

TENNESSEE
Grant Solicitation Packet



Fiscal Year 2024
TN Strong Families Grant Program
State Funding

Project Period: 4/01/2024 – 6/30/2027

Released on: 9/13/2023

Intent to Apply due: 11/01/2023

Completed applications due: 11/30/2023

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1. IMPORTANT INFORMATION

1.1. Introduction

Governor Bill Lee and the General Assembly appropriated \$20 million in the state 2023-2024 budget to the TN Strong Families grant program. This is non-recurring funding for TN pregnancy centers and non-profit organizations providing perinatal care. Funding is to support the needs of the mothers, children and families they serve by improving access to maternal healthcare and boosting critical resources essential to vulnerable families experiencing pregnancy. Services start during pregnancy and can continue for 24 months post-delivery. The grant is administered by the Tennessee Department of Finance and Administration, OCJP, Family Advocacy Unit (“FAU”).

Based on the guidance received from local stakeholders across the state, the TN Strong Families Grant Program will support:

- Direct services for pregnancy support, which can include medical, mental health or other counseling services.
- Housing assistance to help mothers and families find and maintain a safe and stable place to live.
- Additional wraparound services to support vulnerable mothers, parents, and their children including, but not limited to, childcare and transportation assistance.
- Goods assistance such as baby equipment, diapers, clothes, furniture, food, and other similar items.
- Equipment, supplies, and technology for non-profit organizations to improve services provided to mothers and families.

To support broader access to these funds, the University of Tennessee, Social Work Office of Research and Public Service (SWORPS) will provide technical assistance directly to centers seeking to apply. Applicants are strongly encouraged to work with the **University of Tennessee, SWORPS** to access training and technical assistance on basic grant writing and grant oversight skills, planning and implementing grant activities, and evaluating the impact of their programs.

*All of FAU Programs will be required to have on file signed and initialed copies of Certifications and Assurances required at the State Level.

1.2. Eligibility

In order to be considered for one of the awards expected to result from the TN Strong Families Grant Program, interested applicants **MUST** meet, at a minimum, **ALL** of the following qualification requirements. Applications will only be considered from applicants who meet the following requirements:

- A. Applicants must be not-for-profit organizations. Applicants must submit a copy of the organization’s current and valid not-for-profit 501(c)(3) tax status determination letter from the Internal Revenue Service (IRS).
- B. Applicants must have a physical location or office in the State of Tennessee.
- C. Applicants must have been operating and providing direct services in TN for at least twelve (12) months prior to their application submission date.
- D. Applicants must provide direct services to pregnant women and families that promote a healthy pregnancy and birth. Services through this grant funding are for those experiencing a pregnancy and may continue for an additional 24 months. Services may include providing clothing, counseling, diapers, food, furniture, housing, health care, substance-use disorder treatment or recovery, postpartum recovery, shelter, and any other meaningful services, or programs throughout pregnancy and up to 24 months of the child’s life.
- E. Applicants must meet the criteria listed in section 4 of this solicitation. Organizations unable to demonstrate they meet these criteria will not be considered.

1.3. Length and Amount of Project Support

Length

Contracts are expected to begin no later than April 1, 2024. Applicants should prepare their contract budgets for at least 3-years and 3-months. Contracts will end on June 30, 2027. The possibility of continuation is based on the success of the project and the availability of Tennessee state funding.

Project Support

Two grant types will be available: TN Strong Families Supplies and Assistance Grant and TN Strong Families Support Services Grant.

A. Strong Families Supplies and Assistance Grant:

The state has allocated a maximum liability per contract not to exceed \$100,000.00 for nonprofit organizations and pregnancy centers in TN that provide direct service to mothers, children, and families.

Funding can be used for Goods Assistance for families and individuals such as new baby equipment, furniture, diapers, food, clothes, and supplies for maternity care, postnatal care, and breastfeeding. Assistance is voluntary and based on need. Funding may be used to provide subcontract services such as translation services, counselors, and transportation. Supplies and assistance are to be used/provided within the lifetime of the contract. Refer to allowables/unallowables section in this solicitation for equipment and supplies that can be purchased.

