



STATE OF TENNESSEE
DEPARTMENT OF MENTAL HEALTH
AND SUBSTANCE ABUSE SERVICES

ANNOUNCEMENT OF FUNDING

**The Tennessee Suicide Prevention Network Administrative and Fiscal
Agent – Back-Office Support**

TENNESSEE FISCAL YEAR 2021

July 1, 2020- June 30, 2021

Completed proposals due: April 9, 2020

Tennessee Department of Mental Health and Substance Abuse Services
Division of Mental Health Services
Andrew Jackson Building, 5th Floor, 500 Deaderick Street
Nashville, TN 37243
tn.gov/behavioral-health

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

Announcement of Funding

Table of Contents

1. INTRODUCTION

2. GENERAL CONDITIONS

2.1. Funding Information

2.2. Timelines

2.3. Eligibility

2.4. Scope of Services

2.5. Communications

2.6. Proposal Preparation, Formatting, Submission, and Withdrawal

2.7. Proposal Review, Components, Scoring, and Selection

2.8. State's Rights and Obligations Under this Announcement

3. PROPOSAL NARRATIVE

3.1. Relevant Experience in Behavioral Health and Suicide Prevention

3.2. Administrative Support Design

3.3. Communication with TSPN/Community/Key Partners

3.4. Proposed Staffing Support

ATTACHMENTS

Attachment A Cover Sheet

Attachment B Organizational Chart (Proposing Agency)

Attachment C Example Budget, Budget Justification, and Fiscal Oversight Capacity

Attachment D Letter of Support from the Proposer's Board of Directors

Attachment E TSPN Organizational Chart

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

The Tennessee Suicide Prevention Network
Administrative and Fiscal Agent – Back-Office Support

Release Date: March 3, 2020

1. INTRODUCTION

The Tennessee Department of Mental Health and Substance Abuse Services (TDMHSAS), Division of Mental Health Services (DMHS), is seeking proposals from not-for-profit agencies to provide administrative and fiscal back-office support for the Tennessee Suicide Prevention Network (TSPN).

The TSPN is a statewide public-private partnership of agencies, advocates, and consumers including but not limited to counselors, mental health professionals, physicians, clergy, journalists, social workers, and law enforcement personnel, as well as survivors of suicide and suicide attempts.

The TSPN was generally established in 2000, by participants in Tennessee’s first Suicide Prevention Conference held in the fall of 1999. Upon completion of the conference, the participants formed the TSPN, as a way to continue their momentum and work around suicide-prevention. In 2001, the TSPN received funding to hire an executive director, and since that time, the TSPN has grown to support twelve (12) full-time staff members, nine (9) of which serve as Regional Directors and currently work in locations in specified regions across the State, as outlined below. Please also see Attachment E, which provides a current organizational chart for the TSPN staff.

TSPN Regional Directors

<p>WEST TENNESSEE</p> <p>Northwest Region Tosha Gurley tgurley@tspn.org 731-415-3812</p> <p>Southwest Region Lindsey Carr lcarr@tspn.org 731-988-6813</p> <p>Memphis/Shelby County Region Justin Johnson jjohnson@tspn.org 901-515-7940</p>	<p>MIDDLE TENNESSEE</p> <p>Mid-Cumberland Region Grace Eakin geakin@tspn.org 865-617-1301</p> <p>South Central Region Mary Anne Christian mchristian@tspn.org 931-629-2746</p> <p>Upper Cumberland Region Michael Anderson manderson@tspn.org 931-261-5386</p>	<p>EAST TENNESSEE</p> <p>Southeast Region Rachel Gearinger rgearinger@tspn.org 614-315-4818</p> <p>East Region Sarah Walsh swalsh@tspn.org 317-750-6838</p> <p>Northeast Region Molly Colley mcolley@tspn.org 423-817-5566</p>	<p>TSPN LEADERSHIP</p> <p>Interim Director Misty Leisch mleisch@tspn.org 615-506-2729</p> 
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The TSPN is supported by the TSPN Advisory Council. The Advisory Council currently has thirty-six (36) active members and each of these members are appointed by the Governor's Office to serve a two-year appointment. The TSPN Advisory Council members serve on a voluntarily basis, and the membership includes representatives from across the State. As seen in Attachment E, the TSPN Advisory Council is made up of numerous committees and informed by various Task Force projects to best prevent suicide in Tennessee.

