



STATE OF TENNESSEE  
DEPARTMENT OF MENTAL HEALTH  
AND SUBSTANCE ABUSE SERVICES

ANNOUNCEMENT OF FUNDING

**TENNESSEE RESILIENCY PROJECT  
(TRP Grant)**

TENNESSEE FISCAL YEAR 2022

February 1, 2022 – June 30, 2022

**Completed proposals due: November 15, 2021**

Tennessee Department of Mental Health and Substance Abuse Services  
Division of Mental Health Services  
Andrew Jackson Building, 5th Floor,  
500 Deaderick St.  
Nashville, TN 37243  
[tn.gov/behavioral-health](http://tn.gov/behavioral-health)

**Tennessee Department of Mental Health and Substance Abuse Services  
Division of Mental Health Services**

**TENNESSEE RESILIENCY PROJECT  
(TRP Grant)**

**Announcement of Funding**

**Table of Contents**

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Introduction

**1. GENERAL CONDITIONS**

- 1.1. Funding Information
- 1.2. Timelines
- 1.3. Eligibility
- 1.4. Scope of Services
- 1.5. Communications
- 1.6. Proposal Preparation, Formatting, Submission, Withdrawal and Rejection
- 1.7. Proposal Review, Components, Scoring, and Selection
- 1.8. State's rights and obligations under this Announcement

**2. PROPOSAL NARRATIVE**

- 2.1. Organizational Profile
- 2.2. Statement of Need
- 2.3. Community Engagement
- 2.4. Evidence-based/evidence-informed Interventions
- 2.5. TRP Grant Organizational/Implementation Approach
- 2.6. Logic Model

**ATTACHMENTS**

- Attachment A Cover Sheet
- Attachment B Organizational Chart
- Attachment C Proposed Budget and Budget Justification
- Attachment D Existing Agreements and Third-Party Revenue Source(s)
- Attachment E Letters of Support/Commitment
- Attachment F Program Expectations
- Attachment G Logic Model Template

**Tennessee Department of Mental Health and Substance Abuse Services  
Division of Mental Health Services**

**Tennessee Resiliency Project  
(TRP Grant)**

**Announcement of Funding**

**Release Date: October 8, 2021**

**Introduction**

Beginning in State FY2021 – 2022, Governor Bill Lee budgeted, and the Tennessee General Assembly appropriated, an increase of \$6.5 million in recurring funding to expand community-based mental health services to serve additional uninsured Tennesseans with a focus on children living with a serious emotional disturbance. These funds will support the creation of the Tennessee Resiliency Project (TRP Grant) which will provide grants to local community collaboratives aiming to address children and youth mental health concerns.

The Tennessee Department of Mental Health and Substance Abuse Services (TDMHSAS) is seeking proposals from local providers interested in implementing the TRP Grant in targeted communities. TDMHSAS will provide funding to the seven (7) TDMHSAS Planning and Policy Council regions of the state to cultivate partnerships, assess communities' needs, and provide community-based, family-driven, evidence-based/evidence-informed services and supports that align with the three (3) TRP Grant Goals.

**TRP Grant Goals**

1. Promote Early Childhood Mental Health – *Provide social and emotional learning with a focus on children ages 0-8.*
2. Increase Access to School-Based Mental Health Services – *Create linkages and services that ensure K-12 students receive a multi-tiered system of support.*
3. Ensure Enhanced Coordination of Crisis Care – *Position behavioral health professionals in child-serving environments (e.g., emergency departments, pediatric practices, youth detention centers, etc.) to assist with screening, the coordination and provision of mental health crisis support, and to provide enhanced follow-up service which has proven to reduce suicidal ideation, attempts, and other mental health crises.*

**Required Activities**

TRP Grant funds shall be used to support program development and services not covered by Third-Party Payors (Medicaid, private, or other types of insurance). Third-Party Payors should be billed for all eligible services.

These are the activities that every grant project must implement. **Required activities must be reflected in the Proposal Narrative in Section 2.**

1. Grantees are expected to have formal partnerships in place consisting of relevant community providers and sufficient knowledge of available resources in the area for which they are applying (i.e. county and local school administrators/staff/teachers, Tennessee Department of Children's Services leadership/staff, Juvenile Justice courts/services judges/administrators/staff, pediatric offices, local health departments, local city/county government, local law enforcement, local non-profit groups, faith-based communities, local hospitals/emergency departments, etc.).
2. For the purposes of this proposal, letters of support from relevant stakeholders are expected, (**Attachment E**).
  - a. While not currently required, it is anticipated that Formal Memorandum(s) of Understanding/Agreement (MOU/MOA) with relevant community partners and stakeholders outlining the roles of all parties, will be required.
3. Grantees must identify what evidence-based/evidence-informed model, framework, best practices, or services they intend to utilize and how fidelity will be maintained.
  - a. Include demonstrated knowledge, implementation, and utilization of identified evidence-based/evidence-informed programming.
  - b. Include identification of evidence-based/evidence-informed screenings, assessments, curriculum, and materials.
  - c. Include the intended fidelity implementation plan.

