

TENNESSEE
Grant Solicitation Packet



Fiscal Year 2019/2020
Tennessee Complete Count Grant Program

Released on: 1/15/2020
Intent to apply due: 2/5/2020
Completed applications due: 2/12/2020

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1. INTRODUCTION

The Department of Finance and Administration, in collaboration with the Tennessee Complete Count Committee, is seeking proposals to increase participation of Tennesseans in the 2020 Census. While all Tennesseans are encouraged to complete the 2020 Census, there are certain hard to count populations that traditionally have a lower turnout rate. This solicitation seeks applications that will assist these hard to count populations with completing the 2020 Census.

The results of the census provide benchmark information for nearly every other United States survey and the information is utilized to make determinations such as: 1) Drawing legislative districts; 2) Allocating federal dollars; 3) Informing and assisting business and non-profit organizational decisions; and 4) Informing and assisting with federal, tribal, state and local government planning decisions.

The United States Census Bureau has identified populations and geographic locations throughout the United States which it has deemed as “hard to count”. More information can be found at: [Hard to Count](#).

When considering the population(s) a project intends to reach and the needs they may have, consideration should take into account some of the following barriers for individuals when completing the census:

1. Hard to Interview: Language barriers, low literacy or lack of internet access;
2. Hard to locate: Housing units not listed in databases, or persons who want to remain hidden;
3. Hard to contact: Rural communities, highly mobile populations, people experiencing homelessness; and
4. Hard to persuade: Suspicious of the government or otherwise have low levels of civic engagement.

All of the Department of Finance and Administration Office of Criminal Justice Program (hereafter OCJP) grantees will be required to have on file signed copies of Certifications and Assurances required from the State Level.

1.1. Eligibility

Any unit of local government or non-profit entity located in the State of Tennessee. Applicants must demonstrate that they are actively engaged in providing education, awareness, or assistance to communities related to the 2020 United States census.

1.2. Length and Amount of Project Support

Contracts will be up to three months in length beginning on April 1, 2020 and ending on June 30, 2020.

The total amount of funds budgeted for each specific project is not to exceed \$10,000.00.

Budgets should reflect costs that are area reasonable, allocable, and necessary for the development of individual projects.

No funding can be utilized to support personnel costs.

Payment Methodology – Total Advance Payment Successful applicants will be reimbursed for actual, reasonable, and necessary costs, not to exceed the maximum liability established in the grant contract. Payment to a grantee will be a lump sum made in advance upon approval of an application. All expenditures shall be made during the Grant Contract period and shall not be carried forward. An Expenditures and Accounting report must be submitted within thirty (30) days following the end of the Grant Contract.

1.3. Program Purpose

This grant program is designed to encourage residents who are hesitant to respond or are unaware of the importance of a responding to the census. Tennessee households will receive their Census invitation in

mid-March, followed by a series of reminders. Projects should be designed with the understanding that invitations are in hand when these funds become available.

Accurately taking the State's census is important for Tennessee. Please indicate in your proposal how you would go about reaching these hard to count individuals, what methods you would utilize, and how you think your methods would be effective in successfully reaching out to these individuals.

Applications are to provide funds to support education, training, or technical assistance to local communities about the census and the process for participating. Allowable uses of funds include, but are not limited to:

- Educating, training, or technical assistance to local communities;
- Purchasing of resources which increases the capacity of individual constituents to participate in the census;
- Printing of materials or other public awareness undertakings to increase participation in the census; and/or
- Supporting events where the census participation is a focus.

For more information on encouraging response to the census please see the [United States Census Bureau fact sheet](#).

Preference will be given to projects designed to reach and overcome the challenges of **hard to count populations**. See the [design](#) and [map](#) tools for more information.

No funding can be utilized to support personnel costs.

1.4. **Grant Solicitation Communications**

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

FY20 Tennessee Complete Count

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 Notice of Intent to Apply by the Deadline detailed in the Grant Solicitation Section 2, Schedule of Events. Please click the following link to access [Intent to Apply](#).

Completion of the Intent to Apply 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. **Response 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		1/15/2020
2. Notice of Intent to Apply Deadline	4:30 p.m.	2/5/2020
3. Application Deadline	4:30 p.m.	2/12/2020
4. Contract Start Date		4/1/2020

- 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. Program State Requirements

- 3.1.1. 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.
- 3.1.2. 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 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 JAG portion of the OCJP Grants Manual on the Office of Criminal Justice Programs website at the following link: [OCJP Grants Manual](#).