The TSPN, in conjunction with the TSPN Advisory Council and other key stakeholders, oversee the continuing implementation of suicide prevention strategies in Tennessee, as defined in the 2012 National Strategy for Suicide Prevention Goals and Objectives. Specifically, the current Tennessee Strategy for Suicide Prevention, as implemented by the TSPN, includes the thirteen (13) objectives, which guide the activities and focus of the TSPN:

1. Develop broad-based support for suicide prevention.
2. Promote awareness that suicide is a public health problem that is preventable.
3. Increase knowledge of the factors that offer protection from suicidal behaviors and that promote wellness and recovery.
4. Promote responsible media reporting of suicide, accurate portrayals of suicide and mental illnesses in the entertainment industry, and the safety of online content related to suicide.
5. Develop, implement, and monitor effective programs that promote suicide prevention and general wellness.
6. Promote efforts to reduce access to lethal means of suicide and methods of self-harm among individuals with identified suicide risk.
7. Encourage effective clinical and professional practices regarding suicide prevention for community and clinical service providers.
8. Promote the assessment and treatment of people at risk for suicide as a core component of health care services.
9. Promote and implement effective clinical and professional practices for assessing and treating those identified as being at risk for suicidal behaviors.
10. Provide care and support to individuals affected by suicide deaths and attempts to promote healing and implement community strategies to help prevent further suicides.
11. Increase the timeliness, viability, and scope of statewide surveillance systems relevant to suicide prevention and improve the ability to collect, analyze, and use this information for action.
12. Promote and support research on suicide and suicide prevention.
13. Evaluate the impact and effectiveness of suicide prevention interventions and systems and synthesize and disseminate findings.

As stated above, TDMHSAS is seeking a non-profit agency to provide the administrative and fiscal back-office support for the TSPN. In general, the selected non-profit agency would be responsible for maintaining current TSPN staff, providing administrative support to the TSPN through providing office supplies and space, human resources support, and general office-support, and providing fiscal oversight for the TSPN by assisting the TSPN Executive Director in the administration of grant funds, ensuring adherence to all grant contract fiscal requirements , and annually assisting the TSPN Executive Director in the development of a budget for the TSPN. The selected agency would be limited to utilizing 10% or less of the total grant funds provided annually for the indirect costs associated with sustaining the TSPN staff and providing the administrative and fiscal back office support of the TSPN.

2. GENERAL CONDITIONS

2.1 Funding Information

2.1.1 Project Period: Funding term for selected proposals will be July 1, 2020 through June 30, 2021. As funds are available and subject to contract performance, there may be additional Grant Contract periods for this contract. Subject to the availability of funds, the funds for this project are expected to be recurring and future years of funding would follow the state fiscal year, July 1- June 30.

2.1.2 Funding: State of Tennessee Cost Reimbursement Grant Contracts totaling an estimated \$1,000,000 are made to support the TSPN annually, through a contract executed between the State and the agency providing administrative fiscal back-office support for the TSPN. The selected agency would be limited to utilizing 10% or less of the total grant funds provided annually for the indirect costs associated with sustaining the TSPN staff and providing the administrative and fiscal back office support of the TSPN. All other provided funds would be utilized for the direct support of the TSPN. Please see Attachment C, which includes a proposed sample budget for reference.

The TSPN also currently receives funding from two SAMHSA federal discretionary grants that support staff included on the organization chart as part of Attachment E. The agency selected as a result of this Announcement would be eligible to receive those two grant contracts including a similar percentage of indirect costs.

2.1.3 Allocations: Funding allocations will be awarded based on how well a proposer addresses guidelines and criteria of this Announcement. Up to one (1) award will be allocated.

2.1.4 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 the Grant Contract upon written notice to the Grantee.

2.1.5 TDMHSAS Grantee Manual: 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 TDMHSAS website at: <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.