B. Strong Families Support Services Grant:

The state has allocated a maximum liability per contract not to exceed \$1,000,000.00 for nonprofit organizations and pregnancy centers in TN that provide direct service to mothers, children, and families.

Projects should support one or more of the program priorities provided in Solicitation Section 1.4, Program Purpose. Funds may be used to provide support services including the following:

- Direct services for pregnancy support, which can include medical, mental health or other counseling services
- Support for Tennesseans who are considering adoption
- Workforce assistance to prepare new moms for self-sufficiency
- Housing assistance to help moms in crisis find a safe and stable place to live
- Additional wraparound services to support vulnerable mothers and their children, including but not limited to, childcare and transportation assistance.

Applicants are encouraged to use evidence-based or evidence-informed programming to support families, which can be found on the Results First Clearinghouse [Results First Clearinghouse Database | The Pew Charitable Trusts \(pewtrusts.org\)](#). Yellow and Green rated programs demonstrate positive impacts on those served.

All Support Services grants must allocate at least 20% of the maximum liability to Goods Assistance in their budget. Assistance is voluntary and based on need. Supplies and assistance are to be used/provided within the lifetime of the contract. Refer to allowables/unallowables section in this solicitation for equipment and supplies that can be purchased.

Applicants are expected to assume some costs of the program each year to assist with sustainability when the funding ends. When drafting budgets for the Support Services Grant, the total budget amount in Years 2-4 should be reduced at least 10% each year. See example below:

Year 1: April 1, 2024 – June 30, 2024 - \$80,000.00
Year 2: July 1, 2024 – June 30, 2025 - \$350,000.00
Year 3: July 1, 2025 – June 30, 2026 - \$300,000.00
Year 4: July 1, 2026 – June 30, 2027 - \$270,000.00

1.4. **Program Purpose**

The purpose of the TN Strong Families grant program is to provide support to TN non-profit organizations and pregnancy centers in meeting the unique needs of the mothers, children, and families they serve.

Program priorities include the following:

- Housing, including but not limited to transitional housing, maternity homes, and other safe housing options.
- Gaps in services for pregnant families and their children up to 2 years of age, including childcare and in-state transportation to obtain services and other resources pertaining to the pregnancy or accessing care.
- Pregnancy and accessibility challenges specific to English as Second Language (ESL) clients/patients, children in or aging out of foster care, and those in substance use disorder (SUD) treatment or recovery.

The organization shall be required to participate in all FAU designated Technical Assistance trainings and activities.

1.5. **Grant Solicitation Communications**

1.5.1. The State has assigned the following Grant Solicitation identification title that must be referenced in all communications regarding this Grant Solicitation:

- **Supplies and Assistance Grant**
- **Support Services Grant**

1.5.2. Prospective Applicants must direct communications concerning this Grant Solicitation to the following email designated and indicate which Grant Solicitation Title in the subject line:

family.advocacy.unit@tn.gov

1.6. **Notice of Intent to Apply**

Applicants should complete the [Intent to Apply](#) by the deadline detailed in the Grant Solicitation Section 3, Schedule of Events.

Completion of the Intent to Apply form creates no obligation but is a prerequisite for applying and necessary to ensure receipt of any Grant Solicitation updates or other notices and communications relating to this Grant Solicitation. The Intent to Apply and all documents must reference the Grant Solicitation Title found in section 1.5.1.

1.7. **Application Deadline**

An Applicant must ensure that the State receives an application no later than the application deadline time and date detailed in the Grant Solicitation Section 3, Schedule of Events. An Applicant must apply, as required, to this Grant Solicitation (including all attachments). The State

will not accept late applications, and an Applicant's failure to submit its application by the deadline will result in disqualification of the application.

2. APPLICATION PROCESS AND INSTRUCTION

2.1. Scope of Services

The FAU has provided a word document for use in constructing an application under this solicitation based on the various project types available. First select the proper scope of services from the list below and save this document to your computer with the grant solicitation identification title before completing it.

[Supplies and Assistance](#)

[Scope-Support Services](#)

Also: [Abstracts](#) (referenced in the above documents)

2.2. The Scope of Services contains the following headers and will be evaluated based upon the following criteria:

EVALUATION CATEGORY
Membership and Certifications
Problem and Need
Purpose
Activities
Implementation Timeline
Inputs
Outputs
Data Collection
Intended Outcomes

The Scope of Services should be submitted with the application. See Sections 2.3 and 2.4 for information on how to submit your application.

