

TENNESSEE
Grant Solicitation Packet



Fiscal Year 2021
STOP Violence Against Women Grant Program
CFDA 16.588

Released on: 9/17/2021

Completed applications due: Open until all funding is obligated

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1. INTRODUCTION

Services*Training*Officers*Prosecutors (STOP) Violence Against Women Grant Program funding, including guidelines for complying with requirements of the Violence Against Women Act (VAWA), as amended. The STOP Violence Against Women Grant Program was authorized through the Violence Against Women Act of 1994 and reauthorized and amended by the Violence Against Women Act of 2000, 2005 and 2013. This solicitation includes amended VAWA 2013 information and 28 CFR Part 90 as amended December 29, 2016 – read all sections carefully. By statute, the STOP Program supports communities in their efforts to develop and strengthen effective law enforcement and prosecution strategies to combat violent crimes against women and to develop and strengthen victim services in cases involving violent crimes against women.

The purpose of the STOP Program is to promote a coordinated, multi-disciplinary approach to improving the criminal justice system's response to violence against women. It envisions a partnership among law enforcement, prosecution, courts and victim advocacy organizations to enhance victim safety and hold offenders accountable for their crimes of violence against women.

The emphasis of the STOP Program continues to be on the implementation of comprehensive strategies addressing violence against women that are sensitive to the immediate and long-term needs and safety of victims and hold offenders accountable for their crimes.

Tennessee, as all states, must allocate STOP Program funds in the following manner:

- 5% to court programs,
- 15% is allocated at each state's discretion, within the parameters of the Act,
- 25% for law enforcement programs,
- 25% for prosecution programs and
- 30% for nonprofit, non-governmental victim services programs (of which 10% must go to culturally specific, community based organizations.)

Of the above, 20% of funds granted to a state shall be allocated for programs or projects in two or more allocations (victim services, courts, law enforcement, and prosecution) that meaningfully address sexual assault, including stranger rape, acquaintance rape, alcohol or drug- facilitated rape, and rape within the context of an intimate partner relationship. The 20% is counted on the total amount granted to the state, but is not a separate allocation.

The Office of Criminal Justice Programs in the Tennessee Department of Finance and Administration has been designated as the state agency responsible for administering the STOP Formula Grant Program in Tennessee. *All of OCJP Programs will be required to have on file signed and initialed copies of Certification, Assurances, and Special Conditions required from both the Federal Level and State Level.

1.1. Eligibility

Agencies applying for STOP funding must meet the criteria listed in 3.1 of this solicitation. Agencies not able to demonstrate they meet this criteria must not apply. Nonprofit agencies not solvent at the time of application are not eligible to apply for funding.

An organization will qualify for funding if its primary mission is to address the needs of the racial and ethnic minority groups as defined in section 1707(g) of the Public Health Service Act, which states “American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian Americans; Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics.” The organization must do more than merely provide services to the targeted group; rather, the organization must provide culturally competent services designed to meet the specific needs of the target population. The agencies should be operated by the targeted culture for their benefit.

An organization is eligible to receive this funding if the organization is a nonprofit, nongovernmental organization or tribal organization that serves a specific geographic community that:

- focuses primarily on domestic violence, dating violence, sexual assault, or stalking;

- has established a specialized culturally specific program that addresses domestic violence, dating violence, sexual assault, or stalking;
- has a primary focus on underserved populations (and includes representatives of these populations) and domestic violence, dating violence, sexual assault, or stalking; or
- obtains expertise, or shows demonstrated capacity to work effectively, on domestic violence, dating violence, sexual assault, and stalking through collaboration;
- is primarily directed toward racial and ethnic minority groups; and
- is providing services tailored to the unique needs of that population.

1.2. Length and Amount of Project Support

Projects shall be funded under this solicitation for approximately one (1) year. The state will work with potential applicants to determine an acceptable project period between six (6) and twelve (12) months in length. **Applicants are encouraged to write applications as if the project will be funded for twelve (12) months.**

OCJP may extend the term an additional period of time, not to exceed three hundred-sixty five days beyond the expiration date of this Grant Contract, under the same terms and conditions. In no event, however, shall the maximum term, including all extensions or renewals, exceed a total of sixty months.

Applications under this solicitation shall be considered on a “rolling” basis and shall be first-come-first-serve with respect to application review and consideration for award. The state anticipates a maximum of 3 awards at \$35,000.

The state reserves the right to stop taking project proposals at any time. Once all funding has been awarded the state reserves the right to stop considering project proposals irregardless of where an applicant might be in the application progress.

The total amount of funding for any single project shall not exceed \$35,000.00 in federal funds. There shall be **no match** required of non-profit applicants.

1.3. Program Description

For victims of intimate partner violence/domestic violence, dating violence, sexual assault and/or stalking, it may be difficult to express their feelings and receive services from someone outside their perceived community. Culturally specific populations, such as American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian Americans; Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics for example are vulnerable and more likely to be victims of crime, yet less likely to reach out for help. This solicitation supports the expansion of trauma informed domestic violence, dating violence, sexual assault and/or stalking services provided by culturally specific (DBE) nonprofit organizations, including faith-based organizations, to address the critical needs of victims in a trauma-informed manner that affirms a victim’s background and effectively addresses cultural barriers.

