detailed in this Grant Contract.

A.#. **Specify the services & deliverables that the Grantee must provide as well as the technical specifications & delivery requirements that must be met (include sufficient detail to ensure accountability & definitive results). Do NOT include payment terms in the Scope.**

B. TERM OF GRANT CONTRACT:

This Grant Contract shall be effective on **DATE** ("Effective Date") and extend for a period of **number (#) months** after the Effective Date ("Term"). The State shall have no obligation for goods or services provided by the Grantee prior to the Effective Date.

C. PAYMENT TERMS AND CONDITIONS:

C.1. **Maximum Liability.** In no event shall the maximum liability of the State under this Grant Contract exceed **Written Dollar Amount (\$Number)** ("Maximum Liability"). The Grant Budget, attached and incorporated hereto as Attachment **Reference**, shall constitute the maximum amount due the Grantee under this Grant Contract. The Grant 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 Grantee.

C.2. **Compensation Firm.** The Maximum Liability of the State is not subject to escalation for any reason unless amended. The Grant Budget amounts are firm for the Term and are not subject to escalation for any reason unless amended, except as provided in Section C.6.

C.3. **Payment Methodology.** The Grantee shall be reimbursed for actual, reasonable, and necessary costs based upon the Grant 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 Grant Contract, the Grantee shall submit invoices prior to any reimbursement of allowable costs.

C.4. **Travel Compensation.** Reimbursement to the Grantee for travel, meals, or lodging shall be subject to amounts and limitations specified in the "State Comprehensive Travel Regulations," as they are amended from time to time, and shall be contingent upon and limited by the Grant Budget funding for said reimbursement.

C.5. Invoice Requirements. The Grantee shall invoice the State no more often than monthly, with all necessary supporting documentation, and present such to:

State Agency Billing Address

- a. Each invoice shall clearly and accurately detail all of the following required information (calculations must be extended and totaled correctly).
 - (1) Invoice/Reference Number (assigned by the Grantee).
 - (2) Invoice Date.
 - (3) Invoice Period (to which the reimbursement request is applicable).
 - (4) Grant Contract Number (assigned by the State).
 - (5) Grantor: **State Agency & Division Name**.
 - (6) Grantor Number (assigned by the Grantee to the above-referenced Grantor).
 - (7) Grantee Name.
 - (8) Grantee Tennessee Edison Registration ID Number Referenced in Preamble of this Grant Contract.
 - (9) Grantee Remittance Address.
 - (10) Grantee Contact for Invoice Questions (name, phone, or fax).
 - (11) Itemization of Reimbursement Requested for the Invoice Period— it must detail, at minimum, all of the following:
 - i. The amount requested by Grant Budget line-item (including any travel expenditure reimbursement requested and for which documentation and receipts, as required by "State Comprehensive Travel Regulations," are attached to the invoice).
 - ii. The amount reimbursed by Grant Budget line-item to date.
 - iii. The total amount reimbursed under the Grant Contract to date.
 - iv. The total amount requested (all line-items) for the Invoice Period.
- b. The Grantee understands and agrees to all of the following.
 - (1) An invoice under this Grant Contract shall include only reimbursement requests for actual, reasonable, and necessary expenditures required in the delivery of service described by this Grant Contract and shall be subject to the Grant Budget and any other provision of this Grant Contract relating to allowable reimbursements.
 - (2) An invoice under this Grant Contract shall not include any reimbursement request for future expenditures.
 - (3) An invoice under this Grant Contract shall initiate the timeframe for reimbursement only when the State is in receipt of the invoice, and the invoice meets the minimum requirements of this section C.5.

C.6. Budget Line-items. Expenditures, reimbursements, and payments under this Grant Contract shall adhere to the Grant Budget. The Grantee may vary from a Grant Budget line-item amount by up to one percent (1%) of the line-item amount, provided that any increase is off-set by an equal reduction of other line-item amount(s) such that the net result of variances shall not increase the total Grant Contract amount detailed by the Grant Budget. Any increase in the Grant Budget, grand total amounts shall require an amendment of this Grant Contract.

C.7. Disbursement Reconciliation and Close Out. The Grantee shall submit any final invoice and a grant disbursement reconciliation report within sixty (60) days of the Grant Contract end date, in form and substance acceptable to the State.

- a. If total disbursements by the State pursuant to this Grant Contract exceed the amounts

permitted by Section C of this Grant Contract, the Grantee shall refund the difference to the State. The Grantee shall submit said refund with the final grant disbursement reconciliation report.

