

**TENNESSEE**  
**Grant Solicitation Packet**



**Fiscal Year 2024**  
**State Funding – Evidence-Based Programming (EBP)**

*Released on: 3/26/2024*

*Intent to Apply due: Rolling Deadline (30 days prior to application)*

*Completed applications due: Rolling Deadline*

*Prepared by:*

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## 1. INTRODUCTION

This program comprises state funds which are available as reimbursement grants to eligible government agencies operating local jails that house TDOC inmates to support the implementation or enhancement of evidence-based programming to improve offender outcomes.

Evidence-based programming is defined as “a program or programs shown by scientific research to effectively reduce recidivism rates and increase an offender’s likelihood of success following release from incarceration, including programs focused on education, vocational training, mental health, substance abuse rehabilitation, or building healthy relationships.” Agencies intending to implement an evidence-based program are required to use recognized programs that are rated as “Highest Rated” or “Second Highest Rated” according to the [Results First Clearing House Database](#). (Click the link and select Correctional Facility as the Setting on the left). Agencies intending to implement a vocational program can reference [TDOC’s list of vocational programming](#) currently offered in Tennessee prisons. TBR also has information available on [vocational programs offered through Tennessee College of Applied Technology](#) that may be available in your area.

For more information about Evidence-Based Programming in Tennessee, see [TDOC’s informational page](#).

Agencies are encouraged to also provide evidence-based programming to misdemeanor offenders that match the risks and needs of the offender, as determined through the approved risk assessment. Misdemeanor offenders may utilize evidence-based programming, as long as the programming is fully accessible to appropriate felony offenders.

### 1.1. Eligibility

Eligible agencies are limited to government agencies that operate a **Tennessee Corrections Institute (TCI) Certified** adult correctional facility that houses convicted felons and meet criteria to create or enhance inmate programming. These entities may sub-contract with qualified community-based nonprofit partners to implement evidence-based programs.

Participating agency’s **Use of Force Policy must be certified by the Tennessee Association of Chiefs of Police (TACP)**; and all behavioral health services conducted as part of EBP-funded programming must be **conducted by licensed/certified providers**.

Priority will be given to applications that:

- are new agencies to the EBP fund source;
- demonstrate meaningful engagement with UT’s County Technical Assistance Services (CTAS) readiness assessment activities;
- intend to create or enhance behavioral health programming for inmates, with a priority for partnerships with Tennessee Department of Mental Health and Substance Abuse licensed providers, [Find a Licensed Facility or Service \(tn.gov\)](#);
- demonstrate they will prioritize evidence-based programming over work release;
- utilize project designs that rely on best practice tools including motivational interviewing and aftercare plans;
- present a timeline as part of the scope that demonstrates intent to fully implement at least **one** new EBP within 6 months of receiving funding.

Agencies applying for state funding must meet the additional criteria listed in 3.1 of this solicitation.

### 1.2. Length and Amount of Project Support

Contracts will start no earlier than July 1, 2024 and will end June 30, 2027. Start date will be dependent upon local government contract acceptance processes. The state will allocate a maximum liability per contract not to exceed \$2,000,000.00 for agencies intending to create or substantially improve evidence-based programming. Budgets must be developed for each state fiscal year, using the dates below. The application should include a separate budget document (Summary and Detail tabs) for each fiscal year of the project.

- FY24: Contract start – June 30, 2024
- FY25: July 1, 2024 – June 30 2025
- FY26: July 1, 2025 – June 30, 2026
- FY27: July 1, 2026 – June 30, 2027

Agencies have the option of applying for a modest annual funding amount to develop and pilot an evidence-based program (ex: ~\$100,000 per year for one program facilitator, training, curriculum, equipment, and supporting costs) and then enhancing their budget at a later date to expand it based on success; or agencies may choose to apply for a larger amount (not to exceed the max liability of \$2,000,000) to expand a currently successful set of evidence-based programs that require multiple staff/subcontracts and other supporting costs. Please email OCJP staff at [Criminaljustice.program@tn.gov](mailto:Criminaljustice.program@tn.gov) with questions about budget options.

### 1.3. **Program Purpose**

The purpose of the Evidence-Based Programming (EBP) project is to provide funding to local jails to implement **evidence-based\* programming** for inmates in an effort to:

- Improve access to knowledge, skills, and resources required for successful re-entry into local communities following release from incarceration;
- Reduce recidivism rates among formerly incarcerated individuals; and
- Increase meaningful collaboration between local jails and local community partners.