Applicants must be able to demonstrate their ability to address various subcultures within the specific populations they will serve as well as how the organization will provide these services to intimate partner violence/domestic violence, dating violence, sexual assault and/or stalking victims in a safe and secure manner. Applicants must demonstrate their expertise in serving the cultural or racial population and the victimization population. Culturally specific organizations may partner with more traditional victim service organizations for training, support and technical assistance.

1.4. Grant Solicitation Communications

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

Culturally Specific – Rolling Application

1.4.2. Prospective Applicants must direct communications concerning this Grant Solicitation to the following email designated and indicate the appropriate Grant Solicitation Title, Culturally Specific and Underserved Victims of Crime, in the subject line:

CriminalJustice.Program@tn.gov

1.5. Notice of Intent to Apply

Applicants must complete the [Intent to Apply](#) by the deadline detailed in the Grant Solicitation Section 2, Schedule of Events.

Completion of the Intent to Apply form creates no obligation, but is a prerequisite for submitting an application and it is 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 1.4.1.

1.6. 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 2, Schedule of Events. An Applicant must apply, as required, to this Grant Solicitation (including its attachments) as may be updated. The State will not accept late applications, and an Applicant's failure to submit its application before the deadline will result in disqualification of the application.

2. GRANT SOLICITATION SCHEDULE OF EVENTS

2.1. 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	8:00 a.m.	September 17, 2021
2. Application Deadline	N/A	Open until funding is obligated.
3. Contract Start Date		See Section 1.2

2.2. **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).

3. PROGRAM REQUIREMENTS

3.1. STOP Program Federal Requirements

3.1.1. Certification of compliance with the Statutory Eligibility Requirements of the Violence Against Women Act, as Amended

In order to receive STOP Formula Grant Program funds, States are required to certify annually that the State is in compliance with statutory eligibility requirements of the Violence Against Women Act as amended. Please note that some of the certifications have changes due to the

Violence Against Women Action Reauthorization of 2013 (VAWA 2013).

ALL agencies receiving funding through the Office of Criminal Justice Programs must be aware of these State assurances and certify that these requirements are being implemented at the local level, where applicable.

(1) With respect to the VAWA requirement concerning costs for criminal charges and protection orders, **subrecipients must certify:**

That its laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence, dating violence, sexual assault, or stalking offense, or in connection with the filing, issuance, registration, modification, enforcement, dismissal, withdrawal, or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, dating violence, stalking, or sexual assault, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, modification, dismissal, withdrawal, or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the state, tribal, or local jurisdiction. *See TCA 36-6-617 for more information.*

(2) With respect to the VAWA requirement concerning forensic medical examination payment for victims of sexual assault, **subrecipients must certify:**

The state or another governmental entity incurs the full out-of-pocket cost of forensic medical exams for victims of sexual assault; the state coordinates with health care providers in the region to notify victims of sexual assault of the availability of rape exams at no cost to victims; and, it will not require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both. *See TCA 29-13-118 for more information.*

(3) With respect to the VAWA requirement concerning judicial notification, **subrecipients must certify:**

Before a court accepts the guilty plea of a defendant charged with a domestic violence offense, it shall inform the defendant that it is a federal offense for a person convicted of a domestic violence offense to possess or purchase a firearm and that from the moment of conviction for such an offense the defendant will never again be able to lawfully possess or buy a firearm of any kind. After so informing the defendant, the court may accept the plea of guilty if the defendant clearly states on the record that the defendant is aware of the consequences of a conviction for a domestic violence offense and still wishes to enter a plea of guilty. If a defendant is not represented by an attorney but wishes to proceed to the trial of a charge of committing a domestic violence offense, the court shall also inform the defendant of the consequences of a conviction for a domestic violence offense.

That its judicial administrative policies and practices include notification to domestic violence offenders of the requirements delineated in section 922(g)(8) and (g)(9) of Title 18 of the United States Code, and any applicable related federal, state, or local laws. *See TCA 40-14-109 for more information.*

(4) With respect to the VAWA requirement prohibiting polygraph testing, **subrecipients must certify:**

Its laws, policies, or practices ensure that no law enforcement officer, prosecuting officer or other government official shall ask or require an adult, youth, or child victim of an alleged sex offense as defined under federal, tribal, state, territorial, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense, and the refusal of a victim to submit to a polygraph examination or other truth telling device shall not prevent the investigation, charging, or prosecution of an alleged sex offense. *See TCA 38-3-*

123 for more information.