2.3. Budget Summary and Line-Item Detail

Begin by saving this document to your computer with the **grant solicitation title** and then fill in the budget detail and the summary of this spreadsheet. Please use whole numbers.

Complete one budget summary page and one budget detail page per each year of funding.

No Match: [Budget](#), [Budget Instructions](#)

You must complete a budget for each year of funding requested.

Each fiscal year project budget consists of three components: the Summary Budget Amounts for the State, line-item total for each line item, and the Budget Narrative for each line item where narrative detail is required. All budgeted line items must be reasonable, necessary, and allocable directly to the project.

See Section 2.3 and 2.4 for information on how to submit your application.

2.4. **Application Submission**

An Applicant must ensure that the State receives a response no later than the Response Deadline time and date detailed in the Grant Solicitation Section 3, Schedule of Events at the following email address:

family.advocacy.unit@tn.gov

2.5. Application Requirements

- 2.5.1. The first step to the application process is to submit the Intent to Apply form through the following on-line link: [Intent to Apply](#) by 11/01/2023 as your intent to apply for this grant (See Grant Solicitation Section 3, Schedule of Events). **Intent to Apply must reference the grant solicitation identification title (See section 1.5.1).**
- 2.5.2. The next step is to create a Scope of Services by using the word forms document found at the links provided in 2.1 that corresponds with the solicitation grant solicitation identification title.
- 2.5.3. Next create a budget by using the applicable budget:

Complete one budget summary page and one budget detail page for each year of funding.

No Match: [Budget](#), [Budget Instructions](#)
- 2.5.4. Other Funds Form – application attachment provided at the following link: [Other Funds Form](#). (one per agency)
- 2.5.5. Create and attach a copy of the organizational chart reflecting positions if awarded this grant.
- 2.5.6. Submit proof of nonprofit status
- 2.5.7. Submit a list of active board members.
- 2.5.8. Submit dues, letter, certificate, or other documentation as proof of membership and/or certification (if applicable).
- 2.5.9. Submit TN Department of Revenue Registration.
- 2.5.10. Submit approved cost allocation plan (if applicable).
- 2.5.11. Submit approved indirect cost rate (if applicable).
- 2.5.12. Use the checklist in section 2.7 of this application and submit all required documents via e-mail to family.advocacy.unit@tn.gov.

All above documents should be emailed to family.advocacy.unit@tn.gov with the grant solicitation identification title in the subject line of the email (complete list located in section 1.5.1.).

2.6. Application Deadline

November 30, 2023

2.7. Response Preparation Costs

The State will not pay any costs associated with the preparation, submittal, or presentation of any application.

2.8. Application Completion Check-off List

(Retain for your own purposes)

To ensure compliance with funding consideration requirements, please read the entire solicitation.

- [Intent to Apply](#) completed and submitted online no later than 11/01/2023.
- Scope of Services completed on the forms document.
- Budgets completed on the excel spreadsheet (one for each year of funding requested)
- [Budget](#) and [Budget Instructions](#) completed on the excel spreadsheet (one for each year of funding requested)
- [Other Funds Form](#) (one per agency)
- Agency Organizational Chart
- Proof of nonprofit status
- List of Board Members
- Proof of certification and/or membership (if applicable)
- TN Department of Revenue Registration
- Most recent approved Cost Allocation Plan (if applicable)
- Approved Indirect Cost Rate (if applicable)

Applications must be submitted in accordance with Section 2.4 no later than 4:30 pm central time, 11/30/2023.

If you have completed the above items and emailed to family.advocacy.unit@tn.gov with the grant solicitation description title in the subject line (see section 1.5.1. for a complete list), then your application is complete.

3. GRANT SOLICITATION SCHEDULE OF EVENTS

3.1. The following Grant Solicitation Schedule of Events represents the State's best estimate for this Grant Solicitation.