*\* Agencies intending to implement an evidence-based program are required to use recognized programs that are rated as “Highest Rated” or “Second Highest Rated” according to the [Results First Clearing House](#) (Click the link and select Correctional Facility as the Setting on the left).*

*Agencies intending to implement a vocational program can reference [TDOC’s list of vocational programming](#) currently offered in Tennessee prisons. TBR also has information available on [vocational programs offered through TCAT](#) that may be available in your area.*

*For more information about Evidence-Based Programming in Tennessee, see [TDOC’s informational page](#).*

### 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:

#### **FY25 Evidence-Based Programming Project**

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

[Criminaljustice.Program@tn.gov](mailto:Criminaljustice.Program@tn.gov)

### 1.5. **Notice of Intent to Apply**

Applicants should complete the [Intent to Apply](#) at **least thirty (30) days prior** to the date they intend to submit their application. When OCJP received the Intent to Apply form, we will reach out to conduct readiness assessment activities for applicant agencies.

### 1.6.

**Completion of the Intent to Apply form creates no obligation, but is a prerequisite for submitting an application 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 Identification Title found in section 1.4.1.**

### 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 2, 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. 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		March 26, 2024
2. Notice of Intent to Apply Deadline		30 days prior to application
3. Application Deadline		Rolling deadline
4. Contract Start Date		July 1, 2024

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. State Funding Program Requirements

Each sub-recipient organization shall meet the following requirements:

- 3.1.1. Evidence-based Programming: Agencies are required to use recognized programs that are rated as “Highest Rated” or “Second Highest Rated” according to the [Results First Clearing House](#) (Click the link and select Correctional Facility as the Setting on the left).

Agencies intending to implement a vocational program can reference [TDOC's list of vocational programming](#) currently offered in Tennessee prisons. TBR also has information available on [vocational programs offered through Tennessee College of Applied Technology](#) that may be available in your area.

For more information about Evidence-Based Programming in Tennessee, see [TDOC's informational page](#).

- 3.1.2. 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.
- 3.1.3. Additional Federal Funds Received: The sub-recipient agrees that if it currently has a contract with OCJP and receives 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 sub-recipient will promptly notify the OCJP program manager in writing.
- 3.1.4. 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.
- 3.1.5. 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 to the Tennessee Bureau of Investigation (TBI).
  - b. Tennessee Incident Based Reporting System (TIBRS) Reporting Requirement: The Agency shall ensure that they comply with the rules and regulations of the TBI as empowered by Tennessee Code Annotated (TCA) 38-10-101 et seq. with regard to the 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.
  - e. DNA and CODIS Requirements: The Agency shall ensure that they will comply with Tennessee Code Annotated (TCA) 40-35-321 regarding the collection of DNA.

- f. Use of Force Requirement: The Agency must have a certification from the Tennessee Association of Chiefs of Police regarding their Use of Force policies. The Agency must also comply with TCAs 38-3-121, 38-8-101, 38-8-113, 38-8-128:131, and 40-6-105.
- 3.1.6 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](#).
- 3.1.7 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](#) if selected for funding.**



## 4. FINANCIAL REQUIREMENTS

4.1. OCJP grants awarded under this solicitation are governed by the provisions of the Office of Management and Budget (OMB) Uniform Guidance applicable to financial assistance. The sub-recipient must follow [OMB Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements](#) (Uniform Guidance). 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.

### 4.2. Allowable Use of Funds

State funds may be used by the subrecipient for personnel costs, training and technical assistance, equipment, operational costs, and information systems that are part of an approved project and are in addition to the resources already available to the subrecipient. Costs must be reasonable, allocable, and necessary to the project and comply with the State Program requirements. Any questions about allowable use of funds should be directed to the Office of Criminal Justice Programs.

4.2.1. 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.**

4.2.2. 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 publications costs, rent, equipment rental costs and insurance costs. Costs for a program must be prorated across all fund sources.

4.2.3. Furniture Costs: Payment of furniture must be pre-approved by OCJP before a purchase is made.

4.2.4. 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 Administrative 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.

4.2.5. Behavioral Health Assistance: This may include evaluation and assessment of mental health needs and consist of therapy/counseling, group support and substance-abuse treatment (note: Medication Assisted Treatment [MAT] is not allowable with EBP funds.) Therapeutic service providers must have appropriate state licensure or licensed supervision and education in Substance Abuse and/or Trauma Informed services.

4.2.6. Specific Assistance: Direct specific assistance for immediate emotional, psychological, and physical health and safety upon release from incarceration intended to assist in the individual's safe and successful reentry into society.

4.2.7. Publication of Documents and Electronic Media: Project directors are encouraged to make the results and accomplishments of their activities available to the public. A subrecipient who publicizes project activities and results shall adhere to the following:

Responsibility for the direction of the project should not be ascribed to the Tennessee Office of Criminal Justice Programs.