- 3.1.2. Activities That Compromise Victim Safety Prohibited: The subrecipient further agrees that grant funds will not support activities that compromise victim safety and recovery, such as: procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or sex of their children; procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services; procedures or policies that impose requirements on victims in order to receive services (e.g., seek an order of protection, receive counseling, participate in couples counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.); procedures or policies that fail to ensure service providers conduct safety planning with victims; project design and budgets that fail to account for the access needs of participants with disabilities and participants who have limited English proficiency or are Deaf or hard of hearing.
- 3.1.3. PREA Requirement: The Tennessee Department of Correction (TDOC) and correctional facilities which are sub-contracted to house TDOC inmates must submit audit documentation demonstrating they are currently PREA compliant.
- 3.1.4. Confidentiality: Each agency that receives a grant from the Office of Criminal Justice Programs (OCJP) to provide direct services to victims of crime should have a confidentiality policy in place to protect confidential personally identifying information. Furthermore, confidentiality statements should be signed by all staff, volunteers, interns, board members, etc. and should state, at a minimum, that s/he will protect the personally identifying information of all persons contacting the agency for service, regardless of whether these persons actually receive services from the agency. For further confidentiality requirements, please see the OCJP Grants Manual, [Chapter XX, Retention of and Access to Records](#), Section D, Confidentiality Policy and [28 C.F.R. 94.115](#).
- 3.1.5. Evidence-Based Programming: Agencies 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 www.CrimeSolutions.gov or <http://www.samhsa.gov/programs-campaigns> offer resources that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.
- 3.1.6. Mandatory Reporting of Child Abuse and Adult Abuse: Agencies 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.
- 3.1.7. Federal Funding Accountability and Transparency Act of 2006 (FFATA): Per Public Law 109-282, all applicants are required to have a DUNS number, register via SAM, and provide employee compensation information (if applicable) to be eligible for this funding.
 - a. DUNS Number: To enable state agencies that receive federal awards to report this information, sub-grantees (i.e., Subrecipients) are required to obtain and report a DUNS number. A DUNS number is obtained through Dun & Bradstreet (D&B) and is a unique nine digit identification number that is assigned for FREE for all businesses required to register with the US Federal government for contracts or grants. A DUNS number is required for this grant and is reported on your Intent to Apply. For more information and/or to obtain a DUNS number go to the following website: <http://fedgov.dnb.com/webform>.
 - b. System for Award Management (SAM) Registration: To enable OCJP to report sub-awards in a timely manner, Subrecipients are also required to register with System for Award Management (SAM). SAM is a federally owned and operated free website that consolidates the capabilities of CCR/Fed Reg, ORCA and EPLS, and it will be used to populate the

information needed to report sub-award information. In order to register you must have a DUNS number. Registration can be done at www.sam.gov. Your SAM expiration date must be reported on [Intent to Apply](#) form.

- c. Executive Compensation Reporting: FFATA requires a sub-grantee of a federal award to report the names and total compensation of the most highly compensated executives (i.e., officers, managing partners, or any other employees in management positions) if they meet the following criteria:
- 80 percent or more of the sub-grantee's annual gross revenues from Federal procurement contracts and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320; and
 - \$25,000,000 or more in annual gross revenues from Federal procurement contracts, and Federal financial assistance subject to the Transparency Act; and,
 - The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <https://www.sec.gov/fast-answers/answers-execomphm.html>).

3.1.8. Additional Federal Funds Received: The subrecipient agrees that if it currently has a contract with OCJP and receives additional federal funding, outside OCJP, 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 the OCJP contract, the subrecipient will promptly notify the OCJP program manager in writing.

- 3.1.9. License and Copyright: Pursuant to 28 CFR §66.34, the Office on Violence Against Women reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, in whole or in part (including in the creation of derivative works), for Federal Government purposes:
- any work that is subject to copyright and was developed under this award, subaward, contract or subcontract pursuant to this award; and
 - any work that is subject to copyright for which ownership was purchased by a recipient, subrecipient or a contractor with support under this award.

In addition, a subrecipient must obtain advance written approval from the Office on Violence Against Women program manager assigned to this award, and must comply with all conditions specified by the program manager in connection with that approval before: 1) using award funds to purchase ownership of, or a license to use, a copyrighted work; or 2) incorporating any copyrighted work, or portion thereof, into a new work developed under this award.

3.1.10. Training for Allied Professionals: The subrecipient understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OVW Training Guiding Principles for Grantees and Subgrantees, available at: <http://www.justice.gov/sites/default/files/ovw/legacy/2012/06/28/ovw-training-guiding-principles-grantees-subgrantees.pdf>.

3.1.11. Reporting Irregularities: The subrecipient is responsible for promptly notifying OCJP 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>.

- 3.1.12. **Program Income:** Program income, as defined by 2 CFR 200.80, means gross income earned by a non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance. **Program Income is unallowable without prior approval.**
- 3.1.13. **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 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.

3.2. STOP Program State Requirements

- 3.2.1. **Law Enforcement Agencies:** In order for law enforcement agencies to qualify for grant funds, they must comply with the following:
 - a. **Fingerprint Reporting Requirement:** The Agency shall ensure that they will comply with Tennessee Code Annotated (TCA) 38-3-122 and will submit all fingerprints taken to the Tennessee Bureau of Investigation (TBI).
 - b. **TIBRS Reporting Requirement:** The Agency shall ensure that they comply with the rules and regulations of the Tennessee Bureau of Investigations (TBI) as empowered by Tennessee Code Annotated (TCA) 38-10-101 et seq. with regard to the Tennessee Incident Based Reporting System (TIBRS). The agency will at all times maintain TBI certification of their compliance with those rules and regulations.
 - c. **National Instant Criminal Background Check System (NICS) Reporting Requirement:** The Agency shall ensure that they comply with Tennessee Code Annotated (TCA) 33-3-1115 with regard to NICS Reporting. The agency will at all times maintain compliance.
 - d. **Death in Custody Reporting Act (DICRA) Requirements:** The Agency shall comply with PUBLIC LAW 113-242 by submitting all deaths in custody to the TBI.

