



TN

Department of
**Mental Health &
Substance Abuse Services**

Announcement of Funding

Announcement of Non-Recurring Funding for Infrastructure Grants

Tennessee Department of Mental Health & Substance Abuse Services

Division of Children and Youth Mental Health

Completed Proposals Due: February 16, 2024



Introduction

In 2021, Governor Bill Lee and the Tennessee General Assembly made a historic investment in mental health services and supports for Tennessee children and youth. By creating the \$250 million K-12 Mental Health Trust Fund, Tennessee is expanding mental health services for school-aged students through a systemwide, evidence-based approach now and for generations to come. With approval from the Trustees of the K-12 Mental Health Trust Fund, the Tennessee Department of Mental Health and Substance Abuse Services is now soliciting proposals from local community behavioral health providers, partnering with local education agencies for one-time, non-recurring projects. Examples of projects to be funded include renovating classroom space to accommodate counseling/therapy sessions, the purchasing of behavioral health related curricula, and training of school staff on behavioral health related topics.

The Tennessee Department of Mental Health and Substance Abuse Services (TDMHSAS) is inviting proposals from local service providers for the Announcement of Non-Recurring Funding for Infrastructure Grants. This initiative aims to allocate funds to TDMHSAS Planning and Policy Council regions, facilitating the development of infrastructure for school-based programs. The Announcement of Non-Recurring Funding for Infrastructure Grants targets seven (7) regions identified by the TDMHSAS Planning and Policy Council, along with the respective counties within these regions. The primary focus of this project is to enhance infrastructure support for mental health programming in schools, specifically benefiting children and youth in grades K-12 across Tennessee.

Project Goal

The goal of the Announcement of Non-Recurring Funding for Infrastructure Grants is to offer one-time, non-recurring funding to support the development, improvement, or ongoing sustainability of infrastructure for school-based programming.

Targeted Areas and Funding Availability

The targeted TDMHSAS Planning and Policy Council regions (and embedded counties) for the Announcement of Non-Recurring Funding for Infrastructure Grants include all seven (7) Policy and Planning Council Regions.

As specified in the proposal narrative questions of the Announcement of Non-Recurring Funding for Infrastructure Grants (section 2), evaluators will assess proposers based on their ability to present a clear and realistic depiction of the counties they aim to support. The focus will be on enhancing the necessary infrastructure to effectively implement school-based mental health programming.

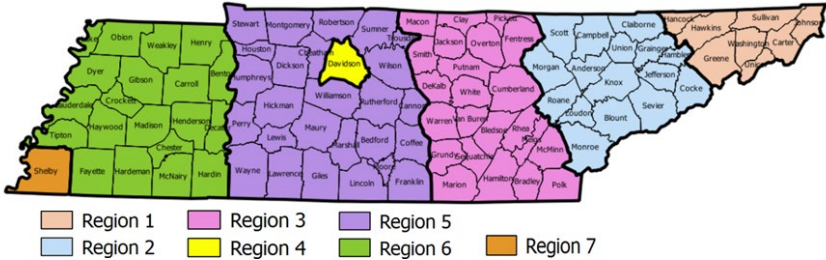


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GENERAL CONDITIONS

1.1. Funding Information

1.1.1 Project Period: Funding term for selected proposals is expected to be May 1, 2024, through June 30, 2025. As funds are available and subject to provider performance, there may be additional Grant Contract periods for this service.

1.1.2 Funding Amount: State of Tennessee Cost Reimbursement Grant Contracts may be available to eligible proposers *up to the* total allocation based on the region being applied for, see table below. Proposers should submit a budget based upon a fourteen (14) month budget (May 1, 2024 - June 30, 2025).

Region	Population under 18	Allocation
Region 1	96,640	\$253,262.58
Region 2	260,558	\$682,839.32
Region 3	212,877	\$557,882.65
Region 4	141,683	\$371,305.92
Region 5	454,206	\$1,190,328.90
Region 6	134,749	\$353,134.10
Region 7	225,608	\$591,246.53
Total Pop	1,526,321	\$4,000,000.00

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. 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 is related to the Announcement of Non-Recurring Funding for Infrastructure Grants. 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/departments-funding-opportunities.html> and notice of the posting will be distributed via the proposer e-mail list.