All reports, studies, notices, informational pamphlets, press releases, signs, billboards, DVDs, public awareness kits, training curricula, webinars, websites, and similar public notices (written, visual or sound) prepared and released by the Grantee shall include the statement:

**“This project is funded under an agreement with the State of Tennessee.”**

Additionally, studies and research/report type publications expressing the direction of project activity must also contain the following funding statement:

**“The opinions, findings, conclusions or recommendations contained within this document are those of the author and do not necessarily reflect the views of or the State of Tennessee, Office of Criminal Justice Programs.”**

- 4.2.8 Equipment: Equipment expenses, which are part of an approved project, if necessary and allocable to that project, are allowable expenses. Equipment 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 or “Sensitive Minor Equipment”. “Sensitive Minor Equipment” defined as moveable, high-risk, sensitive property items purchased with a cost between \$500.00 and \$5,000.00, such as computers (i.e., laptops, tablets), weapons, TVs, and cameras acquired, used and managed for criminal justice grant purposes. Equipment or other assets that are purchased in whole or in part with grant funds are subject to OCJP policy guidelines. These guidelines require that whenever a subrecipient wishes to dispose of surplus equipment, or change its use, the equipment must be returned to the Office of Criminal Justice Programs. There is no time limit on this requirement.
- 4.2.9 Technology: In order to promote information sharing and enable interoperability among disparate systems across the justice and public safety community, OCJP requires the grantee to comply with DOJ’s Global Justice Information Sharing Initiative (DOJ’s Global) guidelines and recommendations for this particular grant. Subgrantee shall conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at: [http://www.it.ojp.gov/gsp\\_grantcondition](http://www.it.ojp.gov/gsp_grantcondition). Subgrantee shall document planned approaches to information sharing and describe compliance to the GSP and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.
- 4.2.10 Software and Hardware: Any law enforcement records management system must be from a TBI approved vendor and be TIBRS compliant. Records management systems must be preapproved by OCJP prior to submitting the proposal. Records management systems must be XML compatible.
- 4.2.11 Travel: Expenses and reimbursements for in state and out of state travel must follow the most current comprehensive [State of Tennessee Travel Rules and Regulations](#).
- 4.2.12 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:
- Meeting Room/Audio Visual Services: Lesser of \$25 per day per attendee or \$20,000.
  - Logistical Planners: Lesser of \$50 per attendee or \$8,750.
  - Programmatic Planners: Lesser of \$200 per attendee or \$35,000.
  - Food and Beverage: Generally not allowed.
  - Refreshments: Generally not allowed.

### 4.3. Unallowable Use of Funds

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

- 4.3.1. Charging Inmates for Programming: Inmates shall not be charged for programming funded under this grant beyond programming that is already covered by TCA.
- 4.3.2. Generic Unallowable Costs:
- 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,
  - 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,
  - 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,
  - Depreciation,
  - Sole source contracts (without the prior written approval from the OCJP), and
  - Cost incurred outside the project period.

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

- 4.3.3. Fundraising: Subrecipients are not permitted to use state funds for fundraising.
- 4.3.4. Inherently Religious Activities: State funding may not be used to support inherently (or explicitly) religious activities.
- 4.3.5. 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 agencies for policy change.
- 4.3.6. Program Income: Program Income is unallowable without prior approval.

## 5. REPORTING REQUIREMENTS

The sub-recipient 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.

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. Annual Project Reports: Project Directors will submit the first required Annual Project Report to OCJP **no later than July 31, annually**. These reports provide the Project Director an opportunity to describe both in narrative and quantitative fashion the success of their project.
- 5.1.2. Program-specific Pre/post-test evaluation: Each evidence-based program implemented under this grant should have a simple pre/post-test evaluation, tracking basic outputs. If programming is subcontracted to a local partner, this evaluation requirement must be included in the subcontract.

### 5.2. Fiscal Reporting

Sub-recipient 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 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.
- 5.2.2. Program Income Summary Report (State and Local Governments Only): Agencies should be aware of and comply with reporting Program Income as defined in the [Department of Justice Financial Guide](#). If there is no income to report, the Program Income Summary Report can be submitted annually by July 15<sup>th</sup>. All income generated as a direct result of an agency funded project shall be deemed program income and reported on this form. Fines are not considered program income. These reports are completed online at the following link: [Income Summary Report](#)
- 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 31<sup>st</sup>. 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://stateofennessee.formstack.com/forms/project\\_equipment\\_summary\\_report](https://stateofennessee.formstack.com/forms/project_equipment_summary_report).