Please note that 3.2.1. a-d are also federal requirements.

- 3.2.2. **Compliance with Submission of eligible records relevant to the National Instant Background Check System (NICS) for Law Enforcement, Prosecution and Court Projects requesting funding:**

Consonant with federal statutes that pertain to firearms and background checks, including 18 U.S.C. 922 and 34 U.S.C. chapter 409, if the recipient (or any subrecipient at any tier) uses this award to fund (in whole or in part) a specific project or program (such as a law enforcement, prosecution, or court program) that results in any court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the National Instant Background Check System (NICS), or that has as one of its purposes the establishment or improvement of records systems that contain any court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the NICS, the recipient (or subrecipient, if applicable) must ensure that all such court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the NICS are promptly made available to the NICS or to the "State" repository/database that is electronically available to (and accessed by) the NICS, and when appropriate promptly must update, correct, modify, or remove such NICS-relevant "eligible records".

All law enforcement, prosecution and court related projects must comply with the above and with State TCA 8-4-115 (revised language effective January 1, 2019) prior to requesting funding and throughout the course of life of a funded contract. Failure to do so could result in termination of

funding.

- 3.2.3. Tennessee Department of Revenue Registration: Pursuant to Tennessee Code Annotated (TCA) 12-3-306 all subrecipients must comply with the Retailers' Sales Tax Act compiled in TCA 67-6-8 101 et seq. All subrecipients are therefore required to either register a sales 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.

For further program requirements please refer to the [STOP Section of the OCJP Grants Manual](#) on the Office of Criminal Justice Programs website.

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

For purposes of this disclosure, high risk includes any status under which a federal 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 awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

Applications must submit a [High Risk Designation Certification](#) as part of the application.

- 3.2.5. Solvency: Nonprofit agencies not solvent at the time of application are not eligible to apply for funding.

4. FINANCIAL REQUIREMENTS

4.1. OCJP grants awarded under this STOP Program are governed by the provisions of the Office of Management and Budget (OMB) Uniform Guidance applicable to financial assistance. The subrecipient must follow [OMB Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements](#) (Uniform Guidance) and the [28 CFR Part 90](#). Additional information and guidance are contained in the STOP portion of the OCJP Grants Manual available from the Office of Criminal Justice Programs upon award of grant funds or by referring to the [STOP portion of the OCJP Grants Manual](#). This policy manual provides information on allowed costs, methods of payment, audit requirements, accounting systems, and financial records. Specific requirements include:

4.1.1. **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.

4.1.2. **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 subrecipient'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 Subrecipients. 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 Subrecipient or exceed the prescribed funding percentage or budgets.

Subrecipients 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 Subrecipients of Federal and State Grant Monies.

The requirements for the development and submission of indirect cost proposals and cost allocation plans are set out in Appendices III – VI of 2 C.F.R. Part 200, for subrecipients that are a state department, city, county (and subdivision thereof) and state college, university, and technology center. These subrecipients should follow the guidelines applicable to its type of organization:

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

4.1.3. **Indirect Cost Rate** Should the subrecipient request reimbursement for indirect costs, the Subrecipient 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 Subrecipient 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 subrecipient 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 subrecipient 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 subrecipient. ***Non federal agencies who have never had a negotiated indirect cost rate can select to use the 10% de minimis rate. If electing to use***

the de minimis rate, fill out and submit with application [Certification of De Minimis Indirect Cost Rate Form](#) with the application.

- 4.1.4. **Multiple Year Contracting:** Multiple year contracting reduces unneeded paperwork and duplication for OCJP, as well as the subrecipient's office. This reduction in bureaucratic paperwork allows the subrecipient more time to spend on project implementation and evaluation, while allowing OCJP more time to provide oversight, technical assistance and evaluation of individual projects and OCJP programs. **Multiple year contracts will remain contingent, as always, on the availability of U.S. Department of Justice federal appropriations**

4.2. Allowable Use of STOP Funds

STOP funding may be used by the subrecipient for personnel, training, technical assistance, evaluation, data collection and equipment costs to enhance services to victims of intimate partner violence/domestic violence, dating violence, sexual assault and staling. Examples of such services include but are not limited to crisis support, advocacy, referral and assistance connecting to other community support services, court accompaniment and advocacy, transportation related to access to services, support group and therapy, and specific assistance to victims. Children's services must be inextricably linked to providing services to victims of intimate partner violence/domestic violence. For example, STOP funds may support the expansion of shelter services for battered women to include programs for their children. Costs must be reasonable, allocable, and necessary to the project and comply with the STOP program requirements. Any questions about allowable use of funds should be directed to OCJP prior to application submission.