EVENT	TIME (central time zone)	DATE
1. Grant Solicitation Issued		9/13/2023
2. Notice of Intent to Apply Deadline	4:30 p.m.	11/01/2023
3. Application Deadline	4:30 p.m.	11/30/2023

3.2. **The State reserves the right, at its sole discretion, to adjust the Grant Solicitation Schedule of Events as it deems necessary.** Any adjustment of the Schedule of Events shall constitute a Grant Solicitation update, and the State will communicate such to prospective Applicants from whom the State has received a Notice of Intent to Apply (refer to section 1.5).

4. FUND SOURCE DESCRIPTIONS AND SPECIFIC FUNDING REQUIREMENTS

4.1. State Funding Program Requirements

- 4.1.1. Nonprofit Organizations: To be eligible all applicant organizations must be recognized by the Internal Revenue Service as exempt nonprofit corporations and must be legally registered in the State of Tennessee. The sole purpose of either the organization or at least one program within the organization must be to provide direct services to pregnant women and families that promote a healthy pregnancy and birth. The organization must demonstrate that the organization or at least one program within the organization has been established and providing these direct services to pregnant women and families in the State of Tennessee for 12 consecutive months or longer immediately prior to the date of the application. This includes a history of providing direct services in a cost-effective manner and financial support from other sources.
- 4.1.2. Nondiscrimination: The organization 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 organization 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 organization shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination. A sample sign may be found at [Nondiscrimination Sign](#).
- 4.1.3. Retain Civil Rights Information: The applicant organization must agree to retain statutorily required civil rights statistics for those served by race, national origin, sex, age, and disability, for the period of time required by the FAU grant manual and permit reasonable access to its books, documents, papers, and records sufficient to establish the organization's compliance with applicable civil rights laws.
- 4.1.4. No Charge for State Funded Services: All Goods and Services provided through any grant funded program must be provided for free and at no financial or other cost to the service recipient. Grant funds may be used to provide specific assistance to individuals through payment of co-pays, deductibles, and similar expenses; however, the organization should not bill insurance for grant funded programs as the grant funded program should not produce or collect income. Additionally, participants shall not be required to participate in programs, earn points or coupons, or take any required action steps to access grant funded Goods or Services. Any deviation from this requires prior approval by the state.
- 4.1.5. Faith-Based Activities: Organizations may engage in inherently (or explicitly) religious activities, but the participation in the inherently religious activities by program beneficiaries must be voluntary. Activities must be agreed to by the participant on a consent form provided by FAU, occur post consent, and should be separate either in time or in place from the grant-funded program.
- 4.1.6. Evidence-Based Programming: Organizations should employ evidence-based programming in their grant project or use best practices (as identified in research) in the implementation of their proposed project. Websites such as <http://www.samhsa.gov/programs-campaigns> and pewtrusts.org offer resources that organizations may use to find information about evidence-based programs.
- 4.1.7. Mandatory Reporting of Child Abuse and Adult Abuse: Organizations must comply with Tennessee Code Annotated, Sections 37-1-403 and 37-1-605 by reporting suspected cases of child abuse to the Department of Children's Services and with Tennessee Code Annotated 71-6-103 by reporting cases of adult abuse to the Department of Human Services as required by law.
- 4.1.8. Additional State or Federal Funds Received: The organization agrees that if it currently has, or subsequently receives additional state or federal funding, and those funds are to be used in whole or in part for one or more of the identical cost items for which funds are being provided under this contract, the organization will promptly notify their grant program manager in writing.

- 4.1.9. Subject to Funds Availability: Funding is subject to the appropriation and availability of State funds. In the event that the funds are not appropriated or are otherwise unavailable, the State reserves the right to terminate this solicitation. Upon such termination, the organization 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.
- 4.1.10. Confidentiality of Records: Each organization that receives a grant from the Family Advocacy Unit (FAU) to provide direct services shall have a confidentiality policy in place to protect all personally identifying information (PII) and all individual information collected in connection with grant-funded services requested, provided, or denied, regardless of whether such information has been encoded, encrypted, hashed, or otherwise protected. Confidentiality statements should be signed by all staff, volunteers, interns, board member, etc. and should state, at a minimum, that they will not disclose PII and will protect the confidentiality and privacy of all persons receiving program services, and of all persons contacting the agency for service, regardless of whether these persons receive services from the organization. The organization shall safeguard the confidentiality of such material or information from all interested and uninterested parties, including accompanying family members and support persons. For further confidentiality requirements, please see the Grants Manual, TN Strong Families Fund Source Chapter.