### **Allowable Activities**

1. Grantees are *encouraged* to consider the expansion and implementation of currently funded program models (See program expectations in **Attachment F**):
  - a. Expansion of the [Regional Intervention Program](#);
  - b. Expansion of [Childcare Consultation Services](#);
  - c. Increase Number of [School-Based Behavioral Health Liaisons](#); and/or
  - d. Expansion of [Project BASIC \(Better Attitudes and Skills in Children\)](#).
2. Grantees can provide proposals of evidence-based school-aged programming that will meet the gaps and needs in the service area being applied for.
3. Grantees can provide technology and equipment to support the delivery of school-based telehealth services to students in need.
4. Grantees are *encouraged* to consider the following methods of addressing TRP Grant Goal 3:
  - a. Embedding mental health professionals (e.g., masters level therapists, certified family support specialists, certified peer recovery specialists, certified young adult peer support specialists, etc.) in Emergency Departments to assist with consultation, stabilization, and coordination of post-discharge care.
  - b. Embedding mental health professionals in other child-serving environments, such as pediatric practices and juvenile justice settings, to provide prevention services and crisis care. These professionals can assist with mental health screening and provide psychoeducation to children, families, and staff.

## Targeted Population

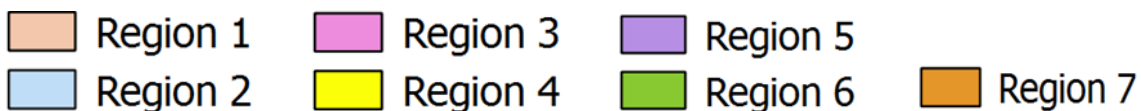
The primary targeted population for the TRP Grant is Tennessee youth ages birth through eighteen (18) years with social, emotional, or behavioral needs and their families. Although children living with a Serious Emotional Disturbance is the primary targeted population, a mental health diagnosis is not required to be served under the TRP Grant.

## Targeted Areas and Funding Availability

The following TDMHSAS regions (and embedded counties) are targeted areas for the TRP Grant:

**Each previously identified TDMHSAS region of the State will be awarded funding commensurate with the population of youth in that region. Please note that funding amounts may vary based on proposal selection and targeted counties.**

As outlined in the TRP Grant proposal narrative questions (section 2), proposers will be scored based on providing a clear, realistic picture of the counties it targets to serve, including how the local communities will be engaged in the project, which evidence-based/evidence-informed interventions will be utilized, and the anticipated number of youth and families that will be reached with TRP Grant programming.



## Targeted Outcomes

The following are targeted outcomes that apply to each of the TRP areas.

Logic models are to minimally include the following targeted outcomes.

**NOTE:** Specific outcomes will be listed in the program expectations based on the goals being addressed in the individual proposal (**Attachment F**).

### 1. Promote Early Childhood Mental Health

- a. Number of children with increased childcare/pre-school attendance;

- b. Number of children with an improved level of functioning in at least one life domain; and
  - c. Number of families experiencing reduced disruption of family routines due to the child's emotional or behavioral challenges.
2. *Increase Access to School-Based Mental Health Services*
- a. Number of children with increased school attendance;
  - b. Number of children with a decrease in disciplinary referrals; and
  - c. Number of teachers reporting reduced disruption in the classroom due to the child's emotional or behaviors challenges.
3. *Ensure Enhanced Coordination of Care for Crisis*
- a. Number of children receiving Mental Health (MH) services that have not previously received treatment;
  - b. Number of children diverted from inpatient hospitalization; and
  - c. Number of families experiencing reduced disruption of family routines due to the child's emotional or behaviors challenges.

## 1. GENERAL CONDITIONS

### 1.1. Funding Information

**1.1.1. Project Period:** Funding term for selected proposals will be February 1, 2022 through June 30, 2022. As funds are available and based on provider performance, there may be additional Grant Contract periods for this service. Subject to funds availability, grant contracts made under TRP Grant are expected to be recurring and future years of funding would follow the state fiscal year, July 1 – June 30.

**1.1.2. Funding Amount:** Submitted proposals with a minimum of \$100,000 in requested funds will be considered for award. There is no set limit on the amount of requested funds for a submitted proposal. Proposers should submit a budget based on a full year of program implementation. The budget may be prorated during the first year based on the remaining time in the State FY.

**1.1.3. Allocations:** Funding allocations will be awarded based on how well a Proposer addresses guidelines and criteria of this Announcement, including identified targeted areas. The actual amount available for a Grant Contract may vary depending on the number and quality of proposals received.

**1.1.4. Subject to Funds Availability:** Grant contracts awarded as a result of this announcement of funding are subject to the appropriation and availability of funds. In the event funds are not appropriated or otherwise unavailable, the State reserves the right to terminate Grant Contracts upon written notice to the Grantee.

**1.1.5. Grant Contract Requirements:** Grant contracts awarded as a result of this announcement of funding must comply with all contract requirements and will be subject to both programmatic and fiscal monitoring. Proposers should review the TDMHSAS Grantee Manual

located on the Grants Management section on the website <https://www.tn.gov/behavioral-health/for-providers/grants-management.html>. This manual includes resources about the grant contracting process, highlights key contract provisions, reviews the programmatic and fiscal requirements for grant contracts, outlines the monitoring process, and provides resources related to grant management.

