

Responses to additional questions asked during Oral Clarifications call and submitted in writing the day of the call.

**Questions asked during call and submitted in writing later the same day:**

1. RFGP Attachment 6.2 – Section E – Item E.2. says the “Board of Directors shall adopt the plan prior to submission to the Department.”

Requesting clarification on what information this “plan” needs to include.

Also, the “shall adopt” language implies formal board action is required, such as a vote to “adopt” a resolution supporting the organization’s plan to apply for the grant, is this accurate? If not, please explain.

2. RFGP Attachment 6.2 – Section E – Item E.2.(5) requires a minimum of 4 support letters from leading citizens. Can we get clarification on whether this is for a respondent’s application overall or per county/district included in the proposal? Note: some rural counties only have one DA, one criminal court judge, and one sheriff, thereby coming up short if the minimum is 4.

This same section also provides there will be “proportional point” deductions for “fewer than all possible letters.” Can we get clarification on how the total number of possible letters will be determined? Are all judges in a given county or circuit counted or only those with criminal jurisdiction?

**Response to questions:**

The Community Corrections Plan must be formally adopted by the Board of Directors (for private agencies) or approved by the county legislative body (for county-operated programs) before submission to the Department of Correction (T.C.A. § 40-36-201 *et seq.* and Rule 0420-02-02-.09(2)).

The plan should include:

- Program objectives and how they align with the Tennessee Community Corrections Act.

- Geographic and judicial district coverage for the program.
- Governance structure, including board oversight.
- Offender eligibility criteria (T.C.A. § 40-36-106).
- Coordination with local officials and required letters of support.
- Details of supervision, treatment, and rehabilitative services.
- Performance metrics, financial plan, and sustainability strategy.

The "shall adopt" language in E.2 means that formal board action is required. This typically includes a vote at a board meeting, documented in meeting minutes, and may include a resolution demonstrating approval before submission.

Regarding the requirement for a minimum of four (4) letters of support from leading citizens (E.2.(5)), this requirement applies to the respondent's application *overall* rather than per county or district. The purpose of this requirement is to demonstrate broad community support for the proposed program

For rural counties where there may be fewer key officials, applicants are encouraged to provide letters from other community leaders, stakeholders, or organizations that reflect meaningful local support. On the question of proportional point deductions, the total number of possible letters will be determined based on the judicial district(s) to be served. Specifically: The expectation is that letters be provided from all judges with criminal jurisdiction, district attorneys, public defenders, sheriffs, and local government officials within the proposed service area. Points will be awarded proportionally based on the number of letters obtained relative to the total possible within the applicable jurisdiction(s).

These requirements align with the Tennessee Community Corrections Act (T.C.A. § 40-36-105, § 40-36-201) and Rule 0420-02-02-.09(2)(b)-(c), which emphasize local government awareness and stakeholder support as essential elements of the program approval process.