Except as required by state or federal law, individual client information shall not be disclosed without the informed, written, signed, reasonably time-limited consent of the person about whom the information is sought on an official release form provided by FAU. If a minor or a person with a legally appointed guardian is permitted by law to receive services without a parent's (or the guardian's) consent, the minor or person with a guardian may consent to release of information without additional consent from the parent or guardian.

If release of a person's personal information or PII by statutory or court mandate, the organization shall make reasonable attempts to provide notice to the individual whose information was disclosed and take reasonable steps necessary to protect the privacy and safety of the persons affected by the release of the information.

- 4.1.11. Solvency: Nonprofit organizations not solvent at the time of application are not eligible to apply for funding.
- 4.1.12. Tennessee Department of Revenue Registration: Pursuant to Tennessee Code Annotated (TCA) 12-3-306 all sub-recipients must comply with the Retailers' Sales Tax Act compiled in TCA 67-6-8 101 et seq. All organizations and therefore required to either register a sale and use account with the Department of Revenue or seek an exemption from the same. Information on the process can be found at: Sales and Use Registration

Applications must include sales/use registration information or exemption letter. Requests for this registration or exemption should be initiated at least two (2) business days prior to application due date. (This does not apply to DTFs and State and Local Law Enforcement.)

- 4.1.13. High Risk Designation: Requirement to disclose whether the organization is designated "high risk" by a federal or state grant-making agency. If the organization is designated "high risk" by a federal or state grant-making agency, currently or at any time during the course of the period of performance under this award, the organization must disclose that fact and certain related information to the FAU.

For purposes of this disclosure, high risk includes any status under which a federal or state awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal or state awarding agency that currently designates the organization high risk, 2. The date the organization was designated high risk, 3. The high-risk point of contact at that federal or state awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal or state awarding agency.

Organizations will be required to submit a [High Risk Designation Certification](#) if selected for funding.

- 4.1.14. State Sponsored Insurance Plan Enrollment: The organization must warrant that it will not enroll or permit its employees, officials, or employees of contractors to enroll or participate in a state sponsored health insurance plan through their employment, official, or contractual relationship with the organization unless the organization has demonstrated to the satisfaction of the Department of Finance and Administration that it and any contract entity satisfies the definition of a governmental entity as defined by federal law applicable to ERISA.

4.2. Allowable Use of Funds

Please reference the [Allowable Costs section of the Grants Manual](#) for full explanations/restrictions regarding Allowable Costs.

- 4.2.1. Items Requiring Pre-Approval: The following budget items must be pre-approved prior to being included in the application budget: Capital Purchases and Sensitive Minor Equipment such as medical equipment, Indirect Costs, and Out of State Travel.
- 4.2.2. General Salaries and Personnel Costs: Payment of personnel costs are allowable if costs are a part of an approved project and are necessary and incidental to project implementation and operation. Overtime pay will only be approved on a case-by-case basis, and a policy must be provided to FAU.
- 4.2.3. Space: The cost of space in privately - or publicly - owned buildings used for the benefit of the program is allowable subject to the conditions stated below:
- Total Cost of Space: The total cost of space may not exceed the rental cost of comparable space and facilities in a privately owned building in the same locality.
 - Cost of Space Procured: The cost of space procured for program usage may not be charged to the program for periods of non-occupancy, without authorization of FAU.
 - Rental Cost: The rental cost of space in a privately owned building is allowable. Rent cannot be paid if the building is owned by the organization or if the organization has a substantial financial interest in the property. However, the cost of ownership is an allowable expense. Similar costs for a publicly owned building are allowable where "rental rate" systems, or equivalent systems that adequately reflect actual costs, are employed. Such charges must be determined on the basis of actual cost (including depreciation-based on the useful life of the building, operation and maintenance, and other allowable costs). Where these costs are included in rental charges, they may not be charged elsewhere.
 - Maintenance and Operation: The cost of utilities, insurance, security, janitorial services, elevator services, upkeep of grounds, normal repairs and alterations, and the like are allowable to the extent they are not otherwise included in rental or other charges for space.
 - Occupancy of Space Under Rental-Purchase or a Lease with Option-to-Purchase Agreement: The cost of space procured under such arrangements is allowable when specifically approved by FAU. This type of arrangement may require application of special matching share requirements under construction programs.
 - Depreciation and Use Allowances on Publicly Owned Buildings: Depreciation or a use allowance on idle or excess facilities is NOT ALLOWABLE.
- 4.2.4. Professional Fees: If the organization is entering into a subcontractual relationship with an entity that is providing project based professional services for the project, a subcontract will be required