### 5.3. Fiscal and Program Monitoring

This project is a collaboration between the Tennessee Office of Criminal Justice Programs, the Tennessee Department of Correction, the Tennessee Correctional Institute and the Tennessee Comptroller. Programmatic and fiscal monitoring will be completed during the period of performance to

ensure contract compliance, gather crucial information on how the program is being implemented, and assist in identifying sub-recipients experiencing issues with implementation and requiring corrective action. If, through monitoring, a problem area is identified and corrective action is requested, OCJP sub-recipients must adhere to the corrective action requirements identified in the [OCJP Grants Manual Chapter XIX. D](#) within the time period required.

## 6. APPLICATION PROCESS AND INSTRUCTIONS

### 6.1. Scope of Services

The Office of Criminal Justice Programs has provided a word document for use in constructing a [Scope of Services](#) under this solicitation. Please save the document to your computer with the grant solicitation identification title before completing it.

The Scope of Services/Project Narrative contains definitions, instructions for completion, and the following headers and evaluation criteria:

EVALUATION CATEGORY
Problem & Needs
Inputs & Collaboration
Activities & Timeline
Outputs
Data Collection
Sustainability

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

### 6.2. Budget Summary and Line-Item Detail

Begin by saving the budget document (Excel) to your computer with the **solicitation title** and then fill in the budget detail and the summary of this spreadsheet. Please use whole numbers. [Budget Instructions](#) and [Budget](#)

**NOTE: Thoroughly read the instructions before preparing the budget. The Project Title at the top of the budget summary page must match the title submitted in Intent to Apply and on your Scope of Services/Project Narrative (see list at 1.4.1.).**

Each fiscal year project budget consists of two components: the Summary Budget Amounts and Line Item total for each line item (first tab); and the Budget Narrative for each line item where narrative detail is required (second tab). All budgeted line items must be reasonable, necessary, and allocable directly to the project.

You must complete a full budget for each year of funding (01/01/2024 – 6/30/2024; 7/1/2024 – 6/30/2025; 7/1/2025 – 6/30/2026; and 7/1/2026 – 6/30/2027). There are 4 budget workbooks needed for this application: 1 for each fiscal year of the 4-year contract (no match required).

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](mailto:CriminalJustice.Program@tn.gov)

### 6.4. Application Requirements

6.4.1. The first step to the state funds application process is to submit the Intent to Apply form through the following on-line link: [Intent to Apply](#) at least **thirty (30) days prior to the application**

**submission.** (See Grant Solicitation Section 2, Schedule of Events). **Intent to Apply must reference the grant solicitation identification title: Evidence-Based Programming (See section 1.4.1).**

- 6.4.2. The next step is to create a Scope of Services/Project Narrative by using the word document form found linked in 6.1 that corresponds with the solicitation grant solicitation identification title.
- 6.4.3. Next create a budget using the excel budget sheet(s) at the following link: [Budget Instructions](#) and [Budget](#)
- 6.4.4. Complete the Non-Supplanting Certification found at the following link: [Non-Supplanting Certification](#)
- 6.4.5. Create and attach a copy of the organizational chart used if awarded this grant.
- 6.4.6. Attach Letters of Support or MOUs as required by the Collaboration section of the Scope of Service/Narrative).
- 6.4.7. Use the attached checklist at the end of this application and submit all required documents (except the Intent to Apply which is an online document), via e-mail to [CriminalJustice.Program@tn.gov](mailto:CriminalJustice.Program@tn.gov).

**All above documents should be emailed to [CriminalJustice.Program@tn.gov](mailto:CriminalJustice.Program@tn.gov) with the grant solicitation identification title in the subject line of the email (complete list located in section 1.4.1).**

**6.5. Application Deadline**

This is a rolling solicitation with a rolling deadline. Contact OCJP for more information.

**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. 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. If an application is approved, the contract between the state and the sub-recipient 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 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.



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

- [Intent to Apply](#) completed and submitted online (at least 30 days prior to application)
- [Scope of Services/Program Narrative](#) completed on the word document form
- [Budget](#) completed on the excel spreadsheet. One for each year of funding requested. See [Budget Instructions](#).
- [Other Grant Funding](#)
- [Non-Supplanting Certification](#)
- Agency Organizational Chart
- Attach Letters of Support or MOUs (as required by the Collaboration section of the Scope of Service/Narrative).

Applications must be submitted in accordance with Section 6.4.

If you have completed the above items and emailed to [Criminaljustice.Program@tn.gov](mailto:Criminaljustice.Program@tn.gov) with the grant solicitation description title in the subject line (see section 1.4.1. for a complete list), then your application is complete.