SCHEDULE OF EVENTS:

Date	Event
January 16, 2024	TDMHSAS releases Announcement
January 30, 2024	Proposers’ Written Questions Regarding the Announcement are due
February 2, 2024	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 https://www.tn.gov/behavioral-health/departments-funding-opportunities.html
February 16, 2024	Proposals are due via email
March 1, 2024	TDMHSAS Makes Announcement of Accepted Proposal(s), TDMHSAS sends a written notice to applicants and opens files for public inspection
May 1, 2024	Contract shall be effective upon gathering all required signatures and approvals from the State in accordance with Section D.1 Required Approvals

1.3 Proposer Eligibility

The Announcement of Non-Recurring Funding for Infrastructure Grants applicants are limited to community mental health providers serving the targeted population and licensed by TDMHSAS who also have supportive partnerships with local schools.

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.
- Demonstrate experience providing school-based 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 kayla.m.mumphrey@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 contact for this Announcement of Funding: Kayla Mumphrey-Oquendo; Email Address: kayla.m.mumphrey@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 kayla.m.mumphrey@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 January 30, 2024, to kayla.m.mumphrey@tn.gov in order to be answered. A conference call will be held to respond to questions.

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 January 30, 2024, to kayla.m.mumphrey@tn.gov. Questions submitted in writing after this deadline will not be answered. A conference call will be held on February 2, 2024, to respond to questions. 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.

By February 2, 2024, the State will provide written responses to all questions and requests for clarifications received by February 9, 2024. The State's written responses will be posted on the State's website here. Only the State's official, written responses and communications will be binding with regard to this Announcement. The State will consider oral communications of any type to be unofficial and non-binding. The State

assumes no responsibility for a proposer's failure to view the State's written responses to questions and requests for clarification.

1.6 Proposal Preparation, Formatting, Submission, Withdrawal, and Rejection

1.6.1 Proposal Preparation: 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 Proposal Formatting 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 February 16, 2024.
- 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.
- The combined proposal length is limited to ten (10) pages. This limitation does not include the required proposal attachments.
- The proposed budget should include the summary, detail, salary, and budget justification. This may be sent as PDF or Excel. The budget narrative is limited to one page.

1.6.3 Proposal Submission: Proposals should be submitted to the State via email to kayla.m.mumphrey@tn.gov by the deadline February 16, 2024 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)
- Letters of Support/Commitment (Attachment D)

1.6.4 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 and all deadlines of this Announcement.

1.6.5 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 TN.gov at this link, and notice of the posting will be distributed via the proposer e-mail list.

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 Announcement of Non-Recurring Funding for Infrastructure Grants 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
- 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)
- Letters of Support/Commitment (Attachment D)

1.7.3 Proposal Scoring: Each proposal 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).

Proposal Component	Score
Cover Letter	0 points, but essential
Cover Sheet (Attachment A)	0 points, but essential
Table of Contents	0 points, but essential
Project Narrative <ul style="list-style-type: none"> Organizational Profile (5 points) Statement of Need (20 points) Intended Use of Funds (45 points) 	70 points
Organizational Chart(s) (Attachment B) <i>Organizational chart for the entity submitting the proposal, demonstrating where the Announcement of Non-Recurring Funding for Infrastructure Grants 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.</i>	25 points
Letters of Support/Commitment	5 points

1.7.4 Proposal Selection: The State will notify all Proposers selected for contracting by close of business March 1, 2024.

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.

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 Tennessee contracts.

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 TN.gov at this link](#), 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 TN.gov at this link](#), 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

selections. There is a maximum of ten (10) pages for the proposal narrative. If selected for award, the proposal narrative will be added as an attachment to the grant contract.