- 3.1.3. Prerequisite Documentation. If awarded grant funding, a grantee will not receive the funds under the grant until the State has received the following:
- a. A completed and signed State provided "Authorization Agreement for Automatic Deposit (ACH Credits) Form". By doing so, the Grantee acknowledges and agrees that, once this form is received by the State, all payments to the Grantee under this or any other grant contract will be made by automated clearing house ("ACH").
 - b. A completed and signed State provided W-9 form. The taxpayer identification number on the W-9 form must be the same as the Grantee's Federal Employer Identification Number or Social Security Number referenced in the Grantee's Edison registration information.
- 3.1.4. 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.

- 3.1.5. 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.

4. FINANCIAL REQUIREMENTS

- 4.1. OCJP grants awarded under this program are governed by guidance are contained in 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 employees' 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. 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**. In the Application Budget, enter the name of the individual or company being used, the task being performed and the total cost. **No personnel expenses, even if subcontracted, are allowable expenses in this solicitation.**
- 4.1.3. Lobbying: In general, as a matter of federal law, federal 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 OJP 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.
- 4.1.4. Charges to Service Recipients Prohibited: The Grantee shall not collect any amount in the form of fees or reimbursements from the recipients of any service provided pursuant to this Grant Contract.

5. REPORTING REQUIREMENTS

The recipient must collect, maintain, and provide to OCJP, data that measures 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.

5.1. Programmatic Reporting

5.1.1. Annual Project Reports: Project Directors will submit the applicable required Annual Project Report to the OCJP **no later than July 31st**. These reports provide the Project Director an opportunity to describe both in narrative and quantitative fashion the success of their project. A full budget reconciliation will be required as a part of this Annual Project Report.

5.2. 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 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 grant solicitation identification title (**consult the list available in 1.4.1.**).

The document for the **Tennessee Counts** application is located at the following link: [Scope of Services](#). 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
Intended outputs
Inputs
Data collection procedure
Collaboration Activities

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 **solicitation grant title** and then fill in the budget detail and the summary of this spreadsheet. Please use whole numbers. [Budget Instructions](#) & [Budget Spreadsheet](#)

NOTE: Thoroughly read the instruction tab of the budget spreadsheet before preparing the budget. The Grant Solicitation 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. The list can be found 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:

Criminaljustice.Program@tn.gov

6.4. Application Requirements

6.4.1. The first step to the application process is to submit an Intent to Apply through the following on-line link: [Intent to Apply](#) by 2/5/2020 as your intent to apply for this grant (See Grant Solicitation Section 2, Schedule of Events). **The Intent to Apply must reference the grant solicitation identification title.** Please note that neither a DUNS nor a SAMs number is required for this application. If the agency does not have a DUNS number, please ensure the field has 9 zeroes (which is the default). If the agency does not have a SAMs number, please enter the expiration date as 6/30/2020.

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 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](#)

6.4.4. Next create a budget using the excel budget sheet(s) at the following link: [Budget](#) and [Budget Instructions](#).

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

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

Include the following as applicable:

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

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

6.4.9. 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 documents should be emailed to Criminaljustice.Program@tn.gov with the grant solicitation identification title in the subject line of the email. (see section 1.4.1. for a list). **Provide original documents; do not change file types or combine files.**

6.5. **Application Deadline**

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. 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. The contract between the state and the subrecipient will be emailed to the subrecipient for signature. The contract **must** be signed by the Authorized Official and returned to the OCJP for signature by the Commissioner of Finance and Administration. After the Commissioner signs the contract, an executed original contract will be emailed to the subrecipient.

Applicants for grants will be notified whether their application is approved prior to the start date.

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)

Provide original documents do not change file types or combine files.

- ☐ **Intent to Apply** (Grant Solicitation Title, Applicant Contact & Profile Information) completed online **no later than 2/5/2020**. (Please note that neither a DUNS nor a SAMs number is required for this application. If the agency does not have a DUNS number, please ensure the field has 9 zeroes (which is the default). If the agency does not have a SAMs number, please enter the expiration date as 6/30/2020.)
- ☐ **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 Summary and Detail** completed on the excel spreadsheet and e-mailed. See **Budget Instructions**.
- ☐ **Other Funding Table**
- ☐ **High Risk Designation Certification**
- ☐ **Certifications and Assurances - Non Profits**
- ☐ **Certifications and Assurances - Government**

Applications must be submitted in accordance with Section 6.4 no later than 4:30 pm central time, 2/12/2020.

If you have completed the above items and emailed to **CriminalJustice.Program@tn.gov** with the grant solicitation identification title (see section 1.4.1. for a full list) in the subject line, then your application is complete. **Provide original documents do not change file types or combine files.**