between the implementing agency and the subcontracting entity. Organizations should check the Grants Manual as many items in this line item require a pre-approved Subcontract. Enter the name of the individual or company being used, the number of hours or days for the fiscal year and the total cost. Consultant rates of payment are to be reasonable and consistent with fees for similar services in the marketplace.

- Funds budgeted for professional consultant or subcontracting entity employees should be detailed under the "Professional Fee, Grant & Award" line of the budget.

- Speaker fees for Conferences must be detailed under the "Travel, Conferences & Meetings" line of the budget. All projects providing training instructors/speakers with state funds will need to submit a Notification of Speakers Agreement for each instructor/speaker 15 days prior to the training event. See [Chapter IX. Grants Manual](#).

- 4.2.5. Publication of Documents and Electronic Media: 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 following statement:

"This project is funded under an agreement with the State of Tennessee. The opinions, findings, conclusions, or recommendations contained within this document are those of the author and do not necessarily reflect the views of the State of Tennessee."

All materials publicizing or resulting from award activities shall contain an acknowledgement of State Department of Finance and Administration assistance. An acknowledgement of support shall be made through use of the above statement or comparable footnote.

All publications and printing produced with grant funds must be approved by FAU prior to printing.

- 4.2.6. Travel: Expenses and reimbursements for in-state and out-of-state travel must follow the most current comprehensive State of Tennessee Rules and Regulations [State of Tennessee Travel Rules and Regulations](#). FAU requires prior approval for out of state travel.
- 4.2.7. Specific Assistance to Individuals: Organizations must acquire a receipt which documents only allowable items (food or gas-in the example) were purchased. Without copies of these receipts, these costs will be deemed unallowable by FAU, and repayment of these funds will be required. Specific assistance must be reasonable, allocable, and necessary to the project.

4.3. **Unallowable Use of State Funds:**

Please reference the [Unallowable Costs section of the Grants Manual](#) for full explanations and restrictions regarding Unallowable Costs.

4.3.1. Generic Unallowable Costs:

- Construction,
- Land acquisition (Purchase of real property),
- Any expenditures that reflect supplanting,
- Compensation of federal employees,
- Travel of federal employees,
- Bonuses or commissions,
- Military type equipment,
- Lobbying,
- Amounts for services or goods which would be covered under an individual client's TennCare or other health insurance plan unless reviewed and approved by FAU,
- Fundraising (including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions),
- Corporate formation,

- State and Local taxes,
- Trainings and workshops have unallowable cost restrictions,
- Food is unallowable, except food provided directly for client's needs,
- Legal fees,
- Cost in applying for this grant,
- Any expenses prior to the grant award date,
- First class travel,
- Management or administrative training,
- Gas or gift cards,
- Sole source contracts (without the prior written approval from the FAU),
- Cost incurred outside the project period,
- Board or Director's insurance, and
- Late fees

The following services, activities, and costs **CANNOT** be supported with state grant funds.

- 4.3.2. Lobbying: No funds awarded by FAU may be used by the recipient organization, or any organization ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government.

No funds may be used by the recipient, or any organization at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal or state grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of funds by an organization (recipient or subrecipient) would or might fall within the scope of these prohibitions, the organization is to contact FAU for guidance and may not proceed without the express prior written approval of FAU.

- 4.3.3. Fundraising: Organizations are not permitted to use state funds for fundraising.
- 4.3.4. Dues or Membership Fees: State funds may not be used for dues or membership fees to an organization conducting any type of lobbying, including advocating with government organizations for policy change.
- 4.3.5. Program Income: Program Income is unallowable without prior approval. See the Program Income portion of the Grants Manual at the following link: [Grants Manual](#).
- 4.3.6. Restrictions on Facility Use: No state grant funds shall be expended in connection with a meeting or other activity held at an establishment or facility that does not afford full membership rights and privileges to a person because of sex, race, creed, color, religion, ancestry, national origin, or disability.