**1.1.6. Licensed Provider Requirements:** For projects that intend to provide mental health treatment services, grant contracts awarded as a result of this announcement must be licensed by TDMHSAS or the Tennessee Department of Health (TDOH). More information about the TDMHSAS licensure process can be located on the Licensing section of the website <https://www.tn.gov/behavioral-health/licensing/become-a-licensed-provider.html>.

## 1.2. Timelines

The following schedule of events related to the TRP Grant represents the State’s best estimate of the schedule that shall be followed. The State reserves the right in its sole discretion to adjust this schedule as it deems necessary. In the event such action is taken, notice of such action will be posted on the State’s website at <https://www.tn.gov/behavioral-health/department-funding-opportunities.html> and notice of the posting will be distributed via the proposer e-mail list.

Date	Event
October 8, 2021	TDMHSAS releases Announcement
October 27, 2021	Proposers’ Written Questions Regarding the Announcement are due
November 1, 2021	TDMHSAS hosts a conference call to respond to questions submitted by and responds to requests for additional feedback posed during the call AND/OR TDMHSAS issues written responses to questions posted on the State’s website at <a href="https://www.tn.gov/behavioral-health/department-funding-opportunities.html">https://www.tn.gov/behavioral-health/department-funding-opportunities.html</a>
November 15, 2021	Proposals are due via email
November 30, 2021	TDMHSAS Makes Announcement of Accepted Proposal(s), TDMHSAS sends a written notice to applicants and opens files for public inspection
February 1, 2022	Contract shall be effective upon gathering all required signatures and approvals from the State in accordance with Section D.1 Required Approvals

## 1.3. Eligibility

TRP Grant’s applicants are limited to providers serving the targeted population and licensed by TDMHSAS or TDOH.

**1.3.1.** The proposer, for purposes of this Announcement, must:

- Be registered with the Tennessee Secretary of State, or will be registered with the Tennessee Secretary of State by no later than the contract start date;

- For proposers intending to provide mental health treatment services, must be either currently licensed by TDMHSAS or TDOH, or will become licensed by TDMHSAS or TDOH within the first year of the affordability period.
- Demonstrate experience providing mental health services to children and youth in the state of Tennessee.
- Demonstrate good relational standing with TDMHSAS as well as stakeholders, including, but not limited to, mental health treatment and/or co-occurring disorder services providing entities within Tennessee;
- Demonstrate a history of successful programmatic and financial responsibility.

Questions specific to eligibility for this Announcement may be asked in writing at any time. Please email [Keri.Virgo@tn.gov](mailto:Keri.Virgo@tn.gov) for all eligibility-related questions.

**1.3.2.** A proposer, for purposes of this Announcement, must not be:

- An entity which employs an individual who is, or within the past six (6) months has been, an employee or official of the State of Tennessee in a position that would allow the direct or indirect use or disclosure of information, which was obtained through or in connection with his or her employment and not made available to the general public, for the purposes of furthering the private interest or personal profit of any person; and\
- For purposes of applying the requirements above, the State will deem an individual to be an employee or official of the State of Tennessee until such time as all compensation for salary, termination pay, and annual leave has been paid.

#### **1.4. Scope of Services**

The scope of services will be developed when a selection is made and will reflect the contents of the proposal. Please note that the State of Tennessee reserves the right to make any changes to the scope of services as deemed necessary before issuing the final Grant Contract. The State of Tennessee also reserves the right not to issue any Grant Contracts in response to this Announcement.

#### **1.5. Communications**

**1.5.1.** The following Coordinator shall be the main point of contract for this Announcement of Funding:

Keri Virgo

Email Address: [Keri.Virgo@tn.gov](mailto:Keri.Virgo@tn.gov)

All proposer communications concerning this procurement must be directed to the Coordinator listed immediately above. Unauthorized contact regarding this Announcement of Funding with other state employees of TDMHSAS may result in disqualification.



**1.5.2. Proposer E-Mail List:** The State will create an e-mail list to be used for sending communications related to this Announcement. If you wish to be added to this list, please promptly send your contact information, including e-mail address to [Keri.Virgo@tn.gov](mailto:Keri.Virgo@tn.gov). Any delay in sending such information may result in some communications not being received. The State assumes no responsibility for delays in being placed on the list.

**1.5.3. Questions and Requests for Clarification:** Questions and requests for clarification regarding this Announcement should be submitted in writing on or before October 27, 2021, to [Keri.Virgo@tn.gov](mailto:Keri.Virgo@tn.gov) in order to be answered. A conference call will be held to respond to questions submitted on November 1, 2021.

**1.5.4. State's Response to Questions and Requests for Clarification:** Questions and requests for clarification regarding this Announcement should be submitted in writing on or before October 27, 2021 to [Keri.Virgo@tn.gov](mailto:Keri.Virgo@tn.gov). Questions submitted in writing after this deadline will not be answered. A conference call will be held on November 1, 2021 to respond to questions submitted on October 27, 2021. During the call, proposers can request clarification or additional feedback. The State will offer responses to additional requests on the call as appropriate and will add this to the official, written responses.

## **1.6. Proposal Preparation, Formatting, Submission, Withdrawal, and Rejection**

**1.6.1. Preparation of Proposal:** The Proposer accepts full responsibility for all costs incurred in the preparation, submission, and other activities undertaken by the Proposer associated with the proposal.

