

**Community Reentry Reinvestment Grant  
Serving Justice Involved Individuals**

**Request for Applications &  
Grant Application Guide  
July 1, 2023 – June 30, 2024**

**Application Due Date:  
July 14, 2023  
4:30 PM Central Time**

**Submit via email to:**

**Sophia Young, Grant Program Manager  
[Sophia.Young@tn.gov](mailto:Sophia.Young@tn.gov) and  
[Reentry@tn.gov](mailto:Reentry@tn.gov)**

## **GRANT OVERVIEW**

### **EXECUTIVE SUMMARY**

The Community Reentry Reinvestment Grant (CRRG) is a state funded cost reimbursement grant program provided by the Tennessee Department of Labor's Office of Reentry. This grant program requires a partnership with multiple entities to collaborate on creating a pathway to permanent employment for justice involved persons. The partnership requires a fiscal agent or grantee to manage the program. The fiscal agent can be a number of stake holders including but not limited to: local workforce development agencies, local governments, non-profit organizations, faith-based organizations and other non-governmental entities. This fiscal agent must demonstrate a successful history of workforce development with populations who have significant barriers to employment. The fiscal agent is responsible for identifying and coordinate the program training, certification and/or upskilling, etc. that all program participants seek to accomplish. The fiscal agent may use up to 10% of the total award amount for administrative purposes. Next, there must be a partnership with a local social service, non-profits, faith-based organizations, etc. to create an ecosystem of support for the population. This ecosystem will provide the necessary wraparound services to insure successful program completion and integration into the workforce. Finally, there must be an employer partner who will agree to a fair chance review and consideration of employment for all program completers. The results of which will insure a solid pathway from justice involvement to skill attainment to possible employment.

### **What is the Community Reentry Reinvestment Grant?**

This grant's purpose is to prepare the target population of a pipeline of Justice Involved Individuals with education, skills/on the job training, and employment opportunities in industries in high-demand regional sectors.

### **Who is the grant intended to serve?**

The grant is to serve Justice Involved Individuals who face barriers to educational support, job skills, and employment. This includes, but is not limited to, Justice Involved Individuals who lack a high school diploma, who are English language learners, and/or who need to improve their basic math, reading, writing, and general workforce preparedness skills.

### **Who may apply for the grant?**

Eligible Grantees shall include, but not be limited to for-profit, non-profit, local workforce areas, non-government organizations (NGO), and faith-based organizations. Grantees must demonstrate past effectiveness in providing industry-standard training and/or certifications that meet the need of employers in high-demand industry sectors. Eligible grantees should also assist in preparing Justice Involved Individuals with education, skills, or on the job training that help lead to subsequent employment opportunities The employment opportunities shall be built on labor market information that targets employers who are hiring in these industries.

The results should place Justice Involved Tennesseans in jobs and career pathways that pay livable wages, have job longevity, and which empowers them to sustain their families.

### **Where will the grant provide services?**

Potential Grantees must identify a desired service area in their application. The service area must identify the need for the designated training or certification based on regional employment opportunities. These may include major metropolitan areas, mid-level cities, and/or rural areas. The Tennessee Department of Labor & Workforce Development -Office of Reentry (TDLWD-OOR) will consult with applicants to ensure services are offered equitably across Tennessee.

### **What is the grant award amount?**

A total of \$900,000.00 is being made available. Applicants will propose their desired funding amount up to a maximum of \$100,000.00 using the guidance found in this document.

### **How will grantees receive funds?**

This is a reimbursable grant. Grantees will be required to submit requests once per month with supporting documentation to be reimbursed for allowable costs.

### **Is there a match requirement?**

No. Tennessee Department of Labor and Workforce Development's Office of Reentry will not require match for this grant.

## **APPLICATION REQUIREMENTS**

Applicants are required to submit all proposals via [reentry@tn.gov](mailto:reentry@tn.gov) to include a narrative of the proposal, letters of support from all partners entities, a detailed budget, and a signed request letter from their CEO, Executive Director, or the equivalent, no later than the close of business, July 14, 2023. NOTE: The Office of Reentry has discretion in the awarded funding level of each plan of action.

### ***The formal application should include the following:***

- Cover Page (Organization Name, all pertinent contact information, amount requested, number of Justice Involved Individuals to be affected)
- Grant Proposal Narrative and Expected Outcomes, including evidence of demonstrative effectiveness
- Desired service area (i.e., county, city, or other geographic regions) where training, community wraparound services, and potential job placement will occur.
- Services provided to participants and expected training or certificate (Outcomes)
- Employer(s) or Industry to be affected by the program
- Community Wraparound Partnering agencies or NGOs and their role
- Letters of support from all partner organizations and employer(s)

- An [SF-424A](#) budget and budget narrative that demonstrates how funds would be used in the grant. Budget proposals must align with the parameters and guidelines provided in the budget guidance and the scope of the budget must be congruent with the proposed program design and targeted population. A maximum of 10% of the total may be used for administrative costs.