- b. The State shall not be responsible for the payment of any invoice submitted to the state after the grant disbursement reconciliation report. The State will not deem any Grantee costs submitted for reimbursement after the grant disbursement reconciliation report to be allowable and reimbursable by the State, and such invoices will NOT be paid.
 - c. The Grantee's failure to provide a final grant disbursement reconciliation report to the state as required shall result in the Grantee being deemed ineligible for reimbursement under this Grant Contract, and the Grantee shall be required to refund any and all payments by the state pursuant to this Grant Contract.
 - d. The Grantee must close out its accounting records at the end of the contract period in such a way that reimbursable expenditures and revenue collections are NOT carried forward.
- C.8. Indirect Cost. Should the Grantee request reimbursement for indirect costs, the Grantee must submit to the State a copy of the indirect cost rate approved by the cognizant federal agency or the cognizant state agency, as applicable. The Grantee will be reimbursed for indirect costs in accordance with the approved indirect cost rate and amounts and limitations specified in the attached Grant Budget. Once the Grantee makes an election and treats a given cost as direct or indirect, it must apply that treatment consistently and may not change during the Term. Any changes in the approved indirect cost rate must have prior approval of the cognizant federal agency or the cognizant state agency, as applicable. If the indirect cost rate is provisional during the Term, once the rate becomes final, the Grantee agrees to remit any overpayment of funds to the State, and subject to the availability of funds the State agrees to remit any underpayment to the Grantee.
- C.9. Cost Allocation. If any part of the costs to be reimbursed under this Grant Contract are joint costs involving allocation to more than one program or activity, such costs shall be allocated and reported in accordance with the provisions of Department of Finance and Administration Policy Statement 03 or any amendments or revisions made to this policy statement during the Term.
- C.10. Payment of Invoice. A payment by the State shall not prejudice the State's right to object to or question any reimbursement, invoice, or matter in relation thereto. A payment by the State shall not be construed as acceptance of any part of the work or service provided or as approval of any amount as an allowable cost.
- C.11. Non-allowable Costs. Any amounts payable to the Grantee shall be subject to reduction for amounts included in any invoice or payment that are determined by the State, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute non-allowable costs.
- C.12. State's Right to Set Off. The State reserves the right to deduct from amounts that are or shall become due and payable to the Grantee under this Grant Contract or any other contract between the Grantee and the State of Tennessee under which the Grantee has a right to receive payment from the State.
- C.13. Prerequisite Documentation. The Grantee shall not invoice the State under this Grant Contract until the State has received the following, properly completed documentation.
- a. The Grantee shall complete, sign, and present to the State an "Authorization Agreement for Automatic Deposit (ACH Credits) Form" provided by the State. By doing so, the Grantee acknowledges and agrees that, once this form is received by the State, all

payments to the Grantee under this or any other grant contract will be made by automated clearing house ("ACH").

- b. The Grantee shall complete, sign, and return to the State the State-provided W-9 form. The taxpayer identification number on the W-9 form must be the same as the Grantee's Federal Employer Identification Number or Social Security Number referenced in the Grantee's Edison registration information.

D. STANDARD TERMS AND CONDITIONS:

- D.1. Required Approvals. The State is not bound by this Grant Contract until it is signed by the parties and approved by appropriate officials in accordance with applicable Tennessee laws and regulations (depending upon the specifics of this Grant Contract, the 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).
- D.2. Modification and Amendment. This Grant Contract may be modified only by a written amendment signed by all parties and approved by the officials who approved the Grant Contract and, depending upon the specifics of the Grant Contract as amended, any additional officials required by Tennessee laws and regulations (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).
- D.3. Termination for Convenience. The State may terminate this Grant Contract without cause for any reason. A termination for convenience shall not be a breach of this Grant Contract by the State. The State shall give the Grantee at least thirty (30) days written notice before the effective termination date. The Grantee shall be entitled to compensation for authorized expenditures and satisfactory services completed as of the termination date, but in no event shall the State be liable to the Grantee for compensation for any service that has not been rendered. The final decision as to the amount for which the State is liable shall be determined by the State. The Grantee shall not have any right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount for the State's exercise of its right to terminate for convenience.
- D.4. Termination for Cause. If the Grantee fails to properly perform its obligations under this Grant Contract in a timely or proper manner, or if the Grantee violates any terms of this Grant Contract ("Breach Condition"), the State shall have the right to immediately terminate the Grant Contract and withhold payments in excess of compensation for completed services or provided goods. Notwithstanding the above, the Grantee shall not be relieved of liability to the State for damages sustained by virtue of any Breach Condition and the State may seek other remedies allowed at law or in equity for breach of this Grant Contract.
- D.5. Subcontracting. The Grantee shall not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of the State. If such subcontracts are approved by the State, each shall contain, at a minimum, sections of this Grant Contract pertaining to "Conflicts of Interest," "Lobbying," "Nondiscrimination," "Public Accountability," "Public Notice," and "Records" (as identified by the section headings). Notwithstanding any use of approved subcontractors, the Grantee shall remain responsible for all work performed.
- D.6. Conflicts of Interest. The Grantee warrants that no part of the total Grant Contract Amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Grantee in connection with any work contemplated or performed relative to this Grant Contract.