Please reference the [Allowable Costs section of the OCJP 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, Sensitive Minor Equipment, Out of State Travel for Training and Conferences, furniture, and clothing.
- 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 by OCJP on a case by case basis.
- 4.2.3. **Professional Fees:** If the implementing governmental agency or non-profit 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. Subrecipients should check the OCJP 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 market place. Individual consultant fees cannot exceed \$650 per day or \$81.25 per hour; this includes legal, medical, psychological, training, and accounting consultants.
- 4.2.3.1. Funds budgeted for professional consultant or subcontracting entity employees should be detailed under the "Professional Fee, Grant & Award" line of the budget.
- 4.2.3.2. Speaker fees for Conferences must be detailed under the "Travel, Conferences & Meetings" line of the budget. All projects providing training instructors/speakers with STOP funds will need to submit a Notification of Speakers Agreement for each instructor/speaker 15 days prior to the training event. See [Chapter IX. OCJP Grants Manual](#).
- 4.2.3.3. All subcontracted services must be provided in a culturally specific manner in an environment that is safe and supportive of the victim.

4.2.4. Operational Costs: Payment of operational costs is allowable if costs are part of an approved project and are necessary to the project implementation and operation. Operational costs may include supplies, telecommunication costs, postage and shipping, printing and publication costs, rent, equipment rental costs and insurance costs. Costs for a program must be **pro-rated** across all fund sources. It is acceptable for STOP funding to support the operational costs of a facility, such as a shelter, however if the project is supported with funds from other sources the rent and operational expenses must be **pro-rated** among the different funding sources. If the shelter owns its own facility, rent for use of that facility may not be charged to the grant at all; however, related expenses such as utilities and building security may be charged to the grant.

4.2.5. Equipment: Equipment expenses, which are part of an approved project, if necessary and incidental to that project, are allowable expenses. Equipment is defined as tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

NOTE: "Sensitive Minor Equipment" is detail under the Supplies Line of the budget and is defined as moveable, high-risk, sensitive property items purchased with a cost between \$500.00 and \$5,000.00 such as tablets, laptops, desktop computers, printers, projectors, external computer peripherals, weapons, TVs, cameras, and small office machines.

4.2.6. Publication of Documents and Electronic Media: Project directors are encouraged to make the results and accomplishments of their activities available to the public. A recipient/subrecipient who publicizes project activities and results shall adhere to the terms and conditions of the award as well as the following:

- Responsibility for the direction of the project activity should not be ascribed to OCJP or OVW. The publication shall include the following statement: "This project was supported by Grant No. _____ awarded by the Office of Criminal Justice Programs through a grant from the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women." The receipt of OVW funding does not constitute official recognition or endorsement of any project. A separate application for Official Recognition may be filed with OVW, through the OCJP Program Manager assigned the project.
- All materials publicizing or resulting from award activities shall contain an acknowledgement of OVW assistance. An acknowledgement of support shall be made through use of the following or comparable footnote: "This project was supported by Grant No. _____ awarded by the Office of Criminal Justice Programs through a grant from the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women."
- The OCJP Program Manager will verify the Award Number PRIOR to printing or publication.
- A recipient/subrecipient is expected to publish or otherwise make widely available to the public, as requested by OCJP or OVW, the results of work conducted or produced under an award.
- All publication and distribution agreements with a publisher will include provisions giving the Federal government and State of Tennessee a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use and to authorize others to use the publication

for Federal government purposes.

- Unless otherwise specified in the award, the recipient/subrecipient may copyright any books, publications, films, or other copyrightable material developed or purchased as a result of award activities. Copyrighted material shall be subject to the same provisions of the Federal government.

The recipient/subrecipient shall submit a publication and distribution plan to OCJP before materials developed under an award are commercially published or distributed. The plan shall include a description of the materials, the rationale for commercial publication and distribution, the criteria to be used in the selection of a publisher, and, to assure reasonable competition, the identification of firms that will be approached. Prior OCJP approval of this plan is required for publishing project activities and results when Federal funds are used to pay for the publication.

4.2.7. 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](#). **STOP requires prior OCJP approval for attendance at any out of state conference or training.**

4.2.8. Training, Conferences, and Meetings: Training, Conferences, and Meetings which are part of an approved project, if necessary and allocable to that project, are allowable expenses. The following cost thresholds are in place.

- a. Meeting Room/Audio Visual Services - Lesser of \$25 per day per attendee or \$20,000.
- b. Logistical Planners - Lesser of \$50 per attendee or \$8,750.
- c. Programmatic Planners - Lesser of \$200 per attendee or \$35,000.
- d. Food and Beverage - Generally not allowed.
- e. Refreshments - Generally not allowed.

4.2.9. Specific Assistance To Individuals: Agencies 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 OCJP and repayment of these funds will be required.

4.3. **Additional STOP Allowable Use of Funds:**

4.3.1. Grant funds may be used to support, inform, and provide outreach to victims about available services. For example, a shelter could distribute brochures listing the signs of domestic violence, describing the services available, and providing a hotline number to access the services. Initiatives designed to reach victims, rather than raise awareness generally, may be supported with STOP funds.

4.3.2. Pro-rated share of food for emergency client needs and the pro-rated share of food purchases for domestic violence shelter resident's use.

4.3.3. STOP funds can be used to provide services to incarcerated victims but only to address the intimate partner violence/domestic violence, dating violence, sexual assault, or stalking victimization experienced by the incarcerated individual, including both crimes experienced while incarcerated and crimes experienced at other points in their youths and adult lives.