2.2. **Timelines**

The following schedule of events represents the State’s best estimate of the schedule for this announcement 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
March 3, 2020	TDMHSAS releases Announcement
March 6, 2020	Proposers’ Written Questions Regarding the Announcement are due by 4:30 P.M. (CST) on March 6, 2020.
March 20, 2020	TDMHSAS hosts a conference call to respond to questions AND/OR TDMHSAS issues written responses to questions posted by March 24, 2020.
April 9, 2020	Proposals are due via email by 4:30 P.M. (CST) on April 9, 2020.
April 24, 2020	TDMHSAS sends a written notice to applicants and opens files for public inspection.
July 1, 2020	Contract shall be effective upon gathering all required signatures and approvals from the State in accordance with Section D.1 Required Approvals

2.3 **Eligibility**

2.3.1 A proposer, for purposes of this Announcement, must be:

A non-profit, 501(c)(3) agency that provides behavioral health services, with experience in suicide prevention, supports the behavioral health community, or otherwise provides advocacy related to behavioral health.

Additionally, any proposer should review the information contained in the AOF’s Introduction and Scope of Services and ensure their agency is able to provide the

administrative and fiscal oversight services as outlined and specified within this Announcement of Funding.

Questions specific to eligibility for this Announcement may be submitted in writing at any time. Please email vicki.carter@tn.gov for all eligibility-related questions.

2.3.2 A proposer, for purposes of this Announcement, must NOT be:

- An agency 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.

2.4 Scope of Services

The scope of services will be more formally developed when a selection is made, however the scope of services will be generally based off the expectations outlined below. Please note that the State reserves the right to make any changes to the scope of services as deemed necessary before issuing the final Grant Contract.

The selected non-profit agency would be responsible for the following:

- (1) absorbing the existing TSPN staff members in their current roles and positions, providing generally equivalent salaries and access to standard benefits (ex: health, dental, paid time off such as vacation/sick leave/retirement) to each of these staff members, and facilitating nine (9) of the staff members to work outside of Davidson County, across the State as Regional Directors. Please review the TSPN staff table in Section 3.4, the map on page 3, and Attachment E for more information;
- (2) hiring, in consultation with the TDMHSAS for the TSPN Executive Director position, so long as funding is provided;
- (3) ensuring that all TSPN staff members have adequate workstation access, supplies and necessary office equipment to successfully carry out their responsibilities, including but not limited to, providing computers, copiers, faxes, paper supplies, a designated phone line, and general office supplies, as needed. Such supplies may be budgeted for as a direct cost.
- (4) in partnership with the TSPN Executive Director, providing administrative oversight of TSPN staff by providing human resources support (including, but not limited to

payroll and benefits management and human resource policies for the TSPN), and providing policies and guidance for the TSPN on standard business operating procedures;

(5) providing fiscal oversight for the TSPN by adhering to the grant contract fiscal requirements, assisting the TSPN Executive Director and other TSPN staff in the administration of these grant contract funds, providing ready access to the TSPN Executive Director regarding the financial status of grant funds, and annually collaborating with the TSPN Executive Director to establish an annual budget for the TSPN as needed for corresponding grant contract;

(6) mentoring and training to the TSPN Executive Director regarding nonprofit management, advocacy, and other areas, as needed, including through utilization of an annual written performance evaluation if requested by TDMHSAS;

(7) and otherwise supporting the TSPN staff in their execution of Tennessee's current suicide prevention strategies, as determined by the TSPN Advisory Council, the TSPN Executive Director, and other key stakeholders.

2.5 Communications

2.5.1 The following Coordinator shall be the main point of contract for this Announcement of Funding:

Vicki Carter: vicki.carter@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.

2.5.2 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 vicki.carter@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.

2.5.3 Questions and Requests for Clarification: Questions and requests for clarification regarding this Announcement should be submitted in writing on or before March 6, 2020 to vicki.carter@tn.gov. Questions submitted after this deadline will not be answered. A conference call will be held to respond to questions submitted on March 20, 2020.

2.5.4 State's Response to Questions and Requests for Clarification: By March 24, 2020, the State will provide written responses to all questions and requests for clarifications received by March 6, 2020. The State's written responses will be posted on the State's website at <https://www.tn.gov/behavioral-health/departments-funding-opportunities.html>. 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.

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

2.6.1 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.

2.6.2 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 4:30 pm CST on April 9, 2020.
- 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 sixteen (16) pages, including all attachments related to proposal narrative sections and attachments A, B, and D. There is no page limit related to the documents provided for Attachment C.

2.6.3 Proposal Submission: Proposals should be submitted to the State via email to vicki.carter@tn.gov by 4:30 pm CST on April 9, 2020. Proposals must be complete and comply with all requirements of this Announcement in order to be eligible for review.

2.6.4 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.