The Grantee acknowledges, understands, and agrees that this Grant Contract shall be null and void if the Grantee is, or within the past six months has been, an employee of the State of Tennessee or if the Grantee is an entity in which a controlling interest is held by an individual who is, or within the past six months has been, an employee of the State of Tennessee.

D.7. Lobbying. The Grantee certifies, to the best of its knowledge and belief, that:

- a. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this contract, grant, loan, or cooperative agreement, the Grantee shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- c. The Grantee shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352.

D.8. Communications and Contacts. All instructions, notices, consents, demands, or other communications required or contemplated by this Grant 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 as set out below:

The State:

State Contact Name & Title
State Agency Name
Address
Email Address
Telephone # Number
FAX # Number

The Grantee:

Grantee Contact Name & Title
Grantee Name
Address
Email Address
Telephone # Number
FAX # Number

A change to the above contact information requires written notice to the person designated by the other party to receive notice.

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

- D.9. Subject to Funds Availability. This Grant Contract is subject to the appropriation and availability of State or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, the State reserves the right to terminate this Grant Contract upon written notice to the Grantee. The State's right to terminate this Grant Contract due to lack of funds is not a breach of this Grant Contract by the State. Upon receipt of the written notice, the Grantee shall cease all work associated with the Grant Contract. Should such an event occur, the Grantee shall be entitled to compensation for all satisfactory and authorized services completed as of the termination date. Upon such termination, the Grantee shall have no right to recover from the State any actual, general, special, incidental, consequential, or any other damages whatsoever of any description or amount.
- D.10. Nondiscrimination. The Grantee agrees that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Grantee on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal, Tennessee State constitutional, or statutory law. The Grantee shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D.11. HIPAA Compliance. The State and the Grantee shall comply with obligations under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), Health Information Technology for Economic and Clinical Health ("HITECH") Act and any other relevant laws and regulations regarding privacy (collectively the "Privacy Rules"). The obligations set forth in this Section shall survive the termination of this Grant Contract.
- a. The Grantee warrants to the State that it is familiar with the requirements of the Privacy Rules, and will comply with all applicable requirements in the course of this Grant Contract.
 - b. The Grantee warrants that it will cooperate with the State, including cooperation and coordination with State privacy officials and other compliance officers required by the Privacy Rules, in the course of performance of this Grant Contract so that both parties will be in compliance with the Privacy Rules.
 - c. The State and the Grantee will sign documents, including but not limited to business associate agreements, as required by the Privacy Rules and that are reasonably necessary to keep the State and the Grantee in compliance with the Privacy Rules. This provision shall not apply if information received or delivered by the parties under this Grant Contract is NOT "protected health information" as defined by the Privacy Rules, or if the Privacy Rules permit the parties to receive or deliver the information without entering into a business associate agreement or signing another document.
 - d. The Grantee will indemnify the State and hold it harmless for any violation by the Grantee or its subcontractors of the Privacy Rules. This includes the costs of responding to a breach of protected health information, the costs of responding to a government enforcement action related to the breach, and any fines, penalties, or damages paid by the State because of the violation.
- D.12. Public Accountability. If the Grantee is subject to Tenn. Code Ann. § 8-4-401 *et seq.*, or if this

Grant Contract involves the provision of services to citizens by the Grantee on behalf of the State, the Grantee agrees to establish a system through which recipients of services may present grievances about the operation of the service program. The Grantee shall also display in a prominent place, located near the passageway through which the public enters in order to receive Grant supported services, a sign at least eleven inches (11") in height and seventeen inches (17") in width stating:

NOTICE: THIS AGENCY IS A RECIPIENT OF TAXPAYER FUNDING. IF YOU OBSERVE AN AGENCY DIRECTOR OR EMPLOYEE ENGAGING IN ANY ACTIVITY WHICH YOU CONSIDER TO BE ILLEGAL, IMPROPER, OR WASTEFUL, PLEASE CALL THE STATE COMPTROLLER'S TOLL-FREE HOTLINE: 1-800-232-5454.

The sign shall be on the form prescribed by the Comptroller of the Treasury. The Grantor State Agency shall obtain copies of the sign from the Comptroller of the Treasury, and upon request from the Grantee, provide Grantee with any necessary signs.