**1.6.2. Formatting and Content Requirements:** The State's goal to review all proposals submitted must be balanced against the obligation to ensure equitable treatment of all proposals. For this reason, formatting and content requirements have been established for proposals.

- Proposals must be received via e-mail by the deadline of November 15, 2021.
- Proposals must address all applicable project narrative questions and label the sections accordingly within the proposal.
- Proposal pages must be typed, single-spaced on standard 8 ½" x 11" paper, in font size twelve (12), with 1" margins. The spacing and margin requirements do not apply when preparing the attachment worksheets.
- All proposal pages and attachments must include a header with Proposer name and page number.
- The combined proposal length should not exceed 15 pages, including all attachments. The length of the proposal is limited to 10 pages for the project narrative and 1 page for the budget narrative summary.

**1.6.3. Proposal Submission:** Proposals should be submitted to the State via email to [Keri.Virgo@tn.gov](mailto:Keri.Virgo@tn.gov) by the deadline and meet other submission criteria detailed in this Announcement in order to be eligible for review. The following checklist of items should be submitted for each Proposal:

- Cover Letter
- Cover Sheet (Attachment A, signed by authorized representative)
- Table of Contents
- Project Narrative
- Organizational Chart(s) (Attachment B)
- Proposed Budget and Budget Justification (Attachment C)
- Existing Agreements and Third-Party Revenue Source (Attachment D)
- Letters of Support/Commitment (Attachment E)

**1.6.4. State’s Right to Reject Proposals:** The State reserves the right to reject, in whole or in part, any and all proposals; to advertise new proposals; to arrange to perform the services herein, to abandon the need for such services, and to cancel this Announcement if it is in the best interest of the State as determined in the State’s sole discretion. In the event such action is taken, notice of such action will be posted on the State’s website at <https://www.tn.gov/behavioral-health/departments-funding-opportunities.html> and notice of the posting will be distributed via the proposer e-mail list.

**1.6.5. Proposal Withdrawal:** Proposals submitted prior to the due date may be withdrawn, modified, and resubmitted by the Proposer so long as any resubmission is made in accordance with all requirements of this Announcement.

## **1.7. Proposal Review, Components, Scoring, and Selection**

**1.7.1. Proposal Review:** Proposals will be scored based on the ability to demonstrate the intended success of the project. Incomplete and noncompliant proposals will not be reviewed. The State recognizes the need to ensure that funding provided for the TRP Grant provides maximum benefit to the citizens of Tennessee. Grantees are selected in accordance with state policy, department duties, department powers, and commissioner duties and powers as related to serving as the state’s mental health and substance abuse authority responsible for planning for and promoting the availability of a comprehensive array of high-quality prevention, early intervention, treatment, and habilitation services and supports that meets the needs of service recipients in a community-based, family-oriented system.

**1.7.2 Proposal Components:** Each proposal should contain the following sections (please note, incomplete proposals will not be reviewed):

- Cover Letter
- Coversheet (Attachment A, signed by authorized representative)
- Table of Contents
- Project Narrative
- Organizational Chart(s) (Attachment B)
- Proposed Budget and Budget Justification (Attachment C)
- Existing Agreements and Third Party Revenue Source (Attachment D)
- Letters of Support (Attachment E)

**1.7.3. Proposal Scoring:** Each proposal component is allocated a maximum point value that determines a range within which reviewers will assign specific points. The number of points allocated to each component below is the maximum number of points the reviewer may assign. Reviewed proposals may receive a total score between zero (0) and one hundred (100).

<b>Proposal Component</b>	<b>Score</b>
Cover Letter	0 points, but essential
Cover Sheet (Attachment A)	0 points, but essential
Table of Contents	0 points, but essential
<u>Project Narrative</u> Organizational Profile (5 points) Statement of Need (10 points) Community Engagement (5 points) Evidence-based/evidence-informed Interventions (10 points) TRP Grant Organizational/Implementation Approach (25 points) Logic Model (20 points)	75 points
Organizational Chart(s) (Attachment B)  <i>Organizational chart for the entity submitting the proposal, demonstrating where the TRP Grant project fits within the overall structural organization of the entity submitting the proposal.</i>	0 points, but essential
Proposed Budget and Budget Narrative (Attachment C)  <i>Appropriate and realistic budget must be submitted along with a narrative justifying the budget. <b>Proposers should submit a budget based on a full year of program implementation. The budget may be prorated during the first year based on the remaining time in the State FY22.</b></i>	10 points
Existing Agreements/Third-Party Revenue Sources (Attachment D)  <i>Provide documentation of any existing agreements with community stakeholders that provide additional resources to the TRP Grant program. List any current third-party revenue sources that contribute to the long-term sustainability of the Proposing entity. This attachment and its documentation do not count toward the page limit of the overall Proposal.</i>	5 points
Letters of Support/Commitment (Attachment E)  <i>Provide documentation that there has been direct collaboration with community partners that will be key partners (i.e. school principals, superintendents, district administrators, hospital systems, local crisis providers, etc.)</i>	10 points

**1.7.4. Proposal Selection:** The State will notify all Proposers selected for contracting by close of business November 15, 2021. The State reserves the right to further negotiate Proposals selected to be awarded funds. Prior to the execution of any Grant Contract, the State reserves the right to consider past performance under other State of Tennessee contracts.