## **ADDITIONAL FISCAL REQUIREMENTS**

- If you are not a current vendor with the State of Tennessee, please visit the [Edison Supplier Portal Page](#) and complete the process.
- For this Process you will need to complete the following documents:
  - [Supplier Direct Deposit Authorization Form](#)
  - [W-9](#)
- Refer to the [Edison Supplier Portal Registration Manual](#) for additional guidance
- Once the required documents have been received the SmartSimple link will be sent to you to register as a **new organization**
  - If you are currently a vendor with the State of Tennessee, please submit the required documents in your SmartSimple account

If you have questions refer to: [Central Procurement Office Supplier Information](#)

## **TIMELINE**

- Request for Application Release: June 30, 2023
- Application deadline: July 14, 2023
- Internal review of applications: July 14, 2023-July 28, 2023
- Notification of Awards: August 1, 2023
- Grant ends: June 30, 2024
- Final Programmatic Report: August 15, 2024

# Community Reentry Reinvestment Grant (Serving Justice Involved Individuals) Proposal Submission Checklist

- Cover Page
  - Project Title
  - Name of Organization, and all partner organizations
  - Mailing Address of Organization (Fiscal Agent)
  - Project Director's Name, Title, Telephone Number, Email Address, and Mailing Address
  - Desired Grant Amount
  - Projected Number to Serve
  - Geographic Region to be Served
  
- Acronym List (if needed)
- Table of Contents
  
- Page Numbering
  - Consecutively numbered, starting with the executive page
  
- Grant Proposal and Performance Requirements
  - Program Narrative
    1. Geographic Region to be Served
    2. Evidence of "Demonstrative Effectiveness"
      - Industry-standard training and certification
      - General workforce preparedness skills
      - Labor Market information that targets employers who are hiring
      - Previous experience in training and developing workforce
  - Budget (SF-424A) and Budget Narrative (1 year)
  - Partnerships Letters of Support
    - Fiscal Agent's Executive Director, CEO, etc.
    - Population provider (Jail, Prison, Court, etc.)
    - Ecosystem/Wraparound services partners
    - Employers

# Community Reentry Reinvestment Grant

(Serving Justice Involved Individuals)

## Cover Page

<b>Project Title</b>	
<b>Name of Organization</b>	
<b>Partner Organizations</b>	
<b>Mailing Address of Organization</b>	
<b>Telephone Number</b>	
<b>Project Director's name, title, phone number, email address, and mailing address</b>	
<b>Desired Grant Amount</b>	
<b>Projected Number to Serve (Cost per participant)</b>	
<b>Geographic region to be served</b>	

## Community Reentry Reinvestment Grant (Serving Justice Involved Individuals) Scoring Rubric

### Scoring Process

Shown in the table below are five (5) Rating Factors and the maximum points assigned to each factor. A percent value is assigned to each of the five (5) rating factors, correlating to its importance (see Percent of Total Value Column).

### Community Reentry Reinvestment Grant Rating Factors and Scoring System

	Rating Factors	Point Range	Percent of Total Value	Weighted Rating Factors Score
1.	Cover Sheet	0-5	15%	22.5
2.	Funding Proposal/Demonstrative Effectiveness	0-5	40%	60
3.	Program Narrative	0-5	15%	22.5
4.	Budget and Budget Narrative	0-5	10%	15
5.	Letters of Support from Pipeline Partners and Employers	0-5	20%	30
	<b>Maximum Possible Proposal Score</b>		<b>100%</b>	<b>150</b>

Raters will assign points to an applicant's response in each of these rating factors on a scale of 0 – 5, according to the rating scale shown below. The points allocated to each rating factor are weighted according to the Percent of Total Value to arrive at the Weighted RF Score. The Weighted RF scores are added to calculate the overall score for each proposal. The maximum possible proposal score is 150.

### Threshold/Minimum Score

A proposal must meet a threshold of **50%** or a minimum score of **75** total points to be considered for funding.

### Six-Point Rating Scale

Not Responsive 0	Poor 1	Fair 2	Satisfactory 3	Good 4	Excellent 5
The response <b>fails to address</b> the criteria	The response addresses the criteria in a <b>very inadequate way</b>	The response addresses the criteria in a <b>non-specific or unsatisfactory way</b>	The response addresses the criteria in an <b>adequate way</b>	The response addresses the criteria in a <b>substantial way</b>	The response addresses the criteria in an <b>outstanding way</b>