- D.13. Public Notice. All notices, informational pamphlets, press releases, research reports, signs, and similar public notices prepared and released by the Grantee in relation to this Grant Contract shall include the statement, "This project is funded under a Grant Contract with the State of Tennessee." All notices by the Grantee in relation to this Grant Contract shall be approved by the State.
- D.14. Licensure. The Grantee and its employees and all sub-grantees shall be licensed pursuant to all applicable federal, state, and local laws, ordinances, rules, and regulations and shall upon request provide proof of all licenses.
- D.15. Records. The Grantee and any approved subcontractor shall maintain documentation for all charges under this Grant Contract. The books, records, and documents of the Grantee and any approved subcontractor, insofar as they relate to work performed or money received under this Grant Contract, shall be maintained for a period of five (5) full years from the date of the final payment and shall be subject to audit at any reasonable time and upon reasonable notice by the Grantor State Agency, the Comptroller of the Treasury, or their duly appointed representatives.

The records shall be maintained in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification, Public Company Accounting Oversight Board (PCAOB) Accounting Standards Codification, or Governmental Accounting Standards Board (GASB) Accounting Standards Codification, as applicable, and any related AICPA Industry Audit and Accounting guides.

In addition, documentation of grant applications, budgets, reports, awards, and expenditures will be maintained in accordance with U.S. Office of Management and Budget's *Uniform Administrative Requirements, Audit Requirements, and Cost Principles for Federal Awards*.

The Grantee shall also comply with any recordkeeping and reporting requirements prescribed by the Tennessee Comptroller of the Treasury.

The Grantee shall establish a system of internal controls that utilize the COSO Internal Control - Integrated Framework model as the basic foundation for the internal control system. The Grantee shall incorporate any additional Comptroller of the Treasury directives into its internal control system.

Any other required records or reports which are not contemplated in the above standards shall follow the format designated by the head of the Grantor State Agency, the Central Procurement Office, or the Commissioner of Finance and Administration of the State of Tennessee.

- D.16. Monitoring. The Grantee's activities conducted and records maintained pursuant to this Grant Contract shall be subject to monitoring and evaluation by the State, the Comptroller of the Treasury, or their duly appointed representatives.

- D.17. Progress Reports. The Grantee shall submit brief, periodic, progress reports to the State as requested.
- D.18. Annual and Final Reports. The Grantee shall submit, within three (3) months of the conclusion of each year of the Term, an annual report. For grant contracts with a term of less than one (1) year, the Grantee shall submit a final report within three (3) months of the conclusion of the Term. For grant contracts with multiyear terms, the final report will take the place of the annual report for the final year of the Term. The Grantee shall submit annual and final reports to the Grantor State Agency. At minimum, annual and final reports shall include: (a) the Grantee's name; (b) the Grant Contract's Edison identification number, Term, and total amount; (c) a narrative section that describes the program's goals, outcomes, successes and setbacks, whether the Grantee used benchmarks or indicators to determine progress, and whether any proposed activities were not completed; and (d) other relevant details requested by the Grantor State Agency. Annual and final report documents to be completed by the Grantee shall appear on the Grantor State Agency's website or as an attachment to the Grant Contract.

- D.19. Audit Report. For purposes of this Section, pass-through entity means a non-federal entity that provides a subaward to a subrecipient to carry out part of a federal program.

The Grantee shall provide audited financial statements to the Tennessee Comptroller of the Treasury ("Comptroller") if during the Grantee's fiscal year, the Grantee: (1) expends seven hundred fifty thousand dollars (\$750,000) or more in direct and indirect federal financial assistance and the State is a pass-through entity; (2) expends seven hundred fifty thousand dollars (\$750,000) or more in state funds from the State; or (3) expends seven hundred fifty thousand dollars (\$750,000) or more in federal financial assistance and state funds from the State, and the State is a pass-through entity.

At least ninety (90) days before the end of its fiscal year, the Grantee shall complete Attachment [reference the Notice of Audit Report document] to notify the State whether or not Grantee is subject to an audit. The Grantee should submit only one, completed document during the Grantee's fiscal year. Any Grantee that is subject to an audit and so indicates on Attachment [reference the Notice of Audit Report document] shall complete Attachment [reference the Parent Child Information document]. If the Grantee is subject to an audit, Grantee shall obtain the Comptroller's approval before engaging a licensed, independent public accountant to perform the audit. The Grantee may contact the Comptroller for assistance identifying auditors.

