

TENNESSEE CORRECTIONS INSTITUTE

REQUEST FOR APPLICATION

FOR

FY27 TRAINING EQUIPMENT GRANT

RFA # 31609- 0285

Project Period:
Released on: 6/22/2026
[Intent to Apply](#) : 08/31/2026
Completed Applications Due: 09/30/2026

Prepared by:
Tennessee Corrections Institute
Percy Priest Cottage
279D Stewarts Ferry Pike
Nashville, Tennessee 37214

REQUEST FOR APPLICATION

TENNESSEE CORRECTIONS INSTITUTE

I. Introduction:

Description

The Tennessee Corrections Institute (TCI) provides training and training support for local jails and workhouses. This competitive grant helps eligible Type 1 Jails and Workhouses buy equipment specifically used to train corrections officers

TCI will award up to 56 grants with a base award of \$12,500.00. The maximum amount of funding provided this year is \$700,000 for all grants combined.

Program Purpose

The Purpose of the TCI Training Equipment Grant is to help Local Adult Correctional Facilities (LACFs) o:

- Improve the learning environment for correctional staff
- Support the delivery of classroom and hands-on training Obtain needed equipment used to train staff working inside the jail **Please note this is *not* a general equipment grant for jail equipment. It is for *training* corrections officers and other staff who work in the jail.**

II. Allowable Items

Allowable expenses include, but are not limited to:

1. Training Hardware,

- Computers – laptop or desktop, (limited to 10 computers per grant) and related peripherals (mice, keyboard, monitors)
- Tablet computers, (limited to 10 tablets per grant)
- Cabling,
- WIFI in classroom

2. Software

- (Microsoft Office Suite or software used to create training content
 - Software requiring a subscription (including Articulate 360) may be reimbursed for a pre-paid 3 year subscription, subject to TCI approval.
 - All subscription software must be approved by TCI.

3. Audio- Visual Equipment:

- Projectors,

- Screens,
- Televisions,
- Smart Boards,
- Video cameras for recording training,
- Sound Gear,
 - Microphones,
 - Speakers,
 - Headphones
- Related supplies, (projector replacement bulbs, etc.)
- Simulators – must include correctional based scenarios.

4. Training Room Furniture:

- Tables,
- Chairs,
- Podiums/lecterns,
- Carts,
- Stands,
- Other classroom style furniture
- Whiteboards
- Chalkboards

5. Training equipment and tools

- CPR/1st Aid Training Equipment,
- Demo weapons,
- Defensive tactics protection gear, (e.g. “Redman” suit)
- Mats and protective padding,
- Shields for baton training
- Training “dummies”,
- Tasers for training, including taser batteries, and taser cartridges.
- Handcuffs, leg irons, and waist chains in an amount appropriate for training
- A limited number of radios (to be issued to correctional staff in training)

6. Training Gear:

- Helmets,
- Gloves,
- Eye protection,
- Hearing protection,
- Masks,
- Other items that will specifically be used in a training environment.

7. Training Supplies and Office Supplies for Training Staff, including, but not limited to:

- Copy paper (limited to one pack of 500 sheets per corrections officer)
- Legal/steno pads,

- Pens,
- Pencils,
- Toner/ink,
- Easel pads and easels,
- Markers for easel pads and whiteboards
- Highlighters
- Sticky Notes
- Shop rags
- 3-ring binders
- Spiral bound notebooks or similar
- Thumb drives/flash drives (no more than two thumb drives per Corrections Officer)
- Cleaner or disinfectant for mats, desks, or training environment.

8. Training Instructional Materials related to jails/workhouses and related security:

- DVDs
- Books
- Workbooks
- Online videos

9. Training Room Improvements

Only light remodeling and functional upgrades allowed

- Carpet, tile, paint, doors, windows, lighting
- Minor HVAC improvements
- Equipment needed to prepare a space for training

10. Specialized Training Items

- Weight room equipment for staff¹
- Ammunition for firearms training (only for agencies that certify correctional/transport officers)
- Cleaning supplies for training equipment
- BOLA wrap and pepperball training equipment
- Shipping and Handling
- Mental Health training and CIT training (if not made available through TCI scheduled training)
- Other items not specifically listed here may be requested in the application if it can be correlated to training correctional officers and staff. TCI may or may not approve the items.

¹ Beginning in FY27, weight room equipment may be approved not only when tied to a formal physical fitness policy, but also when the agency demonstrates a clear connection to officer well-being. This includes support for physical health, stress reduction, and mental wellness initiatives aimed at improving the overall resilience and performance of correctional staff. Agencies are encouraged to describe how the proposed equipment will contribute to staff wellness and retention, even in the absence of a formal fitness policy.

Other items may be considered if they clearly support officer training. TCI will make final decisions on all requests.

Important Item Rules

- Equipment amounts must match the number of staff being trained
- Over-purchasing or stockpiling is not allowed
- Custom or specialty items require justification
- Branding, engraving, or upgrades must be paid with non-grant funds.
- Agencies missing FY26 end-of-year reports are not eligible until those reports are submitted.
- TCI reserves the right to make final approval on all grant related items.