All grant proposals are reviewed and evaluated by a group of state employees selected by TDMHSAS. Based upon the evaluations, proposal selections will be made and submitted for final approval to the Commissioner of the Department of Mental Health and Substance Abuse Services and/or Commissioner's designee.

Please note that the State of Tennessee reserves the right to make any changes to the announcement of funding, proposals selected, the scope of services, the amount of funding and any other aspect of this process as deemed necessary before issuing the final Grant Contract. The State of Tennessee also reserves the right not to issue any Grant Contracts in response to this Announcement.

### **1.8. State's rights and obligations under this Announcement**

**1.8.1.** The State reserves the right to make any changes to this Announcement of Funding, timeline of events, proposals selected, the scope of services, the amount of funding, and any other aspect of this process as deemed necessary before issuing the final Grant Contract. In the event the State decides to amend, add to, or delete any part of this Announcement, a written amendment will be posted on the State's website at <https://www.tn.gov/behavioral-health/department-funding-opportunities.html> and notice of this posting will be distributed via the proposer email list.

**1.8.2.** The State reserves the right to cancel, or to cancel and re-issue, this Announcement. In the event such action is taken, notice of such action will be posted on the State's website at <https://www.tn.gov/behavioral-health/department-funding-opportunities.html> and notice of the posting will be distributed via the proposer email list.

**1.8.3.** The State reserves the right to make any changes to the scope of services as deemed necessary before issuing the final Grant Contract.

**1.8.4.** The State reserves the right to not issue any Grant Contracts in response to this Announcement.

**1.8.5.** The State reserves the right to further negotiate proposals selected to be awarded funds prior to entering into a Grant Contract.

**1.8.6.** State obligations pursuant to a Grant Contract shall commence only after the Grant Contract is signed by the Grantee and the State and after the Grant Contract is approved by all other Tennessee officials in accordance with applicable laws and regulations. The State shall have no obligation for services rendered by the Grantee which are not period within the specified Grant Contract term.

**1.8.7.** Grant contracts awarded as a result of this announcement of funding are subject to the appropriation and availability of funds. In the event funds are not appropriated or otherwise unavailable, the State reserves the right to terminate Grant Contracts upon written notice to the Grantee.

## 2. PROPOSAL NARRATIVE

Proposal narrative responses should address each of the following items, as applicable. The narrative should be structured and titled consistently according to these narrative sections. There is a maximum of ten (10) pages for the proposal narrative section.

- 2.1. **Organizational Profile (one page maximum)**: Proposer shall describe its organization's history, mission, vision, and experience implementing state-funded grant programs. The proposer shall provide information related to its history serving youth with social, emotional, and behavioral needs and their families. Included in this description should be examples of outcomes achieved (e.g., decreased crisis referrals, suicide attempts, state custody/commitment, etc.) and demonstrated success with implementing services that are youth-guided and family-driven. Proposer shall also provide detailed information on its partnerships with other Tennessee youth-serving stakeholders, including schools, courts, child welfare/juvenile justice (i.e., DCS), community behavioral health, and pediatric practices.
- 2.2. **Statement of Need (one page maximum)**: Proposer shall provide a clear and succinct statement of need relative to the proposer's targeted area(s). This statement should include, minimally, (1) information related to the at-risk youth population within the targeted area(s), (2) levels of truancy, suspension, expulsion, etc. (3) assessment of current community-based services, and (4) assessment of local community partnerships needed to support the three goals of the TRP Grant.
- 2.3. **Community Engagement (one page maximum)**: Proposer shall detail plans to engage the targeted community. Proposer shall provide any evidence of history operating similar programs that demonstrates community engagement. Most notably, the proposer shall discuss plans to engage all targeted communities identified in the proposal. Any evidence of proposer's history operating a similar program(s) that demonstrates community engagement is encouraged. Information should also be provided related to any existing/planned MOU and/or letters of commitment (included in Attachment E) from key stakeholders in implementing the proposed TRP Grant project (Please note that the Attachment E does not count towards the one-page maximum).
- 2.4. **Evidence-based/evidence-informed Interventions (one page maximum)**: Proposer shall describe specific evidence-based/evidence-informed interventions that will be implemented and how they will address the goals of the TRP grant, how they will target risk factors, and how they can prevent and mitigate adverse childhood experiences. This should include which organization has deemed the intervention to evidence-based/evidence-informed, rationale for choosing the evidence-based/evidence-informed intervention(s), and how proposers will ensure professionals are trained in the selected interventions and fidelity is adhered to.
- 2.5. **TRP Grant Organizational/Implementation Approach (two page maximum)**: Proposer shall describe the organizational approach to implementing proposed project. This should include the staff that will be hired, positions they will occupy, and the primary roles and responsibilities individuals within the organization will play to ensure successful implementation. Explanation of roles and responsibilities should include how often staff will be engaging youth/family, and the process for obtaining informed consent when necessary. Proposer shall also provide an organizational chart, as Attachment B, which shows the staff, qualifications and caseload that

will be deployed to support the project (please note the Attachment B does not count towards the one page maximum). In addition, proposer shall provide clear information related to assessment instruments to be used, the anticipated number of targeted youth to be served monthly/annually, and any other developmental activities participants will receive in addition to the interventions outlined in question 2.4. Proposer shall also discuss the intake and referral process specific to the targeted population and targeted area. The referral process should include a follow-up to determine whether services were initiated. Finally, all proposers should address how travel barriers will be addressed related to accessing services.