4.3.4. Applicants are encouraged to allocate grant funds to support activities that help to ensure individuals with disabilities and Deaf individuals and persons with limited English proficiency have meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services, language interpretation and translation services, or the purchase of adaptive equipment. Applicants proposing to use grant funds to create websites, videos and other materials must ensure that they are accessible to persons with disabilities and grant funds must be allocated for these purposes.

- 4.3.5. STOP funds may be used to support civil legal assistance and advocacy services including legal information and resources and divorce for: 1) victims of domestic violence and 2) non-offending parents in matters that involve allegations of child sexual abuse. Applicants should contact OCJP prior to including divorce services in their STOP project.
- 4.3.6. STOP can pay for co-location of services, such as Family Justice Centers. However, if any of the underlying services at the center cannot be funded through STOP, such as substance abuse counseling, then the staffing for those services still cannot be supported through this purpose area, just the co-location. For example, co-location costs might include a centralized intake person, rent, or security.
- 4.3.7. STOP funds may be used to support SANE/SAFE programs and related activities including: SANE/SAFE personnel; expert testimony of SANE/SAFE personnel; forensic evidence collection kits ("rape kits"); equipment, such as colposcopes, swab dryers, and lights; outreach efforts to inform victims about available services; victim advocate personnel to accompany victims through the forensic examination process; on-going counseling services for victims; and/or on-call time of the SANE/SAFE personnel.

4.4. **Unallowable Use of STOP Funds:**

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

- 4.4.1. Construction: Use of grant funds for construction projects is prohibited under both state and federal guidelines for this program.
- 4.4.2. Vehicle Purchase: Vehicle purchases with grant funds are prohibited; STOP funding cannot be used to lease and/or purchase vehicles.
- 4.4.3. Land Acquisition: Acquisition of land with grant funds is prohibited.
- 4.4.4. Supplanting: Federal funds must be used to supplement existing State and local funds for program activities and must not supplant those funds that have been appropriated for the same purpose. Supplanting will be reviewed during the application process, post-award monitoring, and audit.
- 4.4.5. Age Restrictions: STOP funds may not be used to support services that focus exclusively on children and may not be used to support services provided to children less than 13 years of age.
- 4.4.6. Education Materials: STOP funds may not be used to support the development or presentation of a domestic violence, sexual assault, dating violence and/or stalking curriculum for primary or secondary schools. Funds may not be used to teach primary or secondary school students from an already existing curriculum.
- 4.4.7. Prevention and Awareness: STOP funds may not be used to conduct prevention, public awareness, media campaigns or community education campaigns or related activities. Grant funds may be used to support, inform, and conduct outreach to victims about available services.
- 4.4.8. Services for Offenders: STOP funding may not support legal or defense services for perpetrators of violence against women. But they may support batterers' intervention programs, if the intervention is part of a graduated range of sanctions that use the coercive power of the criminal justice system to hold abusers accountable for their criminal actions and for changing their behavior.
- 4.4.9. Religious Activities: STOP funding may not be used to support inherently religious activities.

- 4.4.10. Renovations: STOP funds cannot be used for renovations, including minor renovations such as painting or replacing carpeting.
- 4.4.11. Moving Expenses: STOP funds may not be used to pay for moving household goods to a new location or acquiring furniture or housing in a new location when a survivor is leaving a shelter.
- 4.4.12. Immigration Fees: STOP funds may not be used to pay for immigration fees for battered immigrant women.
- 4.4.13. Law Enforcement Equipment: STOP funds may not be used to pay for law enforcement equipment including uniforms, safety vests, shields, weapons, bullets, and/or armory.
- 4.4.14. Substance Abuse Counseling and Services: STOP funds may not be used to pay for chemical dependency or alcohol abuse programs that are not an integral part of a STOP supported court-mandated batterer intervention program. STOP funding may not be used for substance abuse counseling.
- 4.4.15. Research: STOP funds may not be used to conduct research. This does not include program assessments conducted only for internal improvement purposes.
- 4.4.16. Activities that Compromise Victim Safety and Recovery: STOP funds may not be used to support any activities that compromise victim safety and recovery. The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions:
- a. Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, relationship to the perpetrator, or the age and/or gender of their children;
 - b. Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;
 - c. Offering perpetrators the option of entering pre-trial diversion programs or placing batterers in anger management programs;
 - d. Requiring mediation or counseling for couples as a systemic response to domestic violence or sexual assault, or in situations in which child sexual abuse is alleged;
 - e. Requiring victims to report sexual assault, stalking, or domestic violence crimes to law enforcement or forcing victims to participate in criminal proceedings;
 - f. Relying on court-mandated batterer intervention programs that do not use the coercive power of the criminal justice system;
 - g. Supporting policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g., attending counseling, seeking an order of protection).
 - h. Procedures or policies that fail to ensure service providers conduct safety planning with victims;
 - i. Project design and budgets that fail to account for the access needs of participants with disabilities and participants who have limited English proficiency or are Deaf or hard of hearing.
- 4.4.17. Dues or Membership Fees: STOP funds may not be used for dues or membership fees to an organization conducting any type of lobbying, including advocating with government agencies for

policy change.

