

TENNESSEE
Grant Solicitation Packet



Fiscal Year 2021
State Funding
Mental Health First Aid Training

Released on: 08/17/2020
Intent to Apply due: 9/11/2020
Completed applications due: 9/11/2020

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1. INTRODUCTION

Subject to annual appropriations, there is established a grant program to assist Sherrifs required to transport persons to a hospital or treatment resource for emergency mental health transport under Tennessee Code Annotated (TCA) §33-6-901. Law enforcement personnel who are providing these transports are required to attend and successfully complete an eight-hour Mental Health First Aid (MHFA) training. MHFA is a “skills-based training course that teaches participants about mental health and substance-use issues” ([Council for Behavioral Health, 2020](#)). MHFA, “helps you assist someone experiencing a mental health or substance use-related crisis. In the Mental Health First Aid course, you learn risk factors and warning signs for mental health and addiction concerns, strategies for how to help someone in both crisis and non-crisis situations, and where to turn for help” ([Council for Behavioral Health, 2020](#)).

This grant solicitation must be designed to deliver multiple one-day (8 training hours) Mental Health First Aid for law enforcement officers courses.

This training may be done in person or virtually depending upon current agency practices due to the COVID pandemic.

The state expects a minimum of 161 Sheriff’s Office personnel from 30+ different agencies will participate in the training. Agencies may expect upwards of 300 attendees however as some agencies may need to send all patrol deputies to the training. OCJP will provide guidance.

If on-site training is provided projects are required to provide training within a 90-minute one-way commute of the following communities in Tennessee: Dyersburg, Jackson, Savannah, Nashville, Tullahoma, Cookeville, Knoxville, Greeneville. Agencies may set up an individual training with each of the 36 counties participating in the 2020 Mental Health Transportation Grant.

Each training class must include a minimum of 10 sheriff’s deputies or police officers from Tennessee based law enforcement agencies. The focus of this funding is for staff that perform mental health transports. Agencies may allow additional individuals to participate in training classes, but no OCJP funding can be used to provide training materials for those attendees. Self-pay or alternative funding is allowable to cover those material costs. Agencies must seek OCJP approval prior to allowing additional individuals into training classes, and agencies must have an OCJP approved process for separating the expenses.

Each subrecipient must provide a proposed training plan that demonstrates their strategic plan for providing training for all law enforcement officers that need the training in the area.

Each subrecipient must utilize certified trainers for the MHFA program. Certification is through the [National Council for Behavioral Health](#). Grant funding may be utilized in part to certify staff (Train the Trainer).

All training must be completed by June 30, 2021. Training classes should be offered no less than once per month (Eight classes in eight months) on average.

*All of OCJP Programs will be required to have on file signed and initialed copies of Certification, Assurances, and Special Conditions required from the State Level.

1.1. Eligibility

Agencies applying for state 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.

Preference will be given to state agencies, units of local government, and non-profits with experience in providing training to law enforcement agencies.

Preference will be given to agencies that provide training classes in each grand region of Tennessee (East, Middle, and West).

Preference will be given to agencies that provide the most effective training plan at the least expense to the State.

1.2. Length and Amount of Project Support

Multi-year contracts will remain contingent, as always, on the availability of Tennessee state appropriations. The contract will be for eight months and fifteen days in length beginning October 15, 2020 and ending June 30, 2021.

The total amount of all state funds budgeted is not to exceed **\$100,000.00** for this grant. Funding will be based on how many subrecipients are approved and which geographic areas those subrecipients can cover. This project does not require any type of match.

1.3. Program Purpose

The goal of this solicitation is to assist Tennessee Sheriff's Offices and municipal police departments responsible for the transport of Emergency Mental Health patients to hospitals or treatment facilities with training and certifying their staff in Mental Health First Aid and increasing deputy and police officer knowledge regarding patients presenting with trauma and substance use issues providing them the skills to recognize the warning signs and risk factors. The grant provides funding to subrecipients to:

- a. Equip law enforcement officers with the competencies to help better serve individuals with mental health issues,
- b. To provide training to law enforcement officers, especially those whose duties include transporting mental health patients, that improves the knowledge of and decreases the negative perceptions of mental health and substance use issues,
- c. Develop, implement, and administer a training plan designed to reach every Sheriff's Office, or other law enforcement agency as identified by the OCJP, in Tennessee to certify officers in the eight-hour training course of the Mental Health First Aid curriculum developed by the National Council for Behavioral Health and the Missouri Department of Mental Health,
- d. Collaborate with all Sheriff's Offices and Municipal Police Departments participating in the Emergency Mental Health Transportation grant to schedule staff to attend training,
- e. Provide in-person and webinar (when appropriate) training to identified adult learners,
- f. Provide testing and feedback as required by the MHFA curriculum,
- g. Provide publications, handouts, workbooks, job-aids, and other printed materials as may be necessary to facilitate learning,
- h. Purchase licensed videos, supplies, or other training aids as may be necessary, and
- i. Pay for staff time, labor, and travel expenses related to this grant.