The audit contract between the Grantee and the Auditor shall be on a contract form prescribed by the Comptroller. The Grantee shall be responsible for payment of fees for an audit prepared by a licensed, independent public accountant. Payment of the audit fees by the Grantee shall be subject to the provision relating to such fees contained within this Grant Contract. The Grantee shall be responsible for reimbursing the Comptroller for any costs of an audit prepared by the Comptroller.

All audits shall be performed in accordance with the Comptroller's requirements, as posted on its web site. When a federal single audit is required, the audit shall be performed in accordance with U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

A copy of the audit report shall be provided to the Comptroller by the licensed, independent public accountant. Audit reports shall be made available to the public. The Grantee shall also submit a copy of the Notice of Audit Report, Parent Child Form, and audit report to the State [contact listed in D.8. or to optional contact information]:

- D.20. Procurement. If other terms of this Grant Contract allow reimbursement for the cost of goods, materials, supplies, equipment, or contracted services, such procurement shall be made on a competitive basis, including the use of competitive bidding procedures, where practical. The Grantee shall maintain documentation for the basis of each procurement for which reimbursement is paid pursuant to this Grant Contract. In each instance where it is determined

that use of a competitive procurement method is not practical, supporting documentation shall include a written justification for the decision and for use of a non-competitive procurement. If the Grantee is a subrecipient, the Grantee shall comply with 2 C.F.R. §§ 200.317—200.326 when procuring property and services under a federal award.

The Grantee shall obtain prior approval from the State before purchasing any equipment under this Grant Contract.

For purposes of this Grant Contract, the term “equipment” shall include any article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds five thousand dollars (\$5,000.00).

- D.21. Strict Performance. Failure by any party to this Grant Contract to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this agreement shall not be construed as a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Grant Contract shall be held to be waived, modified, or deleted except by a written amendment signed by the parties hereto.
- D.22. Independent Contractor. The parties shall not act as employees, partners, joint venturers, or associates of one another in the performance of this Grant Contract. The parties acknowledge that they are independent contracting entities and that nothing in this Grant Contract shall be construed to create a principal/agent relationship or to allow either to exercise control or direction over the manner or method by which the other transacts its business affairs or provides its usual services. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever.

The Grantee, being an independent contractor and not an employee of the State, agrees to carry adequate public liability and other appropriate forms of insurance, including adequate public liability and other appropriate forms of insurance on the Grantee’s employees, and to pay all applicable taxes incident to this Grant Contract.

- D.23. Limitation of State’s Liability. The State shall have no liability except as specifically provided in this Grant Contract. In no event will the State be liable to the Grantee or any other party for any lost revenues, lost profits, loss of business, loss of grant funding, decrease in the value of any securities or cash position, time, money, goodwill, or any indirect, special, incidental, punitive, exemplary or consequential damages of any nature, whether based on warranty, contract, statute, regulation, tort (including but not limited to negligence), or any other legal theory that may arise under this Grant Contract or otherwise. The State’s total liability under this Grant Contract (including any exhibits, schedules, amendments or other attachments to the Contract) or otherwise shall under no circumstances exceed the Maximum Liability originally established in Section C.1 of this Grant Contract. This limitation of liability is cumulative and not per incident.
- D.24. Force Majeure. “Force Majeure Event” means fire, flood, earthquake, elements of nature or acts of God, wars, riots, civil disorders, rebellions or revolutions, acts of terrorism or any other similar cause beyond the reasonable control of the Party except to the extent that the non-performing Party is at fault in failing to prevent or causing the default or delay, and provided that the default or delay cannot reasonably be circumvented by the non-performing Party through the use of alternate sources, workaround plans or other means. A strike, lockout or labor dispute shall not excuse either Party from its obligations under this Grant Contract. Except as set forth in this Section, any failure or delay by a Party in the performance of its obligations under this Grant Contract arising from a Force Majeure Event is not a default under this Grant Contract or grounds for termination. The non-performing Party will be excused from performing those obligations directly affected by the Force Majeure Event, and only for as long as the Force Majeure Event continues, provided that the Party continues to use diligent, good faith efforts to resume performance without delay. The occurrence of a Force Majeure Event affecting Grantee’s representatives, suppliers, subcontractors, customers or business apart from this Grant Contract

is not a Force Majeure Event under this Grant Contract. Grantee will promptly notify the State of any delay caused by a Force Majeure Event (to be confirmed in a written notice to the State within one (1) day of the inception of the delay) that a Force Majeure Event has occurred, and will describe in reasonable detail the nature of the Force Majeure Event. If any Force Majeure Event results in a delay in Grantee's performance longer than forty-eight (48) hours, the State may, upon notice to Grantee: (a) cease payment of the fees until Grantee resumes performance of the affected obligations; or (b) immediately terminate this Grant Contract or any purchase order, in whole or in part, without further payment except for fees then due and payable. Grantee will not increase its charges under this Grant Contract or charge the State any fees other than those provided for in this Grant Contract as the result of a Force Majeure Event.