UNALLOWABLE EXPENSES:

1. No travel or related expenses
 - No conference fees
2. No uniforms
 - No hats/caps
 - No boots
 - No shoes
 - No patches
 - No stickers
 - No vests
3. No lethal force firearms
4. No vehicles
5. No kitchen equipment
6. No coffee makers, microwaves, or other “break room” equipment.
7. No excessive amounts of materials or stockpiling (example: agency with 25 employees would not be allowed to purchase thousands of pepper balls or OC spray).
8. Items not in the **final approved and executed contract**.
9. No “swag” or promotional giveaway items.
10. No food or drinks.
11. No cash or gift cards allowed.
12. No “signs” – electronic or metal

NO CHANGE TO APPROVED ITEMS WITHOUT APPROVAL

You must get **written approval** from TCI before making any budget changes. If an item is not listed in your contract, it will not be reimbursed.

Failure to Report

Agencies that participated in the FY26 Training Equipment Grant and that **failed** to submit an End of Year Report prior to July 17, 2026, deadline shall be disqualified

from obtaining a grant in FY27 unless the agency provides the following documentation by August 14, 2026:

1. The missing information
2. A letter signed by the Sheriff explaining the agency's corrective action plan for ensuring such oversights do not occur in the future.

Agencies that must comply with this additional application requirement will be notified after receipt of the intent to apply webform.

Recommendations for Consideration

The following advice is provided to aid agencies in their budget and scope preparations. It comes from lessons learned previously and is shared with agencies to ensure they do not run into a conflict.

1. Include accessories like keyboards, mice, speakers, and covers.
2. Include estimated shipping costs in your budget.
3. Use general descriptions ("50-inch monitor or similar")
4. Ask TCI before making any changes
5. Clearly explain and justify how the equipment improves officers training.

Intent to Apply

Applicants should complete the Intent to Apply by August 31, 2026.

Completion of the Intent to Apply form creates no obligation but is a prerequisite for applying and necessary to ensure receipt of any Grant Solicitation updates or other notices and communications relating to this Grant Solicitation. The Intent to Apply and all documents must reference the Grant Solicitation Title "FY27 Training Equipment Grant".

Reimbursement Only

This grant is reimbursement only. No advanced payment will be made. Agencies must submit an invoice to TCI to be reimbursed for expenses paid.

Application Deadline

An Applicant must ensure that the State receives an application no later than the application deadline time and date detailed in Section III, Schedule of Events. An Applicant must apply, as required, to this Grant Solicitation (including all attachments). The State will not accept late applications, and an Applicant's failure to submit its application by the deadline will result in disqualification of the application.

The State is seeking applications to provide the services outlined in this RFA. The State will offer up to 56 grant(s) for a total of **\$700,000.00**. The project period is expected to

begin December 1, 2026, and will last for 5 months. At this time, no additional funding is expected beyond the 5-month project period.

Pre-Application Training:

An optional pre-application training class will be hosted by Tennessee Corrections Institute on **08/21/2026**. The purpose of the class is to assist agencies with their TCI grant application, covering frequently asked questions, dealing with friction points and ensuring agencies do not have expenses denied due to technicalities related to a misunderstanding of the grant's requirements. Attendance is optional unless the agency has had a finding in previous TCI grants. Agencies that need to send a representative to this online training will be notified after the intent to apply is received.

Training class link:

III. APPLICATIONS:

To respond to this Request for Application, please complete the **Scope of Services, Budget, and Department of Revenue registration or Exemption Letter**. See also IRS Form W9 and the State of Tennessee, Department of Finance and Administration ACH (Automated Clearing House) Credits and Instructions for completion (if not already registered with the State in Edison). The **Application** contains detailed questions about your organization's background and the specifics of your proposed project.

Attachment 2 is the Grant [Budget](#). This section shall contain all information relating to cost, based on a line-item budget. Complete the Grant Budget form and the attached Line-Item Details form. A description of how dollars will be used must be provided for each line item completed with a superscript 2 on the end, as applicable for the Budget form.

Note: Please use the Department of Finance and Administration – Policy 03 Schedule A, (please refer to pages 11-16 of that policy) for your use in determining which expense category an item should be listed in your grant budget. This policy can be found on the internet at the address listed below:

https://www.tn.gov/content/dam/tn/finance/documents/fa_policies/policy3.pdf

The following is the anticipated schedule for awarding grants for the FY27 Training Equipment Grant. The State reserves the right to adjust the schedule as it deems necessary.

