

**STATE OF TENNESSEE  
DEPARTMENT OF HEALTH**

**REQUEST FOR APPLICATION**

**FOR**

**ACTIVE LIVING WORKSHOP SEED MONEY**

**RFA # 34360-04424**

**REQUEST FOR APPLICATION**

**STATE OF TENNESSEE**

**DEPARTMENT OF HEALTH**

**I. Introduction:**

Through the CDC’s Preventative Health and Health Services (PHHS) Block Grant, Tennessee Department of Health (TDH) has been conducting Active Living Workshops throughout the State of Tennessee in interested communities. The Workshops engage community members and stakeholders in half day events consisting of educating participants on healthy built environment design principals, conducting a walk audit, completing an asset mapping exercise, and creating an action plan. The intent is for community members to start their first steps in creating healthy places and spaces that encourage physical activity, increase access to healthy foods, and allow citizens to reach their fullest health potential.

The State is seeking applications to provide the services outlined in this RFA. Applicants must have completed an Active Living Workshop lead by a TDH Healthy Development Coordinator (HDC). The State will offer 7 grant(s) of \$2,500 each for a total of \$ 17,500. The project period is expected to begin on July 1 and will last for 3 months. At this time, no additional funding is expected beyond the 3-month project period.

**II. APPLICATIONS:**

To respond to this Request for Application, please complete the **Application and Competitive Requirements**. See also State of Tennessee, Department of Finance and Administration Automated Clearing House (ACH) Credits and Instructions and IRS Form W9 for completion. The **Application** contains detailed questions about your organization’s background and the specifics of your proposed project. Please complete the application attached with this RFA that includes your Active Living Workshop Certificate of Completion.

**III. Schedule of Events**

The following is the anticipated schedule for awarding grants for Active Living Workshops. The State reserves the right to adjust the schedule as it deems necessary.

<b>EVENT</b>	<b>TIME (Central Time)</b>	<b>DATE (all dates are state business days)</b>
1. RFA Issued		May 29, 2024

2. Written “Questions & Comments” Deadline	2:00 p.m.	June 7, 2024
3. State Response to Written “Questions & Comments”		June 11, 2024
4. Deadline for Applications	2:00 p.m.	July 10, 2024
5. Evaluation Notice Released		July 12, 2024
6. Effective Start Date of Contract		August 1, 2024

**Questions and Answers:**

All questions concerning this RFA must be presented to the Competitive Procurement Coordinator shown in Section IV., in writing, on or before the Deadline for Written Questions and Comments as detailed above in the Schedule of Events. Questions may be emailed to the Competitive Procurement Coordinator. The State’s responses will be emailed and posted as an Amendment to the following website:

<https://www.tn.gov/health/funding-opportunities.html>.

**Deadlines stated above are critical.** If documents are submitted late, they will be deemed to be late and cannot be accepted. The clock-in time will be determined by the time of the online submission. No other clock or watch will have any bearing on the time of application receipt.

Each applicant shall assume the risk of the method of dispatching any communication or application to the State. The State assumes no responsibility for delays or delivery failures resulting from the method of dispatch.

**IV. Submission of APPLICATIONS:**

Please submit the completed application with all attachments by online submission via the following link no later than the deadline specified in Section III, Schedule of Events in the form and detail specified in this RFA.

Web Link: <https://www.tn.gov/health/funding-opportunities.html>

The Competitive Procurement Coordinator at the address shown is the sole point of contact for this competitive process. **The APPLICATION and all attachments must use 12-point font.**

Melissa Painter  
 Competitive Procurement Director  
 Service Procurement Program

Division of Administrative Services  
Andrew Johnson Tower, 5<sup>th</sup> Floor  
710 James Robertson Parkway  
Nashville, TN 37243  
Phone: (615) 741-0285  
Fax: (615) 741-3840  
Email: Competitive.Health@tn.gov

Checklist for Submission of Applications:

- Application
- Active Living Workshop Certificate of Completion
- Competitive Requirements
- State of Tennessee, Department of Finance and Administration Automated Clearing House (ACH) Credits and Instructions (**Mailed per instructions on form.**)
- Form W-9, Request for Taxpayer Identification Number (TIN) and Certification (**Mailed with ACH form.**)

## V. Application Evaluation:

An evaluator from the Department of Health will ensure the applications meet the eligibility criteria.

- A. The evaluator shall review applications on the basis of the information requested in the RFA. Applications will be evaluated based on the following criteria:
- *Applicant completed an Active Living Workshop, proven through presentation of a Certificate of Completion*
  - *Applicant checked at least one allowed item on the application to spend their seed money on.*
- B. Any application that is incomplete or contains significant inconsistencies or inaccuracies shall be rejected. The State reserves the right to waive minor variances or reject any or all applications. The State reserves the right to request clarifications from all applicants.

## VI. Sample Terms and Conditions:

Following the State's evaluation, grant contracts will be prepared as shown in the **Sample Terms and Conditions**.

It is imperative that each applicant review the entire Sample Terms and Conditions with their legal counsel prior to submitting an application for an Active Living Workshop Seed Money grant award and notify the State *in advance* if it cannot accept any terms or conditions. Please submit any exceptions to Terms and Conditions language with the Application for Active Living Workshop Seed Money. **Taking any exceptions to State Terms and Conditions language may result in the Application being deemed non-**

**responsive and rejected. Any later requests for Terms and Conditions changes will not be considered.**