2.6.5 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 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.

2.7 Proposal Review, Components, Scoring, and Selection

2.7.1 Proposal Review: Proposals will be scored based on the Proposer’s ability to demonstrate the successful provision of administrative and fiscal back-office support for the TSPN, under the expectations outlined within this Announcement of Funding. Incomplete and noncompliant proposals will not be reviewed.

2.7.2 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
- Organization Chart(s) (Attachment B)
- Estimated Budget and Budget Narrative (Attachment C)
- Letters of Support from the Proposer’s Board of Directors (Attachment D)

2.7.3 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"> • Relevant Experience in Behavioral Health and Suicide Prevention (10 Points) • Administrative Support Design (30 points) • Communication with TSPN/Community/Key Partners (10 points) • Proposed Staffing Support (15 points) 	65 points
Organizational Chart(s) (Attachment B) <i>Organizational chart for the proposer agency, demonstrating where the Tennessee Suicide Prevention Network fits within the overall structural organization of the agency.</i>	0 points
Example Budget, Budget Narrative and Fiscal Oversight Capacity (Attachment C)	25 points

<p>Letter of Support from the Proposer’s Board of Directors (Attachment D)</p> <p><i>A Letters of Support from the Proposer’s Board of Directors should indicate that the board has reviewed and supports their agency’s proposed submission.</i></p>	<p>10 points</p>
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2.7.4 Proposal Selection: The State will notify all Proposers selected for contracting by close of business April 24, 2020.

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

2.8 State’s Rights and Obligations Under This Announcement

2.8.1 The State reserves the right to many 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/departement-funding-opportunities.html> and notice of this posting will be distributed via the proposer email list.

2.8.2 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/departement-funding-opportunities.html> and notice of the posting will be distributed via the proposer email list.

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

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

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

2.8.6 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 provided within the specified Grant Contract term.

2.8.7 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.

3. 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.

3.1 Relevant Experience in Behavioral Health and Suicide Prevention:

- (1) Provide your agency's current mission and vision and describe how your agency would ensure the TSPN's mission and vision are aligned with your agency and supported by your agency.
- (2) Briefly describe your agency's type of business, including the licenses and accreditations that are currently maintained.
- (3) Briefly describe the behavioral health service array, supports, or advocacy offered to Tennesseans by your agency providing additional detail for those programs initiatives that align with the TSPN's mission of suicide awareness and prevention activities.
- (4) Please list any experience your agency may have serving as an administrative and fiscal agent for other groups.
- (5) Detail any statewide engagement your agency has participated in related to suicide prevention and awareness.

3.2 Administrative Support Design: Describe in detail how your agency will serve the TSPN as an administrative and fiscal agent providing back-office support to the TSPN in the areas specified below. Additionally, please describe how your agency would satisfy the requirements of this role as outlined in Section 2.4 of the AOF. Please provide information regarding your agency's current processes and functions and how those would be handled in relation to the TSPN in the following areas:

- (1) **Current finance and administration status and practices** (i.e. how your agency handles accounting, bookkeeping, financial planning, budgeting, reporting, vendor management, tax filing, and audit requirements, and how your agency would implement these practices as related to the TSPN?)
- (2) **Human resources policies** (i.e. what are your agency's current human resource policies, offered employee benefits, payroll processing, performance evaluations processes, and personnel management policies, and how would your agency implement these practices and processes as related to the TSPN?)
- 3) **General office resources and information technology supports** (i.e. what types of computer hardware and software does your agency utilize, what types of IT support, including website development and management does your agency offer, what are the types of IT resources your agency has available, and how would your agency support the TSPN)

through use of these resources including what office space, computers, phones, and other resources would your agency ensure are available to TSPN staff ?)

3.3 Communication with TSPN/Community/Key Partners: How does your agency understand the relationship between the TSPN, the TSPN Advisory Council, and other key stakeholders? How will your agency ensure effective communication with and among the TSPN staff, the TSPN Advisory Council, TDMHSAS, other key stakeholders, and your agency?

3.4 Proposed Staffing Support: When fully staffed, TSPN has twelve (12) staff that will be overseen by the selected agency regarding Human Resources support including benefits management, health benefits, 401(k) or other retirement plans, etc. Additionally, nine (9) of the twelve (12) TSPN staff work across the state (outside of Davidson County), as Regional Directors. How will your agency absorb the twelve (12) TSPN staff members in their current roles and positions, provide generally equivalent salaries and benefits to each of these staff members, and facilitate nine (9) of the staff members to work outside of Davidson County, across the State as Regional Directors?