Grant Deadlines and Due Dates

EVENT	TIME (Central Time)	DATE (all dates are state business days)
1. RFA Issued		06/22/2026
2. Pre-response Teleconference (Optional)	11:00 AM	08/21/2026
3. Intent to Apply		08/31/2026
4. Deadline for Applications	11:59 p.m.	09/30/2026
5. Evaluation Notice Released		No later than 11/06/26
6. Effective Start Date of Contract		12/01/2026

Pre-response Webinar:

A Pre-response Teleconference will be held at the time and date detailed in the RFA Schedule of Events to answer questions concerning the funding opportunity. The information for the Pre-response Teleconference is as follows:

Microsoft Teams [Need help?](#)

Dial in by phone

[+1 629-209-4396,,533810782#](#) United States, Triune

[Find a local number](#)

Phone conference ID: 533 810 782#

Join on a video conferencing device

Tenant key: [stateoftn@m.webex.com](#)

Video ID: 117 858 603 3

[More info](#)

Any applicant desiring to submit an application in response to this RFA is encouraged to have at least one (1) representative on the teleconference, however attendance is **not** mandatory. If you cannot participate, please direct your questions by the scheduled deadline as indicated above, to TCI.Operations@tn.gov.

Questions and Answers:

All questions concerning this RFA must be presented via email as shown in Section IV., on or before the Deadline for Written Questions and Comments as detailed above in the Schedule of Events. Questions may be emailed to TCI.Operations@tn.gov. The State's responses will be emailed and posted as Frequently Asked Questions to the following website: [TCI Grants/RFI/RFP \(tn.gov\)](#)

Deadlines stated above are critical. If documents are submitted late, they will be deemed to be late and cannot be accepted. The clock-in time will be determined by the time of application email sent to TCI.Operations@tn.gov. No other clock or watch will have any bearing on the time of application receipt.

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

IV. Submission of APPLICATIONS:

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

Prospective Applicants must direct communications concerning this Request for Applications to TCI.Operations@tn.gov and indicate TCI Training Equipment Grant in the subject line.

Please email completed Application/Scope of Service, Budget, and Department of Revenue Sales Tax Exemption Letter to TCI.Operations@tn.gov by the deadline.

Checklist for Submission of Applications:

- ☐ [Intent to Apply](#) completed and submitted online no later than 08/31/2026
- ☐ [Application/Scope of Services \(Attachment 1\)](#)
- ☐ [Budget \(Attachment 2\)](#)
- ☐ Department of Revenue Sales Tax Exemption Letter [SUT-83 - Government Contractors – Tennessee Department of Revenue \(tn.gov\)](#)

V. Application Evaluation:

An evaluation committee made up of at least three (3) representatives not directly involved in the grants will review and score all eligible applications. The committee will evaluate applications based on the information required in this RFA. Applications must be complete, accurate, and consistent with all grant requirements.

a. Application Criteria

Applications will be reviewed to determine:

- Whether the agency meets eligibility requirements (Type 1, certification status)
- Whether the equipment requested is allowable and clearly identified
- Whether the agency provides sufficient justification for the request
- Whether the budget is accurate and reasonable
- Whether the agency confirms all purchases will be made and received by April 30, 2027
- Whether the equipment will benefit jail-based staff
- Whether FY26 reporting requirements were met (if applicable)

b. Evaluation Process

The evaluation committee may require clarifications from applicants. Applications that are incomplete or contain significant inconsistencies may be rejected. The State reserves the right to waive minor variances or reject any or all applications.

c. Scoring Rubric

Each eligible application will be scored according to the following rubric. A maximum of 100 points may be awarded:

Type 1 Facility Status (Eligibility Only)

- Yes = Eligible
- No = Ineligible (application not scored further)

Current TCI Certification

- Yes = 10 points
- No = 0 points

Score: _____

Accreditation Status

- Tier 2 = 15 points
- Tier 1 = 10 points
- None = 0 points

Score: _____

Application Narrative (Scope + Justification)

- Excellent detail and strong justification = 20 points
- Good = 16 points
- Adequate = 12 points
- Limited = 8 points
- Minimal = 4 points
- Incomplete = 0 points

Score: _____

Timeline Feasibility

Purchases must be made and received within the established grant period.

- Feasible = 5 points
- Not feasible = 0 points

Score: _____

Budget Quality

- Accurate, itemized, realistic, justified = 10 points
- Minor issues = 7 points
- Notable gaps = 4 points
- Inaccurate or unclear = 0 points

Score: _____

Training Impact

- Strong, direct impact = 20 points
- Moderate impact = 14 points
- Limited impact = 7 points
- No impact = 0 points

Score: _____

Past Grant Performance

- Excellent = 10 points
- Good = 7 points
- Fair = 4 points
- Poor = 0 points

Score: _____

County Classification Bonus

- Distressed = 10 points
- At-Risk = 7 points
- Large county (more than 100 correctional officers) = 5 points
- None = 0 points

Score: _____

TOTAL SCORE (up to 100 points): _____

VI. Sample Grant Contract:

Following the State's evaluation, grant contracts will be prepared as shown in the **Sample Grant Contract**.

It is imperative that each applicant review the entire Sample Contract with their legal counsel prior to submitting an application for a FY27 Training Equipment grant award and notify the State *in advance* if it cannot accept any terms or conditions. Please submit any exceptions to contract language with the Application for FY27 Training Equipment grant. **Taking any exceptions to State contract language may result in the Application being deemed non-responsive and rejected. Any later requests for contract changes will not be considered.**

GRANT CONTRACT: Email TCl.Operations@tn.gov for sample grant contract. Put "Sample Contract Request" in subject line.