4.4.18. Other Generic Unallowable Expenses:

- a. Construction,
- b. Land acquisition (Purchase of real property),
- c. Compensation of federal employees,
- d. Travel of federal employees,
- e. Bonuses or commissions,
- f. Military type equipment,
- g. Lobbying,
- h. Fundraising (including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions),
- i. Corporate formation,
- j. State and Local taxes,
- k. Trainings and workshops have unallowable cost restrictions,
- l. Food is unallowable, except food provided directly for victim's needs,
- m. Legal fees,
- n. Cost in applying for this grant,
- o. Any expenses prior to the grant award date,
- p. First class travel,
- q. Management or administrative training,
- r. Sole source contracts (without the prior written approval from the OCJP),
- s. Gas or gift cards,
- t. Depreciation or a use allowance on idle or excess facilities, and
- u. Cost incurred outside the project period.

Please Note: This list is NOT ALL-INCLUSIVE. For further clarification, contact OCJP or refer to the STOP portion of the OCJP Grants Manual at the following link: [OCJP Grants Manual](#).

5. REPORTING REQUIREMENTS

The subrecipient must collect, maintain, and provide to OCJP, 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 OCJP. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

Complete reporting requirements can be found in the [STOP Fund Source Chapter](#) of the OCJP Grants Manual and in the [STOP Reporting Table](#). The data collected should support the information submitted on the reports and OCJP may periodically request to see the back-up data that supports the information submitted.

5.1. Programmatic Reporting

- 5.1.1. [STOP Annual Progress Report for Outputs](#): The STOP Annual Progress Report is due no later than July 31. This report is emailed to the subrecipient agency.
- 5.1.2. [Client Outcome Survey Report](#): The Client Outcome Survey Report is due no later than July 31. This report is submitted online.
- 5.1.3. [Training Participant Survey Report](#): The Training Participant Survey Report is required if you will use STOP funds to provide training to allied professionals. This does not include community education. The report is due no later than July 31. This report is submitted online.

NOTE: Activity records must be kept in order to document that a STOP staff is providing STOP allowable training services/activities. All training sign-in participation sheets must be available to send to OCJP upon request.

5.2. Fiscal Reporting

NOTE: Subrecipient agencies must request reimbursement at least once per quarter based on expenditures incurred. However, it is recommended that agencies invoice monthly, when monthly expenditures are incurred.

- 5.2.1. [Invoice for Reimbursement \(Non-state Agencies\)](#): The invoice is used to request monthly reimbursement. It is **strongly recommended** that agencies invoice monthly, when monthly expenditures are incurred. However subrecipient agencies can invoice quarterly. If invoicing quarterly, 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 subrecipients 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.
- 5.2.2. [Policy 03 Quarterly Expense and Revenue Report \(Non-profit Agencies Only\)](#): This report consists of the Program Expense Report (Schedule A), the Program Revenue Report (Schedule B), and the Final Program Expense Summary Page (Schedule C). Schedule A is used for submitting detailed and total expense budgets and for detailed and total expense reports. Schedule B is used for submitting revenue budgets and for revenue reports by source with reconciliation between total expense and reimbursable expenses. Program Income, if any, is reported on line 39 of Schedule B. Agencies should be aware of and comply with reporting Program Income as defined in the [Department of Justice Financial Guide](#). Schedule C is intended to recap all direct expenses in one column, as well as determine a grand total of all expenses. Policy 03 Quarterly Expense and Revenue Reports are due no later than thirty (30) calendar days following the end of the quarter for which the report is completed. These reports

are sent to the Fiscal Manager at OCJP at OCJP.P3@tn.gov. (See [OCJP Policy 03](#)).

- 5.2.3. **Project Equipment Summary Report:** This report is completed on an annual basis, if equipment or “Sensitive Minor Equipment” (see [OCJP Grants Manual Chapter X](#)-Property and Equipment for definition) is purchased with grant funds during the current fiscal year. It is due to OCJP 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.
- 5.2.4. **Notice of Audit Report:** For non-profits, the [Notice of Audit](#) should be submitted annually, 90 days after the close of the fiscal year.

5.3. **Fiscal and Program Monitoring**

The Office of Criminal Justice Programs program managers and fiscal monitors provide routine program and fiscal monitoring of all OCJP 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 subrecipients experiencing problems requiring corrective action. If through monitoring a problem area is identified and corrective action is requested, OCJP subrecipients must adhere to the corrective action requirements identified in the OCJP Grants Manual within the time period required.

6. APPLICATION PROCESS AND INSTRUCTION

6.1. Scope of Services/Project Narrative

The Office of Criminal Justice Programs has provided a word document for use in constructing an application under this solicitation. First save this document to your computer with the solicitation grant title before completing it.

The [scope of services/narrative](#) for the **Culturally Specific Victim Services** application contains definitions and instructions for completion.

The Scope of Services/Project Narrative contains the following headers and will be evaluated based upon the following criteria:

EVALUATION CATEGORY
Problems and needs
Purpose
Activities
Implementation Timeline
Inputs
Data collection procedure
Collaboration Activities
Intended outputs
Intended outcomes

The Scope of Services/Project Narrative should be submitted with the application. See Section 6.3 and 6.4 for information on how to submit your application.