- D.25. Tennessee Department of Revenue Registration. The Grantee shall comply with all applicable registration requirements contained in Tenn. Code Ann. §§ 67-6-601 – 608. Compliance with applicable registration requirements is a material requirement of this Grant Contract.
- D.26. Charges to Service Recipients Prohibited. The Grantee shall not collect any amount in the form of fees or reimbursements from the recipients of any service provided pursuant to this Grant Contract.
- D.27. No Acquisition of Equipment or Motor Vehicles. This Grant Contract does not involve the acquisition and disposition of equipment or motor vehicles acquired with funds provided under this Grant Contract.
- D.28. State and Federal Compliance. The Grantee shall comply with all applicable state and federal laws and regulations in the performance of this Grant Contract.
- D.29. Governing Law. This Grant Contract shall be governed by and construed in accordance with the laws of the State of Tennessee, without regard to its conflict or choice of law rules. The Grantee agrees that it will be subject to the exclusive jurisdiction of the courts of the State of Tennessee in actions that may arise under this Grant Contract. The Grantee acknowledges and agrees that any rights or claims against the State of Tennessee or its employees hereunder, and any remedies arising there from, shall be subject to and limited to those rights and remedies, if any, available under Tenn. Code Ann. §§ 9-8-101 through 9-8-408.
- D.30. Completeness. This Grant Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions of the parties' agreement. This Grant Contract supersedes any and all prior understandings, representations, negotiations, and agreements between the parties relating hereto, whether written or oral.
- D.31. Severability. If any terms and conditions of this Grant Contract are held to be invalid or unenforceable as a matter of law, the other terms and conditions hereof shall not be affected thereby and shall remain in full force and effect. To this end, the terms and conditions of this Grant Contract are declared severable.
- D.32. Headings. Section headings are for reference purposes only and shall not be construed as part of this Grant Contract.
- D.33. Iran Divestment Act. The requirements of Tenn. Code Ann. § 12-12-101, *et seq.*, addressing contracting with persons as defined at Tenn. Code Ann. §12-12-103(5) that engage in investment activities in Iran, shall be a material provision of this Grant Contract. The Grantee certifies, under penalty of perjury, that to the best of its knowledge and belief that it is not on the list created pursuant to Tenn. Code Ann. § 12-12-106.
- D.34. Debarment and Suspension. The Grantee certifies, to the best of its knowledge and belief, that it, its current and future principals, its current and future subcontractors and their principals:

- a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency;
- b. have not within a three (3) year period preceding this Grant Contract been convicted of, or had a civil judgment rendered against them from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
- c. are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed in section b. of this certification; and
- d. have not within a three (3) year period preceding this Grant Contract had one or more public transactions (federal, state, or local) terminated for cause or default.

The Grantee shall provide immediate written notice to the State if at any time it learns that there was an earlier failure to disclose information or that due to changed circumstances, its principals or the principals of its subcontractors are excluded or disqualified, or presently fall under any of the prohibitions of sections a-d.

- D.35. Confidentiality of Records. Strict standards of confidentiality of records and information shall be maintained in accordance with applicable state and federal law. All material and information, regardless of form, medium or method of communication, provided to the Grant Grantee by the State or acquired by the Grant Grantee on behalf of the State that is regarded as confidential under state or federal law shall be regarded as "Confidential Information." Nothing in this Section shall permit Grant Grantee to disclose any Confidential Information, regardless of whether it has been disclosed or made available to the Grant Grantee due to intentional or negligent actions or inactions of agents of the State or third parties. Confidential Information shall not be disclosed except as required or permitted under state or federal law. Grant Grantee shall take all necessary steps to safeguard the confidentiality of such material or information in conformance with applicable state and federal law. The obligations set forth in this Section shall survive the termination of this Grant Contract.

E. SPECIAL TERMS AND CONDITIONS:

- E.1. Conflicting Terms and Conditions. Should any of these special terms and conditions conflict with any other terms and conditions of this Grant Contract, the special terms and conditions shall be subordinate to the Grant Contract's other terms and conditions.