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:

Mental Health First Aid Training

- 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

1.5. **Notice of Intent to Apply**

Applicants should 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 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.

1.6. **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 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		08/17/2020
2. Notice of Intent to Apply Deadline	4:30 p.m.	09/11/2020
3. Application Deadline	4:30 p.m.	09/11/2020
4. Contract Start Date		10/15/2020

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. Public or Nonprofit Organizations: Organizations must be operated by public or nonprofit organizations, or a combination of such organizations.
- 3.1.2. Record of Effective Services: Organizations must demonstrate a record of providing effective services. This includes having the support and approval of its services by the community, a history of providing direct services in a cost-effective manner, and financial support from other sources.
- 3.1.3. Maintain Civil Rights Information: Maintain statutorily required civil rights statistics on those served by race, national origin, sex, age, and disability, within the timetable established by the state grantee, and permit reasonable access to its books, documents, papers, and records to determine whether the sub-recipient is complying with applicable civil rights laws. This requirement is waived when providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the service recipient.
- 3.1.4. No Charge for State Funded Services: Services must be provided at no charge through any state funded program. Any deviation from this requires prior approval by the state.
- 3.1.5. Substantial Financial Support from Sources Other than State Funds: A program has substantial financial support from sources other than state funds when at least twenty-five percent (25%) of the program's funding in the year of, or the year preceding the award comes from other such sources, which may include federal funding. **Agencies not able to demonstrate this through written documentation submitted as part of this application must not apply.**
- 3.1.6. 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](#), Confidentiality Policy, and [28 C.F.R. 94.115](#).
- 3.1.7. 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.
- 3.1.8. 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.
- 3.1.9. Federal Funding Accountability and Transparency Act of 2006 (FFATA) (If agency receives federal funds): 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., Sub-recipients) 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 the 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, Sub-recipients 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 the [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>).

3.1.10. Additional Federal Funds Received: The sub-recipient 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 sub- recipient will promptly notify the OCJP program manager in writing.

3.1.11. Program Income: **Program Income is unallowable without prior approval.**

3.1.12. 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.

3.1.13. 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) Requirement: 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.

3.1.14. 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.

3.1.15. Tennessee Department of Revenue Registration: Pursuant to Tennessee Code Annotated (TCA) 12-3-306 all sub-recipients must comply with the Retailers' Sales Tax Act compiled in TCA 67-6-8 101 et seq. All sub-recipients and 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 [OCJP Grants Manual](#) on the Office of Criminal Justice Programs website.

3.1.16. 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.

- 3.1.17. 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 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.

4.1.2. 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:

[2 C.F.R. § 200, Appendix III for Institutions of Higher Education](#)

[2 C.F.R. § 200, Appendix V for State/Local Government Central Service Cost Allocation Plans](#)

[2 C.F.R. § 200, Appendix VII for State/Local/Tribal Indirect Cost Proposals](#)

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 the [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 sub-recipient's office. This reduction in bureaucratic paperwork allows the sub-recipient 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 state appropriations.**
- 4.1.5. **State Agency Applicants:** State agency applicants (executive, judicial or legislative branch agencies) must notify their Department of Finance and Administration budget analyst at the time the OCJP application is submitted of their intentions to apply for a grant. This Division of Budget notification is required so that necessary steps can be taken to include the grant in the agency's state budget should the state agency receive an award granted from OCJP.

NOTE: State agencies procuring information technology must obtain formal support of procurement from Strategic Technology Solutions (STS) in the Department of Finance and Administration prior to the signing of the grant contract with OCJP.

4.2. Allowable Use of Funds

The following is a listing of services, activities, and costs that are eligible for support with Mental Health First Aid training funding within a sub-recipient's organization. Costs must be reasonable, necessary to the project, and comply with [OCJP Grant Manual](#) requirements. Any questions about allowable use of funds should be directed to the Office of Criminal Justice Programs prior to application submission per the instructions in section 1.4.2.

- 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. All overtime requests must be needed** to assist local units of government in preventing, preparing for, and responding to the coronavirus.
- 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. **Clothing and Furniture Costs:** Payment of clothing and 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. 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 Department of Justice or 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.”

- 4.2.6. 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.
- 4.2.7. 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. 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.
- 4.2.8. 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.
- 4.2.9. 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](#).
- 4.2.10. 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: Lesser of \$50 per attendee or \$8,750.
 - c. Programmatic: Lesser of \$200 per attendee or \$35,000.
 - d. Food and Beverage : Generally not allowed.
 - e. 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. Generic Unallowable Costs:

- Construction,
- Land acquisition (Purchase of real property),
- Any expenditures that reflect supplanting,
- Compensation of federal employees,
- Travel of federal employees,
- Bonuses or commissions,
- Military type equipment,
- Lobbying,
- Fundraising (including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions),
- Corporate formation,
- State and Local taxes,
- Trainings and workshops have unallowable cost restrictions,
- Food is unallowable, except food provided directly for victim's needs,
- Legal fees,
- Cost in applying for this grant,
- Any expenses prior to the grant award date,
- First class travel,
- Management or administrative training,
- Gas or gift cards,
- 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.