2.1. Organizational Profile: Proposer shall describe its organization's history, mission, vision, and experience implementing state-funded and federal grant programs, specifically school-based programming. The proposer shall provide information related to its history serving children and 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 child and youth-serving stakeholders, specifically local schools.

2.2. Statement of Need: Proposer shall provide a clear and succinct statement of need relative to the proposer's targeted area(s). The targeted TDMHSAS Planning and Policy Council regions (and embedded counties) for the Announcement of Non-Recurring Funding for Infrastructure Grants include all Regions. This statement should encompass at a minimum details pertaining to the needs for effectively and efficiently implementing school-based programming.

2.3 Intended Use of Funds: Proposer shall detail plans related but not limited to the procurement of evidence-based or evidence-informed curriculum (e.g. Pyramid Model, Second Step, etc.) professional development for school based staff and supervisors, outreach and awareness materials, marketing initiatives, print and publication needs, technology, and physical and collaborative space resources (e.g. confidential space construction/renovation, safety glass, security measures, furniture to provide a therapeutic environment, educational/informational posters, games for therapeutic purposes, etc.). These plans shall include how project will be completed in coordination and collaboration with partnering K-12 schools, as evidenced by a letter of commitment/support.

Attachment A

COVER SHEET | Announcement of Non-Recurring Funding for Infrastructure Grants

Legal Name of Proposer	
Federal ID#	
Edison Vendor ID#	
Targeted Coverage of Program (County/Counties and Region)	
CONTACT INFORMATION	
Name of Contact Person	
Title of Contact Person	
Address of Contact Person	
E-mail Address of Contact Person	
Phone Number of Contact Person	
AUTHORIZED REPRESENTATIVE INFORMATION	
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	

Signature of Authorized Representative

Date

Attachment B

ORGANIZATIONAL CHART

Provide an organizational chart for the entity submitting a proposal, demonstrating where the Announcement of Non-Recurring Funding for Infrastructure Grants will fit into the overall structural organization of the entity submitting the proposal.

Attachment C (1 of 2)

PROPOSED BUDGET | Announcement of Non-Recurring Funding for Infrastructure Grants

Please [download the Excel budget template available at this link](#) to complete a proposed budget. The budget template has four tabs: Instructions, Summary, Detail, and Salaries. Summary, Detail and Salaries tabs must be included. Please review the Instructions tab before completing the proposed budget. State of Tennessee Cost Reimbursement Grant Contracts may be available to eligible proposers up the amount available based on the region being applied for, see table below. Proposers should submit a budget based upon a fourteen (14) month budget.

Region	Population under 18	Allocation
Region 1	96,640	\$253,262.58
Region 2	260,558	\$682,839.32
Region 3	212,877	\$557,882.65
Region 4	141,683	\$371,305.92
Region 5	454,206	\$1,190,328.90
Region 6	134,749	\$353,134.10
Region 7	225,608	\$591,246.53
Total Pop	1,526,321	\$4,000,000.00

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 ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes ²	\$0.00	\$0.00	\$0.00
4, 15	Professional Fee, Grant & Award ²	\$0.00	\$0.00	\$0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications ²	\$0.00	\$0.00	\$0.00
11, 12	Travel, Conferences & Meetings ²	\$0.00	\$0.00	\$0.00
13	Interest ²	\$0.00	\$0.00	\$0.00
14	Insurance ²	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals ²	\$0.00	\$0.00	\$0.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost ²	\$0.00	\$0.00	\$0.00
24	In-Kind Expense ²	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$0.00	\$0.00	\$0.00

¹ 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>)

² Applicable detail follows this page if line-item is funded.

Attachment C (2 of 2)

BUDGET NARRATIVE | Announcement of Non-Recurring Funding for Infrastructure Grants

Please include a written budget narrative for funds needed to support the Announcement of Non-Recurring Funding for Infrastructure Grants proposal.

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

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

Attachment D

LETTERS OF SUPPORT/COMMITMENT

Provide documentation that there has been direct collaboration with community partners that will be key partners (*ex: partnering school districts or local schools.*).

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