IN WITNESS WHEREOF,

GRANTEE LEGAL ENTITY NAME:

GRANTEE SIGNATURE

DATE

PRINTED NAME AND TITLE OF GRANTEE SIGNATORY (above)

GRANTOR STATE AGENCY NAME:

NAME & TITLE

DATE

ATTACHMENT REFERENCE

GRANT BUDGET				
Additional Identification Information As Necessary				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable				
Period:				
BEGIN: DATE		END: DATE		
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1. 2	Salaries, Benefits & Taxes	0.00	0.00	0.00
4, 15	Professional Fee, Grant & Award ²	0.00	0.00	0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	0.00	0.00	0.00
11. 12	Travel, Conferences & Meetings	0.00	0.00	0.00
13	Interest ²	0.00	0.00	0.00
14	Insurance	0.00	0.00	0.00
16	Specific Assistance To Individuals	0.00	0.00	0.00
17	Depreciation ²	0.00	0.00	0.00
18	Other Non-Personnel ²	0.00	0.00	0.00
20	Capital Purchase ²	0.00	0.00	0.00
22	Indirect Cost	0.00	0.00	0.00
24	In-Kind Expense	0.00	0.00	0.00
25	GRAND TOTAL	0.00	0.00	0.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: <https://www.tn.gov/finance/looking-for/policies.html>).

² Applicable detail follows this page if line-item is funded.

ATTACHMENT REFERENCE

GRANT BUDGET LINE-ITEM DETAIL:

PROFESSIONAL FEE, GRANT & AWARD	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
TOTAL	Amount

INTEREST	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
TOTAL	Amount

DEPRECIATION	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
TOTAL	Amount

OTHER NON-PERSONNEL	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
TOTAL	Amount

CAPITAL PURCHASE	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
TOTAL	Amount

ATTACHMENT REFERENCE

Notice of Audit Report

Check one of the two boxes below and complete the remainder of this document as instructed. Send completed documents as a PDF file to cpo.auditnotice@tn.gov. **The Grantee should submit only one, completed “Notice of Audit Report” document to the State ninety (90) days prior to the Grantee’s fiscal year.**

- Grantee Legal Entity Name** is subject to an audit for fiscal year #.
- Grantee Legal Entity Name** is not subject to an audit for fiscal year #.

Grantee’s Edison Vendor ID Number:

Grantee’s fiscal year end:

Any Grantee that is subject to an audit must complete the information below.

Type of funds expended	Estimated amount of funds expended by end of Grantee’s fiscal year
Federal pass-through funds <ul style="list-style-type: none">a. Funds passed through the State of Tennesseeb. Funds passed through any other entity	a. b.
Funds received directly from the federal government	
Non-federal funds received directly from the State of Tennessee	

Auditor’s name:

Auditor’s address:

Auditor’s phone number:

Auditor’s email:

Parent Child Information

Send completed documents as a PDF file to cpo.auditnotice@tn.gov. **The Grantee should submit only one, completed "Parent Child Information" document to the State during the Grantee's fiscal year if the Grantee indicates it is subject to an audit on the "Notice of Audit Report" document.**

"Parent" means an entity whose IRS filing contains the information of at least one other entity.

"Child" means an entity whose information is contained in another entity's IRS filing.

Grantee's Edison Vendor ID number:

Is **Grantee Legal Entity Name** a parent? Yes No

If yes, provide the name and Edison Vendor ID number, if applicable, of any child entities.

Is **Grantee Legal Entity Name** a child? Yes No

If yes, complete the fields below.

Parent entity's name: _____

Parent entity's tax identification number: _____

Note: If the parent entity's tax identification number is a social security number, this form must be submitted via US mail to:

Central Procurement Office, Grants Program Manager
3rd Floor, WRS Tennessee Tower
312 Rosa L Parks Avenue
Nashville, TN 37243

Parent entity's contact information

Name of primary contact person: _____

Address: _____

Phone number: _____

Email address: _____

Parent entity's Edison Vendor ID number, if applicable: _____



FACE SHEET

TO BE COMPLETED and SUBMITTED WITH PROPOSAL AS TOP PAGE

[Word version of Face Sheet and Budget Documents are posted here: <https://www.tn.gov/dcs/for-providers/procurement.html>]

1. Applicant (name, address, phone #, e-mail)

2. Head of Applying Agency (name, title, e-mail)

3. Implementing Agency (name, address, phone #, e-mail)

4. Project Director (name, address, phone #, e-mail)

5. Project Category(ies)	Philosophy	
	Policy	
	Program	
	Practice	
	Community Conditions	

6. Project Title	
------------------	--

7. Grand Region: East, Middle or West	
---------------------------------------	--

8. Counties included in proposal	
----------------------------------	--

9. Brief project summary (do not attach additional pages)

10. Estimated number of persons served/trained/impacted	
---	--

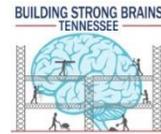
11. Number of pages in proposal	
---------------------------------	--

12. Requested amount	
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Applicant Signature and Date

(Title)

Addressing Adverse Childhood Experiences: A Case for Attention and Action in Tennessee



The future prosperity of any society depends on its ability to foster the health and well-being of the next generation. When Tennessee invests wisely in children and families, the next generation will pay that back through a lifetime of productivity and responsible citizenship.