5. FINANCIAL REQUIREMENTS

- 5.1. FAU grants should follow guidance provided in the [Grants Manual](#). This manual provides information on allowed costs, methods of payment, audit requirements, accounting systems, and financial records. Specific requirements include:

- 5.1.1. Accounting Systems: A grant accounting system must be in place and financial records must accurately account for funds awarded to them. The system must have a financial management module in place that is able to record and report on the receipt, obligation, and expenditure of grant funds. This includes ability to track grant funds separately from other funds. There should be a system in place that can accurately track employee's time charged to the grant. Accounting policies and procedures should be documented and in use, this includes payroll and purchasing policies

that reflect good internal controls.

- 5.1.2. Cost Allocation Plan: If any part of the costs to be reimbursed are joint costs involving allocation to more than one program or activity, a cost allocation plan must be submitted and approved by the subrecipient's cognizant agency. The organization's cognizant agency is the agency whose funds comprise the greatest percentage of grant funds received by the Subrecipient. Cost Allocation Plans must comply with the applicable accounting and financial standards, either Financial Accounting Standards Board ("FASB") standards or Governmental Accounting Standards Board ("GASB") standards. Methods used for allocating costs may differ between Organizations. It should be noted that grantors are not required to fully fund the costs that are charged to a particular program under an approved Cost Allocation Plan if such costs are not allowable under the contract with the Organization or exceed the prescribed funding percentage or budgets.

Organizations other than state departments, cities, counties (and subdivisions thereof) and state colleges, universities, and technology centers will adhere to the Department of Finance and Administration – [Policy 03](#) – Uniform Reporting Requirements and Cost Allocation Plans for Organizations of Federal and State Grant Monies.

For additional information regarding cost allocation plans, please refer to [Chapter XVI – Cost Allocation](#) of the Grants Manual.

- 5.1.3. Indirect Cost Rate: Should the Organization request reimbursement for indirect costs, the Organization 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 Organization will be reimbursed for indirect costs in accordance with the approved indirect cost rate and amounts and limitations specified in the grant budget. Once the organization makes an election and treats a given cost as direct or indirect, it must apply that treatment consistently and may not change during the contract period. 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 contract period, once the rate becomes final, the organization 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 organization.
- 5.1.4. Multiple Year Contracting: Multiple year contracting reduces unneeded paperwork and duplication for FAU, as well as the sub-recipient's office. This reduction in bureaucratic paperwork allows the organization more time to spend on project implementation and evaluation, while allowing FAU more time to provide oversight, technical assistance, and evaluation of individual projects and FAU programs. ***Multiple year contracts will remain contingent, as always, on the availability of federal and state appropriations.***
- 5.1.5. Solvency: Nonprofit organizations not solvent at the time of application are not eligible to apply for funding.
- 5.1.6. Reporting Irregularities: The organization is responsible for promptly notifying FAU and the State of Tennessee Comptroller of any illegal acts or irregularities and or proposed actual actions. Please notify the State of Tennessee Comptroller Hotline at 1-800-232-5454 of any irregularities that occur. Illegal acts include conflicts of interest, falsification of records or reports, misappropriation of funds or other assets, and/or fraud, waste, or abuse. For additional information, please refer to the Tennessee Comptroller of the Treasury website here: <http://www.comptroller.tn.gov/la/LGSfraudReporting.asp>.

6. REPORTING REQUIREMENTS

The organization must collect, maintain, and provide to FAU, data that measure the performance and effectiveness of activities under this award, in the manner, and within the timeframes, specified in the program solicitation, or as otherwise specified by FAU. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

The data collected should support the information submitted on the reports and FAU may periodically request to see the back-up data that supports the information submitted.

Any additional reports required will be determined by the scope of the project.

6.1. Programmatic Reporting

6.1.1. All funds providing direct service:

6.1.2. Client Outcome Survey Report: The [Annual Client Outcome Survey Report](#) is required at the end of each contract year and covers the period of July 1 through June 30 of the fiscal year for which the report is submitted.