TSPN Staff Position	County Location	Current Office Location
Executive Director	Davidson	Mental Health Association of Middle Tennessee
Mid-Cumberland Regional Director	Davidson	Mental Health Association of Middle Tennessee
South Central Regional Director	Maury	Centerstone
South West Regional Director	Madison	Behavioral Health Initiatives
Memphis/Shelby County Regional Director	Shelby	Home office
Southeast Regional Director	Hamilton	Family and Children’s Services
Data Director	Davidson	Mental Health Association of Middle Tennessee
East TN Regional Director	Knox	Mental Health Association of East TN
Upper Cumberland Regional Director	Putnam	Plateau Mental Health Center
Northeast Regional Director	Washington	Frontier Health
North West Regional Director	Carroll	Bethel University Campus
Zero Suicide Regional Director	Davidson	Mental Health Association of Middle Tennessee

Attachment A

COVER SHEET

The Tennessee Suicide Prevention Network Administrative and Fiscal Agent – Back-Office Support

Page 1 of 1

Legal Name of Proposer	
Federal ID#	
Edison Vendor ID#	
List of Targeted Coverage Area(s) being proposed	
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(S)

Provide organizational chart(s) for the agency submitting a proposal, demonstrating where the Tennessee Suicide Prevention Network staff will fit into the overall structural organization of the agency submitting the proposal.

Attachment C

Example Budget, Budget Narrative, and Fiscal Oversight Capacity

Page 1 of 2

EXAMPLE BUDGET

The example budget below reflects the current investment in the TSPN, excluding the federal discretionary grants described in section 2.1.2. **This budget could be negotiated across the expense categories in collaboration with the TDMHSAS and the administrative agency, so long as the costs for personnel and necessary programmatic costs are maintained.**

GRANT BUDGET SUMMARY (Example)				
Agency Name: Enter on Detail Tab				
Program Code Name: The Tennessee Suicide Prevention Network				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following Applicable Period: BEGIN07/01/2020 END: 06/30/2021				
POLICY 03 Object Line- item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes ²	\$608,000.00	\$0.00	\$0.00
4, 15	Professional Fee, Grant & Award ²	\$12,300.00	\$0.00	\$0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications ²	\$170,150.00	\$0.00	\$0.00
11. 12	Travel, Conferences & Meetings ²	\$74,000.00	\$0.00	\$0.00
13	Interest ²	\$0.00	\$0.00	\$0.00
14	Insurance ²	\$3,450.00	\$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 (Administrative Cost) ²	\$86,000.00	\$0.00	\$0.00
24	In-Kind Expense ²	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$953,900.00	\$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](http://www.tn.gov/assets/entities/finance/attachments/policy3.pdf))

Attachment C

Example Budget, Budget Narrative, and Fiscal Oversight Capacity

Page 2 of 2

BUDGET JUSTIFICATION & FISCAL OVERSIGHT CAPACITY

Budget Justification: Please review the example budget available to support the administration of the TSPN and provide a written budget justification of administrative funds needed to support the proposal. The administrative agency will receive up to no more than 10% of the total TSPN grant funds annually to support administrative related costs needed to support TSPN staff and program back-office support.

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

Fiscal Oversight Capacity: Please provide a copy of the following documentation to support your agency's administrative, fiscal and accounting capabilities:

- bank reconciliations for the first month of your agency's current fiscal year and the two most current months;
- all federal income tax returns for the last two (2) years;
- a copy of all external audit reports regarding your agency completed within the last two (2) years (If required by the Board of Directors of the agency under the State threshold of \$750,000 accumulated federal and state grants and mandatory by the TN Comptroller of the Treasury if \$750,000 or more.);
- current registration with Secretary of State's Office and Secretary of State's Office of Charitable Contributions;
- year-to-date general ledger, current profit and loss statement, and trial balance.

There is no page limit for the items related to documentation for administrative, fiscal and accounting capabilities.

Attachment D

Letter of Support from the Proposer's Board of Directors

A Letters of Support from the Proposer's Board of Directors should indicate that the board has reviewed and supports their agency's proposed submission.

Attachment E

TSPN Organizational Chart