The early years of life matter because the basic architecture of the human brain is constructed through an ongoing process that begins before birth and continues into adulthood. Like the construction of a home, the building process begins with laying the foundation, framing the rooms and wiring the electrical system in a predictable sequence. Early experiences literally shape how the brain gets built, establishing either a sturdy or a fragile foundation for all of the development and behavior that follows. A strong foundation in the early years increases the probability of positive outcomes. A weak foundation increases the odds of later difficulties, and getting things right the first time is easier than trying to fix them later.

The interactive influences of genes and experience shape the developing brain. The active ingredient is the “serve and return” relationships children have with their parents and other caregivers in their family or community. Like the process of serve and return in games such as tennis and volleyball, young children naturally reach out for interaction. This process starts in infancy – with facial expressions and babbling – and continues throughout the early years. If adults do not respond by getting in sync, the child’s learning process is incomplete. This has negative implications for later learning. But when children develop in an environment of relationships that are rich in responsive, back-and-forth interactions, these brain-building experiences establish a sturdy architecture on which future learning is built.

Just as a rope needs every strand to be strong and flexible, child development requires support and experiences that weave many different capacities together. Cognitive, emotional and social capacities are tightly connected in the brain. Language acquisition, for example, relies on hearing, the ability to differentiate sounds, and the ability to pay attention and engage in social interaction. Science therefore directs us away from debating which kinds of skills children need most, and toward the realization that they are all intertwined.

Science also points us to pay attention to factors that can disrupt the developmental periods that are times of intense brain construction, because when this activity is derailed, it can lead to lifelong difficulties in learning, memory and cognitive function. Stress is an important factor to consider. Everyday challenges, like learning to get along with new people or in new environments, set off a temporary stress response that helps children be more alert while learning new skills. But truly adverse childhood experiences – severely negative experiences such as the loss of a parent through illness, death or incarceration; abuse or neglect; or

witnessing violence or substance abuse – can lead to a toxic stress response in which the body’s stress systems go on “high alert” and stay there. This haywire stress response releases harmful chemicals into the brain that impair cell growth and make it harder for neurons to form healthy connections, damage the brain’s developing architecture and increase the probability of poor outcomes. This exaggerated stress response also affects health, and is linked to chronic physical diseases such as heart disease and diabetes.

Science tells us that many children’s futures are undermined when stress damages the early brain architecture. But the good news is that potentially toxic stressors can be made tolerable if children have access to stable, responsive adults – home visitors, child care providers, teachers, coaches, mentors. The presence of good serve-and-return acts as a physical buffer that lessens the biological impact of severe stress.

The factors children are exposed to affect how well they progress, and communities play a big role. A child’s wellbeing is like a scale with two sides; one end can get loaded with positive things, while the other end can get loaded with negative things. Supportive relationships with adults, sound nutrition and quality early learning are all stacked on the positive side. Stressors such as witnessing violence, neglect or other forms of toxic stress are stacked on the other. This dynamic system shows us two ways we can achieve positive child outcomes: to tip to the positive side, we can pile on the positive experiences, or we can offload weights from the negative side. Children who have experienced several ACEs are carrying a heavy negative load, and to tip these children toward the positive, innovative states and communities have been able to design high-quality programs for children to prevent Adverse Childhood Experiences whenever possible, and respond to them with strong, nurturing supports to ameliorate their impact when they can’t be prevented. These programs have solved problems in early childhood development and shown significant long-term improvement for children.

As Tennesseans understand the impact of Adverse Childhood Experiences, they will realize the future economic development and prosperity of the state depends on what we do now to prevent these experiences whenever possible and to wrap services around children and families when they can’t be prevented. There will be better collaboration across disciplines, departments, agencies and communities, and focus on the infrastructure of services and supports that make a difference. When child abuse and domestic violence prevention, home visiting, mental health and substance abuse services for parents, and a variety of other services and supports are available for early intervention, they put in place a preventive system that improves serve-and- return before it breaks down. This kind of sound investment in our society’s future is confirmed by brain science. It improves outcomes for children now, and is a significant foundation for solutions to many of the long-standing and nagging challenges we face as a state in our health, mental health, social services, child protection, and juvenile and criminal justice systems.

All children need someone in their corner. The shift from “What is wrong with you, or why are you a problem?” to “What has happened to you, and how we can we support you and help you overcome these experiences?” will result in a more effective, more empathetic service delivery system and a stronger Tennessee.