Logic Model (four pages maximum): Proposer shall complete a TRP Grant logic model, in table format, that speaks to each of the TRP Grant’s goals being addressed through this proposal. The Expected Outcomes listed are the required outcomes for each area. Additional outcomes for expansion projects (RIP, CCC, SBBHL, and Project BASIC) are listed below in the Minimum Expectations, **Attachment F**. The logic model will ensure outcomes, and methods for evaluating process and outcome measures, **Attachment G**.

**Logic Model Sample – See Attachment G**

<b>Program Context</b>	<b>Program Name</b>					
	<b>Vision</b>					
	<b>Mission</b>					
	<b>Target Population</b>					
	<b>Partners</b>					
	<b>If/Then Statement</b>	If we allocate [inputs/resources] to complete [activities]...			...then we expect to see [short-term outcomes] resulting in [long-term outcomes]	
	<b>Goals/Objectives</b>	<b>Inputs</b> In order to accomplish our set of activities, we need:	<b>Activities</b> In order to address our problem or asset we will complete these activities:	<b>Outputs</b> We expect that, once accomplished, these activities will produce this evidence of service delivery:	<b>Overall Outcomes</b>	
					<b>Short-Term Outcomes</b> We expect that if accomplished these activities will lead to the following changes in (6 months/1-3 years):	<b>Long-Term Outcomes</b> We expect that if accomplished these activities will lead to the following changes in (2-5 years/7-10 years):

**Attachment A**

**COVER SHEET**

TRP Grant

Page 1 of 1

Legal Name of Proposer	
Federal ID#	
Edison Vendor ID#	
List of Targeted Coverage Area(s) being proposed (TDMHSAS Region and TN county)	
<b>CONTACT INFORMATION</b>	
Name of Contact Person	
Title of Contact Person	
Address of Contact Person	
E-mail Address of Contact Person	
Phone Number of Contact Person	
<b>AUTHORIZED REPRESENTATIVE INFORMATION</b>	
Name of Authorized Representative <i>(For Non-Profit, if someone other than the Board Chairperson is named as the Authorized Representative, a signed copy of the resolution of appointment must be submitted.)</i>	
Title of Authorized Representative	
Address of Authorized Representative	
E-mail Address of Authorized Representative	
Phone Number of Authorized Representative	

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**Signature of Authorized Representative**

**Date**

## **Attachment B**

### **ORGANIZATIONAL CHART(S)**

Provide organizational chart(s) for the entity submitting a proposal, demonstrating where the TRP Grant project will fit into the overall structural organization of the entity submitting the proposal.



## Attachment C

### PROPOSED BUDGET AND BUDGET JUSTIFICATION WORKSHEET

Page 1 of 2

### PROPOSED BUDGET

Please download the [Excel budget template](#) to complete a proposed budget. **Proposers should submit a budget based on a full year of program implementation. The budget may be prorated during the first year based on the remaining time in the State FY22.** The budget template has four tabs: Instructions, Summary, Detail, and Salaries. Please review the Instructions tab before completing the proposed budget. Summary, Detail and Salaries tabs must be included with proposal submission.

GRANT BUDGET SUMMARY				
Agency Name: Enter on Detail Tab				
Program Code Name: Enter on Detail Tab				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN: Enter on Detail Tab END: Enter on Detail Tab				
POLICY 03 Object Line-Item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup>	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1. 2	Salaries, Benefits & Taxes <sup>2</sup>	\$0.00	\$0.00	\$0.00
4. 15	Professional Fee, Grant & Award <sup>2</sup>	\$0.00	\$0.00	\$0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications <sup>2</sup>	\$0.00	\$0.00	\$0.00
11. 12	Travel, Conferences & Meetings <sup>2</sup>	\$0.00	\$0.00	\$0.00
13	Interest <sup>2</sup>	\$0.00	\$0.00	\$0.00
14	Insurance <sup>2</sup>	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals <sup>2</sup>	\$0.00	\$0.00	\$0.00
17	Depreciation <sup>2</sup>	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel <sup>2</sup>	\$0.00	\$0.00	\$0.00
20	Capital Purchase <sup>2</sup>	\$0.00	\$0.00	\$0.00
22	Indirect Cost <sup>2</sup>	\$0.00	\$0.00	\$0.00
24	In-Kind Expense <sup>2</sup>	\$0.00	\$0.00	\$0.00
25	<b>GRAND TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

<sup>1</sup> Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: <http://www.tn.gov/assets/entities/finance/attachments/policy3.pdf>)

<sup>2</sup> Applicable detail follows this page if line-item is funded.

## **Attachment C**

### PROPOSED BUDGET AND BUDGET JUSTIFICATION WORKSHEET

Page 2 of 2

#### BUDGET JUSTIFICATION

##### **TRP Grant**

Please include a written budget justification of funds needed to support the TRP Grant proposal.

The justification summary should provide detail to support the Grant Contract funds included in each line-item.

The budget justification should be no longer than one page, single spaced.

