

## Evidence Based Programing (EBP) FAQ – Updated 3/5/2024

The topics are, in order (click to jump to section): [General Questions](#)General Questions, [Grant/Contract Management](#), [Invoicing](#), and [Modifications and Amendments](#).

**\*\*It is recommended that you read the entire FAQ, but you are encouraged to use the Ctrl+F search function to find key words in the document. \*\***

### General Questions

**I received an email about a EOFY E-form and an IAP E-form regarding our agency's EBP grant project. What are these and what do I need to do with them?**

- This is a new process for the State. The forms are required to be completed for each grant on behalf of the authorizing entity which holds the contract. These must be completed toward the end of the fiscal year. An email was sent to all OCJP grantees on 11/3/2023 with instructions for completing these forms. If you did not receive this email, please reach out to your PM Specialist.

**The Fiscal Director (FD)/Project Director (PD) has left the position and we are currently attempting to fill the position. What do we need to do/what information do we need to provide until the vacancy is filled?**

- Please send an email to your project management specialist explaining the situation and containing an interim contact who can be reached until a new, permanent PD or FD is identified. Once they are identified, please email your PM specialist with the new contact information. Please note that OCJP must be notified in writing within ten (10) days of the event if there is a change in Project Director, Fiscal Director, or Authorized Official.
- According to the [OCJP Grants Manual, Chapter VI Personnel Policies and Procedures](#), Section VI, Personnel Change Notifications:  
Subrecipients must provide written notification to your OCJP Program Manager within ten (10) business days from the date of occurrence of any of the following:  
A. Contact Information Changes
  1. Any change of address for Authorized Official, Project Director, or Financial Director for the grant-funded project
  2. Change in e-mail address of Project Director, Financial Director, Authorized Official or any personnel funded by this grant.

**Do I have to report staff vacancies for grant funded staff?**

- Yes
- According to the [OCJP Grants Manual, Chapter VI, Personnel Policies and Procedures](#), Section VI Personnel Change Notifications, C. Staff Vacancies:  
Vacancies in all grant-funded positions MUST be reported via email to your OCJP Program Manager within 10 business days of the vacancy. All grant-funded vacant positions MUST be

filled within 45 calendar days of the vacancy. Failure to abide by this requirement may result in the agency losing the position(s) in question. If the position(s) is/are not filled within 45 days, the subrecipient must submit a letter from the Authorized Official to OCJP justifying the delay in filling the position and explaining how the program is providing services while the position is vacant. After 45 days OCJP must receive a monthly report of this information until the position is filled. Once the vacant position(s) is filled the subrecipient agency MUST notify OCJP in writing within 10 business days of the following information as it pertains to the new employee(s):

1. Position Title
2. Name of Employee
3. Date Hired
4. Salary
5. Percent of time allotted to the grant funded project
6. Job Description

Agencies must use the [Personnel Spreadsheet](#) to notify your OCJP Program Manager of staff on the grant(s), and any staffing changes made throughout the life of the project. You are required to submit this form to your OCJP Program Manager at the start of the grant listing all grant funded staff and it must also be submitted with each hire and/or vacancy in accordance with the above staff notification requirements.

**If I have completed the Civil Rights Training for another fund source this year, do I also have to complete the Civil Rights Training for EBP?**

- If the project director and/or civil rights compliance officer have already completed the OCJP Civil Rights Training for the current fiscal year, it does not need to be completed again. Find the training here: <https://www.tn.gov/finance/office-of-criminal-justice-programs/ocjp/ocjp-grants-manual/civil-rights.html>

**Do subcontract agencies receiving funds need to complete the Civil Rights Training?**

- No, only the project director and civil rights compliance officer for the lead agency/grantee must complete the Civil Rights Training. Find the training here: <https://www.tn.gov/finance/office-of-criminal-justice-programs/ocjp/ocjp-grants-manual/civil-rights.html>

## Grant/Contract Management

**We want to make changes to our budget and/or reallocated funding within our budget. What do we do?**

- Please contact your PM Specialist to request any changes to your budget. All changes must be approved in writing – and most would likely require a formal amendment. Any spending that does not match your current contract budget would be considered unallowable until formally approved by OCJP staff.

## Invoicing

### Where do I submit invoices? How often do I need to submit?

- You will need to submit your invoice workbook (completely filled out with the expenses incurred) to OBF at [OBF.grants@tn.gov](mailto:OBF.grants@tn.gov).
- Please make sure to include the InvCertify document so that OBF knows where to send the payment.
- We highly recommend submitting invoices **monthly** if monthly expenses are incurred. However, agencies must invoice **quarterly at a minimum**. Agencies 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.
- If you have not incurred any expenses during the prior quarter, you do not need to submit a blank invoice for \$0.

### How do I fill out the invoice workbook?

- For questions about how to complete and fill out the invoice workbook, please contact OBF at [OBF.grants@tn.gov](mailto:OBF.grants@tn.gov).

### Do I need to provide/attach any additional documentation like invoices or purchase orders when submitting a request for reimbursement?

- No, you only have to send the workbook and the InvCertify document. All receipts, invoices, and purchase orders should be kept and organized in your grant file.

### Does it have to be the Fiscal Director who submits the request for reimbursement, or can the Project Director submit the request?

- The project director, financial director, and/or authorized official can all submit invoices for reimbursement.

## Modifications and Amendments

### Can we change the evidence-based courses listed in our grant contract?

- Any changes to the EBP programming listed in your scope must be reviewed and approved in writing **prior** to the change occurring. This includes specific curricula, number of facilitators, length of program, and venue. Evidence-based courses' guidelines and implementation requirements vary. Please contact your PM Specialist, as a change like this would need to be thoroughly documented in your agency's grant file.

### Can we change the risk/needs assessment listed in our grant contract?

- The subrecipient must obtain **prior**, written approval from OCJP for any change in program narrative or scope of services. Risk/needs assessments utilized for the EBP grant must be

validated and TDOC approved. Please contact your PM Specialist, as a change like this would need to be documented in your agency's grant file.

**I would like to modify my project; do I need an amendment?**

- While most changes to a project's scope or budget likely require written approval from OCJP, all such changes may not require a formal amendment. Please reach out to your PM Specialist as the answer to this may be different for each agency and each contract.

**What is the likelihood of receiving an amendment?**

- All proposed changes must be submitted in writing to OCJP for approval. OCJP will review the requested changes to determine if the proposed revisions are allowable, and if they necessitate a formal contract amendment. If OCJP approves of the requested changes, and it is determined that an amendment is necessary, then OCJP will initiate the contract amendment process. The formal contract amendment agreement must be signed by the your agency and the Commissioner of the Department of Finance and Administration **prior** to the changes being implemented.
- For EBP, all amendment requests must be submitted in writing to OCJP, on or before March 15<sup>th</sup> of the Fiscal Year (Fiscal Year is July 1 – June 30). Late requests will generally not be considered.

**Can I invoice while the amendment process is taking place?**

- Projects may proceed as normal for all activities that will NOT be changed with an amendment. For example, if equipment that is in the original budget will remain in the amended budget, the equipment may be purchased even during the amendment process. After the expenses occur, such expenses may be invoiced for.
- Items being removed from the budget through the amendment process should **NOT** be purchased.
- New budget items that will be added by an amendment should **NOT** be purchased **UNTIL** the new amendment is effective.