6.2. 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. [Budget](#), [Budget Instructions](#).

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

NOTE: Thoroughly read the budget instructions document or budget with match instructions document before preparing the budget. The Project Title at the top of the budget summary page must match the title submitted in the Intent to Apply and on your Scope of Services/Project Narrative.

Each fiscal year project budget consists of two components: the Summary Budget Amounts for the Federal, and 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 6.3 and 6.4 for information on how to submit your application.

6.3. 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 2, Schedule of Events at the following email address:

CriminalJustice.Program@tn.gov

6.4. STOP Application Requirements

6.4.1. The first step to the STOP application process is to submit Intent to Apply through the following on-line link: [Intent to Apply](#) by as your intent to apply for this grant (See Grant Solicitation Section 2, Schedule of Events). **Intent to Apply must reference the STOP Culturally Specific – Rolling Application.**

6.4.2. Initiate Department of Revenue registration or exemption process for sales/use accounts. This process should be **initiated at least two (2) business days prior to application due date.**

Note that this exemption is not the same as a “sales tax exemption” and a failure to follow the process described may result in the disqualification of this application.

If you previously possessed a grant with the Office of Criminal Justice Programs (OCJP) or other state entity and created a sales/use account or received an exemption then that documentation can be submitted to satisfy this requirement.

This requirement does not apply to local law enforcement agencies.

6.4.3. The next step is to create a [Scope of Services/Project Narrative](#).

6.4.4. Next create a budget using the excel budget sheet(s) at the following link

[Budget and Budget Instructions](#)

Complete **one budget for each year** of funding requested.

6.4.5. Complete the Other Grant Funds – Application Attachment provided at the following link: [Other Grant Funds](#). **(please follow instructions at this link)**

6.4.6. Complete the Non-Supplanting Certification found at the following link: [Non-Supplanting Certification](#)

6.4.7. Complete and submit the [High Risk Designation Certification](#) form.

6.4.8. Complete and submit the VAWA Certification found at the following link: [VAWA Certification](#).

6.4.9. Complete and submit the [STOP Certifications \(Non-Profit\)](#)

6.4.10. Complete and submit the [Confidentiality Certification \(no LE or PR\)](#)

6.4.11. Submit approved cost allocation plan (if applicable)

6.4.12. Submit approved indirect cost rate (if applicable)

6.4.13. Submit [Certification of De Minimis Indirect Cost Rate Form](#) **if electing to use the 10% de minimis rate**

6.4.14. Create and attach a copy of the organizational chart if awarded this grant.

6.4.15. Provide a copy of your organization’s most recent audit or a copy of the form 990 (Non-profits only).

6.4.16. Current Balance Sheet (Non-profits only).

6.4.17. Proof of non-profit status must be submitted by any nonprofit organization applying for funding.

6.4.18. Use the attached checklist at the end of this application and submit all required documents (except [Intent to Apply](#) which is an online document), via e-mail to Criminaljustice.Program@tn.gov.

All above document should be emailed to Criminaljustice.Program@tn.gov with the solicitation grant title in the subject line of the email.

6.5. Application Deadline

See Section 1.2; Applications considered on a first-come-first-serve basis until all funding under this purpose area has been awarded.

6.6. Response Preparation Costs

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

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 OCJP 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 OCJP 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 subrecipient will be emailed with the approval letter. The contract must be signed by the Authorized Official and returned to the Office of Criminal Justice Programs for approval by the Commissioner of Finance and Administration. After the Commissioner approves the contract, an executed original contract will be emailed to the subrecipient.

Applicants for grants will be notified whether their application is approved after review and evaluation is completed. This is a rolling application, therefore dates of notice are dependent upon when the application is submitted.

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 Respond (refer to Grant Solicitation Section 1.5). A response must address the final Grant Solicitation (including its attachments) as updated.

**Application Completion Check-off
(Retain for your own purposes)**

- [Intent to Apply](#) Forms document (Applicant Contact & Profile Information) completed online.**
- Department of Revenue registration or exemption letter (Except DTFs and State and Local Law Enforcement)**
- [Scope of Services/Program Narrative](#)**
- [Budget](#) and [Budget Instructions](#) completed on the excel spreadsheet (one for each year of funding requested)**
- [Other Grant Funding Table](#)**
- [Non-Supplanting Certification](#)**
- [High Risk Designation Certification](#)**
- [VAWA Certification](#)**
- [STOP Certifications \(Non-Profit\)](#)**
- [STOP Confidentiality Certification \(no LE or PR\)](#)**
- Agency Organizational Chart**
- Copy of your organization's most recent audit or a copy of the form 990 (Non-profits only).**
- Current Balance Sheet (Non-Profit Only)**
- Most recent approved Cost Allocation Plan (if applicable)**
- Approved Indirect Cost Rate (if applicable)**
- [Certification of De Minimis Indirect Cost Rate Form](#) (if applicable)**
- Proof of non-profit status (Non-Profit Only)**

Applications must be submitted in accordance with Section 6.4.

If you have completed the above items and emailed them to Criminaljustice.Program@tn.gov with the solicitation grant title “Culturally Specific – Rolling Application in the subject line, then your application is complete.