- 4.3.2. Lobbying: In general, funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913.

Another federal law generally prohibits federal funds awarded by OCJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

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

- 4.3.3. Needs Assessments, Surveys, Evaluations and Studies: With the exception of program evaluation, subrecipients may not use funds to pay for efforts conducted by individuals, organizations, task forces, or special commissions to study and/or research particular crime victim issues.

- 4.3.4. Fundraising: Subrecipients are not permitted to use state funds for fundraising.
- 4.3.5. Inherently Religious Activities: State funding may not be used to support inherently (or explicitly) religious activities.
- 4.3.6. 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.
- 4.3.7. Program Income: Program Income is unallowable without prior approval.
- 4.3.8. Purchasing or Leasing Vehicles: Subrecipients may not use Mental Health First Aid Training funds to purchase or lease vehicles.

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. Training Participant Survey Report: The [Annual Training Survey Outcome Report](#) is required at the end of the year when STATE funds are used to provide training to allied professionals who provide direct services within a state funded agency. It covers the period of July 1 through June 30 of the fiscal year for which the report is submitted.
- 5.1.2. Closeout Report: A closeout report detailing program activities and providing support for project expenses will be required at the close of the contract.

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. State of Tennessee Inter/Unit Journals (State Agencies Only): This method of payment is used for grants funded to State agencies. This payment method reimburses the sub-recipient based upon actual costs incurred by the sub-recipient in carrying out the activity of the grant. As the sub-recipient incurs costs, those costs are conveyed to the funding source (OCJP) following the State of Tennessee Inter/Unit Journal process described below. Following the IU processing, deposits (reimbursement) via the recognition of revenue are made to the account of the state sub-recipient.
- 5.2.3. 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](#)).

NOTE: Non-Profit sub-recipients should review reporting requirements as specified in [OMB Uniform Guidance](#) issued by the Comptroller's Office.

- 5.2.4. 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.
- 5.2.5. 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 sub-recipients experiencing problems 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 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 based on the various projects types available. First select the proper scope of services/project narrative from the list below and save this document to your computer with the grant solicitation identification title before completing it.

The document for the Mental Health Transportation application is located at the following link: [SCOPE LINK](#). It 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 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 this document to your computer with the **solicitation title** and then fill in the budget: and [Budget](#) and [Budget Instructions](#)

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

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 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:

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](#) by 09/11/2020 as your intent to apply for this grant (See Grant Solicitation Section 2, Schedule of Events). **Intent to Apply must reference the grant solicitation identification title (See section 1.4.1).**

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.

6.4.3. The next step is to create a [Scope of Services/Project Narrative](#) by using the word forms document found at the links provided in 6.1 that corresponds with the solicitation grant solicitation identification title.

6.4.4. Next create a budget using the excel budget sheet(s) at the following link: [Budget](#) and [Budget Instructions](#) Complete one budget per each year of funding.

6.4.5. If using occupancy as match, submit proof of ownership

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

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

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

6.4.9. Complete the [Certifications and Assurances - Non Profits](#)

6.4.10. Complete the [Certifications and Assurances - Government](#)

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

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

6.4.13. Current Balance Sheet (Non-Profit Only)

6.4.14. Submit approved cost allocation plan (if applicable).

6.4.15. Submit approved indirect cost rate (if applicable).

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

- 6.4.17. Proof of nonprofit status must be submitted by any nonprofit organization applying for funding.
- 6.4.18. Attach Letters of Support or MOUs (if required by the Collaboration section of the Scope of Service/Narrative).
- 6.4.19. 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.

All above documents should be emailed to 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

09/11/2020

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 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 – see section 6.0 for detailed instructions)

- [Intent to Apply](#) completed and submitted online no later than 09/11/2020.
- [Department of Revenue registration](#) or exemption letter (Except DTFs and State and Local Law Enforcement)
- [Scope of Services/Program Narrative](#) completed on the forms document and e-mailed
- [Budget](#) completed on the excel spreadsheet (one for each year of funding requested). See [Budget Instructions](#)
- Proof of ownership, if applicable
- [Other Grant Funding](#)
- [Non-Supplanting Certification](#)
- [High Risk Designation Certification](#)
- [Certifications and Assurances - Non Profits](#)
- [Certifications and Assurances - Government](#)
- Agency Organizational Chart
- Current organization's most recent audit or a copy of the form 990 (Non-Profit 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 nonprofit status must be submitted by any nonprofit organization applying for funding (Non-Profit Only)
- Attach Letters of Support or MOUs (if required by the Collaboration section of the Scope of Service/Narrative).

Applications must be submitted in accordance with Section 6.4 no later than 4:30 pm central time, 09/11/2020.

If you have completed the above items and emailed to 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.