## **Attachment D**

### EXISTING AGREEMENTS AND THIRD-PARTY REVENUE SOURCE(S)

Provide documentation of any existing agreements with community stakeholders that provide additional resources to support the TRP Grant.

List any current third-party revenue sources that contribute to the long-term sustainability of the Proposing entity.

This attachment and its documentation do not count toward the ten (10) page limit of the Proposal Narrative.

## **Attachment E**

### **LETTERS OF SUPPORT/COMMITMENT**

Provide documentation that there has been direct collaboration with community partners that will be key partners (i.e. school principals, superintendents, district administrators, hospital systems, local crisis providers, etc.)

This attachment and its documentation do not count toward the overall page limit of the proposal.

## **ATTACHMENT F**

### **PROGRAM EXPECTATIONS**

#### ***Regional Intervention Program – Expansion (RIP-X)***

- Approved minimum staffing pattern for each expanded & combined RIP program shall include:
  - One (1) full time (.8 FTE minimum) Professional Resource Staff (Lead/Program Coordinator)
  - One (1) 0.5 RIP Professional Resource staff (Resource Consultant)
  - One (1) 0.4 FTE Classroom Coordinator (PARENT STAFF)
  - One (1) 0.4 FTE RIP Parent Case Manager (PARENT STAFF)
  - And (optional) support staff.

Approved minimum staffing pattern for two small RIP programs run by the same staff shall include:

- One (1) full time (100% FTE) Professional Resource Staff (Lead/ Program Coordinator)
  - One (1) 0.8 FTE RIP Professional Resource staff (Resource Consultant)
  - One (1) full time (100% FTE) Classroom Coordinator (PARENT STAFF)
  - And, if possible, one (1) 0.4 FTE RIP Parent Case Manager (PARENT STAFF);
- Operates ninety-four (94) days across forty-seven (47) weeks during the term of this Grant Contract;
  - Seventy-five percent (75%) of all families completing a RIP-X program will meet ninety percent (90%) of their specified treatment objectives;
  - Eighty percent (80%) of parents completing a RIP-X program will be satisfied that the RIP-X program has helped with their child's behavior problem by showing an average score of eight (8) out of ten (10) on the RIP-X program Exit Interview;
  - Eighty percent (80%) of parents completing a RIP-X program will be satisfied that the RIP-X program has helped improve their parenting skills by showing an average score of eight (8) out of ten (10) on the RIP-X program Exit Interview;
  - Eighty percent (80%) of parents completing a RIP-X program will be satisfied with their overall RIP experience by showing an average score of eight (8) out of ten (10) on the RIP-X program Exit Interview;
  - Seventy-five percent (75%) of parents completing a RIP-X program will show decreased scores on the intensity & problem scales of the Eyberg Child Behavior Inventory (ECBI);
  - Seventy-five percent (75%) of parents completing a RIP-X program will show decreased scores on the Parental Stress Survey (PSS); and
  - Program meets a minimum of Eighty Percent (80%) of Modular Objectives, indicating model fidelity.

### ***Child Care Consultation***

- The Grantee shall hire two (2) Early Childhood Consultation Coaches (**ECCC**) as program staff. Both ECCCs shall provide support and assist partner child serving centers in modification of practices or implementation of mental health practices as necessary; participating in networking opportunities (i.e., regular participation in Team Tennessee activities); and participating in creation and modification of materials and trainings, as necessary. Any changes to these staffing patterns must be approved in advance by the State;
- CCC will track & report any incoming requests for services;
- A minimum of five (5) trainings will be offered in the Middle Tennessee region, and a minimum of one (1) training in each East and West region;
- A minimum of two (2) new Leadership Sites will be identified;
- A quarterly newsletter will be sent to past Pyramid Model trainee participants providing technical assistance and social emotional resources;
- Eighty percent (80%) of those who received coaching support will express satisfaction with the coaching support they received as evidenced by results of the evaluations;
- Eighty percent (80%) of those who received training and/or attend presentation will express satisfaction with the training they received as evidenced by results of the evaluations; and
- Eighty percent (80%) of teachers who receive classroom coaching or Leadership Site training will demonstrate increased knowledge or use of the evidence-based or evidence-informed frameworks, materials, or curriculums that they receive training on.

### ***School Based Behavioral Health Liaisons***

- The Grantee shall maintain enough School Based Behavioral Health Liaison(s) (SBBHLs) to meet the contract obligations as approved by the state. Each Liaison is expected to dedicate 100% level of effort to the SBBHL program;
- The number of students enrolled, teachers employed in each school and demographic information to include gender, race, ethnicity, and age of all children served which shall be submitted to the State on the September monthly report of the new fiscal year in the monthly reporting template. Please note this must be reported within the established timeframe above even in the event of a staff vacancy;
- The number of unduplicated students served;
- The number of unduplicated teachers served;
- The number and the types of contacts provided by the SBBHL (e.g., individual, group, screening/assessment, referral, etc.);
- The number of referrals to community-based behavioral health services and supports that resulted in service delivery, including the number of referrals made to the Children's Behavioral Health Safety Net;