6.1.3. Training Participant Survey Report: The [Annual Client Outcome Survey Report](#) is required at the end of the year when state funds are used to provide training. It covers the period of July 1 through June 30 of the fiscal year for which the report is submitted.

NOTE: Activity records must be kept in order to document that funded staff are providing fund specific allowable training services/activities. All training sign-in participation sheets must be available to send to FAU upon request.

6.1.4. Annual Report: The organization shall submit annual and final reports to the Grantor State Agency. At minimum, annual and final reports shall include: (a) the organization'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 organization 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 organization shall appear on the Grantor State Agency's website or as an attachment to the Grant Contract.

6.2. Fiscal Reporting

Organizations must request reimbursement at least once per quarter based on expenditures incurred. However, it is recommended that organizations invoice monthly when monthly expenditures are incurred.

6.2.1. Invoice for Reimbursement (Non-state Agencies): The invoice is used to request monthly reimbursement. It is **strongly recommended** that organizations invoice monthly when monthly expenditures are incurred. However, organizations can invoice quarterly. If invoicing quarterly, organizations **MUST request reimbursement 30 days after the end of each quarter for all the expenses incurred during the quarter in its entirety**. Funds can only be distributed to sub-recipients upon receipt of a properly prepared and signed invoice. The invoices are emailed to the Office of Business and Finance of the Department of Finance and Administration.

6.2.2. Project Equipment Summary Report: This report is completed on an annual basis, if equipment or "Sensitive Minor Equipment" (see [Grants Manual Chapter X](#)- Property and Equipment for definition) is purchased with grant funds during the current fiscal year. It is due to FAU no later than thirty (30) calendar days past the end of the State fiscal year or July 31st. For new projects, the Project Equipment Summary Report should list new or start-up equipment purchases. For multi-year projects, the Project Equipment Summary Report should specifically identify any purchases that have been made for equipment, either totally or in part with grant money, since the last fiscal year. This report is available for online submission at

https://stateoftennessee.formstack.com/forms/project_equipment_summary_report.

- 6.2.3. Notice of Audit Report: The [Notice of Audit Form](#) should be submitted annually, 90 days after the close of the fiscal year.

6.3. **Fiscal and Program Monitoring**

The FAU program managers and fiscal monitors provide routine program and fiscal monitoring of all FAU contracts. This monitoring provides program and fiscal contract compliance review, much needed information on how the program is actually being implemented and assists in identifying sub-recipients experiencing problems requiring corrective action. If through monitoring a problem area is identified and corrective action is requested, FAU sub-recipients must adhere to the corrective action requirements identified in the [Grants Manual Chapter XIX. D](#) within the time period required.

7. APPLICATION EVALUATION

7.1. Review and Evaluation of Proposals

Each application will be rated, utilizing a “weighted” review tool, based on the applicant agency’s ability to provide a logical description of how their project theoretically works to benefit the target group. The project description must tie goals, activities, outputs, and outcomes together in a logical fashion. Applications will be reviewed for financial and programmatic completeness by FAU staff with expertise in grant requirements and program design. The applications will be rated, and funding will be determined through a competitive review process by a review team of professionals knowledgeable in applicable subject material. Grants will be awarded based on current funding patterns, the availability of funds, and the above cited criteria.

All competitive applications will undergo a final review by FAU Staff and applicants will be notified of approval or denial by the date listed below. If an application is approved, the contract between the state and the organization will be emailed with the approval letter. The contract must be signed by the Authorized Official and returned to the FAU for approval by the Commissioner of Finance and Administration. After the Commissioner approves the contract, an executed original contract will be emailed to the sub-recipient.

Applicants will be notified whether their application is approved for funding prior to the start date identified in this solicitation.

7.2 Grant Solicitation Update

The State at its sole discretion may update this Grant Solicitation, in writing, at any time prior to contract award. However, prior to any such update, the State will consider whether it would negatively impact the ability of potential Applicants to meet the response deadline and revise the Grant Solicitation Schedule of Events if deemed appropriate. If a Grant Solicitation update is issued, the State will convey it to potential Applicants who submitted a Notice of Intent to Apply (refer to Grant Solicitation Section 1.5). A response must address the final Grant Solicitation (including its attachments) as updated.