- The total number of school discipline referrals from the previous school year and the total number of school discipline referrals at the end of the current school year within this contract period;
- School satisfaction survey results;
- Student and teacher pre/post test results;
- The grantee shall ensure that eighty percent (80%) of unduplicated teachers in each school, shall receive trainings;
- Through training at least eighty percent (80%) of the teachers in the school, it is estimated that eighty percent (80%) of unduplicated students in each school, will be receiving Tier I services and supports;
- The grantee shall ensure that an estimated twenty percent (20%) of unduplicated students in each school, utilizing the table below as a reference, shall receive tier II and tier III services to include screenings. Please reference the table below to determine the number of unduplicated students to be served for each school liaison(s) are in. If liaison(s) are in more than one school per agency, you must add the totals for each of the ranges together to get your number for unduplicated students collectively for the agency. See example below:

e.g.        School A: 300 students enrolled; 65 unduplicated students served  
               School B: 500 students enrolled; 105 unduplicated students served  
               School C: 274 students enrolled; 55 unduplicated students served

Total agency must serve is 225 unduplicated students served collectively.

<i>*Please reference the range below to determine the number of unduplicated students you must serve at a minimum.</i>		
<b>School Total Enrollment MIN range</b> <i>(Specific to Each School Served by liaison(s))</i>	<b>School Total Enrollment MAX range</b> <i>(Specific to Each School Served by liaison(s))</i>	<b>Tier II and Tier III Minimum Unduplicated Students to be Served</b>
0	100	15
100	150	25
151	200	35
201	250	45
251	300	55
301	350	65
351	400	75
401	450	85
451	500	95

501	550	105
551	600	115
601	650	125
651	700	135
701	750	145
751	800	155
800+		155

- School satisfaction ratings must average 3.5 or above out of 4.0 as measured by teacher and principal responses to a twice-a-year grantee generated survey;
- Pre/post-tests will be offered to one hundred percent (100%) of teachers receiving Tier I trainings;
- Of the teachers that complete pre/posttests, at least eighty percent (80%) will indicate increased knowledge on the Tier I training topics;
- Pre-/post-tests will be offered to one hundred percent (100%) of students receiving Tier II psycho-educational groups;
- Of the students that complete pre/post-tests, at least eighty percent (80%) will indicate increased knowledge on topics; and
- One hundred percent (100%) of referrals for additional behavioral health services or supports made by the liaison(s) will receive follow-up within thirty (30) days to assess if the student/family followed through with the recommended service and to offer additional support if needed.

***Better Attitudes and Skills in Children (B.A.S.I.C.) Program***

- The Grantee shall employ full-time 1.0 CDS per site;
- The number of unduplicated children identified as at-risk of SED and the number of these children that were referred, with parent permission, to mental health services, as evidenced by completed assessments, documentation of parent permission, and documentation of those referred;
- The number of unduplicated children attending classroom presentations or receiving individual and/or group support from the CDS, as evidenced by classroom rosters, completed School Information form, and tracking logs;
- That each CDS staff gave twelve (12) mental health curriculum presentations in each K-3 classroom during the school year. At least fifty percent (50%) of these presentations will include the established EBP Pyramid Model materials or other State-approved EBP materials that promote social-emotional literacy and skills, such as materials in the Book Nook on the Team Tennessee website. The CDS must submit all non-Pyramid Model materials to the B.A.S.I.C. TA for approval before using them in presentations;



- That each CDS provided coaching to at least one (1) identified K-3 teacher on the established Pyramid Model strategies, as evidenced by written documentation of coaching sessions, including: signed Teacher/CDS Coaching Agreement, completed Teacher Needs Assessment, and Coaching Tracking Log which should indicate that coaching meetings between CDS and identified teacher occurred regularly and at an agreed upon time by the CDS and Teacher following completion of Coaching Agreement;
- That the school climate was enhanced, as evidenced by written school climate enhancement proposal submitted to B.A.S.I.C. TA within established timeframe, written approval of school climate enhancement project by school administration, and documentation or official reports of at least one (1) school climate project that enhanced and/or promoted increased social-emotional skills and positive transactions within the school community, positive attitudes, empathy, community responsibility, or wellness concepts;
- A minimum of twelve (12) mental health curriculum presentations were conducted in each K-3 classroom during the school year;
- Each CDS provided coaching to at least one identified K-3 teacher on the established Pyramid Model strategies;
- 90% of all children in grades K-3 attended classroom presentations conducted by the CDS; the State will be notified of any barriers to achieving this goal;
- Total unduplicated students received individual or group contacts by CDS(s);
- Total contacts made by CDS(s);
- Each CDS completed at least one (1) school climate project.
- At least fifty percent (50%) of classroom presentations included established EBP Pyramid Model materials or other State-approved EBP materials that promoted social-emotional literacy and skills (e.g., Book Nook materials on Team Tennessee website or other materials approved by the B.A.S.I.C. TA);
- That teacher survey results demonstrate an average overall CDS service satisfaction rate of four (4) on a one to five (1-5) scale; and
- That Principal survey results demonstrate an average overall satisfaction rate of four (4) on a one to five (1-5) scale.

## **ATTACHMENT G**

### **Logic Model**

To access the logic model Word document template, go to  
[https://www.tn.gov/content/dam/tn/mentalhealth/documents/TRP\\_Grant-Att\\_G-  
Logic\\_Model\\_Template.docx](https://www.tn.gov/content/dam/tn/mentalhealth/documents/TRP_Grant-Att_G-Logic_Model_Template.docx)