

TENNESSEE
Grant Solicitation Packet



Fiscal Year 2023
Violent Crime Intervention Fund
State Funding

Re-released on: 01/09/2023
Intent to Apply due: 12/15/2022
Completed applications due: 01/30/2023

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GRANT SOLICITATION CONTENTS

- 1. IMPORTANT INFORMATION**
- 2. APPLICATION PROCESS & INSTRUCTION &
APPLICATION COMPLETION CHECK-OFF LIST**
- 3. SCHEDULE OF EVENTS**
- 4. FUND SOURCE DESCRIPTIONS AND SPECIFIC REQUIREMENTS**
- 5. FINANCIAL REQUIREMENTS**
- 6. REPORTING REQUIREMENTS**
- 7. APPLICATION EVALUATION**

1. IMPORTANT INFORMATION

Introduction

Gov. Bill Lee and the General Assembly appropriated \$100 million in the State 2022-23 budget for the Violent Crime Intervention Fund (VCIF), which provides grant funds for local law enforcement agencies to implement evidence-based programs, technology, and strategies that will reduce violent crime in our communities.

Based on the guidance received from local stakeholders across the state, the Violent Crime Intervention Fund grants will support:

- Implementation of programming based on proven effective violent crime intervention models
- Hiring and training of specialized violent crime investigative units
- Purchase and application of new technology and equipment
- Law enforcement led partnerships with community organizations of their choice to directly disrupt or prevent violent crime

To support broader access to these funds the state has contracted with the [University of Tennessee Institute for Public Service](#) to provide technical assistance directly to law enforcement agencies seeking to apply. Applicants are **strongly encouraged** to work with the Institute to access training and technical assistance in crafting their VCIF grant project designs, submitting their applications, planning and implementing grant activities, and evaluating the impact of their programs.

A law enforcement agency receiving a grant is authorized to enter into a grant agreement or subcontract with a local governmental agency or a third-party nonprofit organization to provide programs and services; provided that a nonprofit organization has at least five (5) years' experience in providing programs and services focused on violent crime intervention. Those programs and services must be evidence-based or research-based and accompanied by monitoring and quality control procedures that ensure that such programs and services are delivered according to applicable standards.

For the purpose of providing violent crime intervention grants, “evidence-based” and “research-based” have the same meanings as defined in the Tennessee Code Annotated Section 37-5-121.

1.1. Eligibility

Eligible applicants include municipal and county local law enforcement agencies, including metropolitan governments seeking to address violent crime in their communities.

If an agency wishes to apply for VCIF Competitive Collaborative Enhancement Funds on behalf of a regional collaborative group, they must do so in a separate section of the application (see below for details). Applicants of Enhancement Funds must demonstrate a need for additional funding to support regional/multijurisdictional collaborative project that involves at least TWO law enforcement agencies. Letters of support are required from all partner law enforcement agencies and nonprofit agencies that will be a part of the collaborative regional response.

1.2. Agencies applying for funding must meet the criteria listed in section 4 of this solicitation. Agencies not able to demonstrate they meet these criteria must not apply.

1.3. Length and Amount of Project Support

Length:

Grant contracts will start no earlier than March 1, 2023 and will end June 30, 2025. Start date will be dependent upon local government agencies' internal contract acceptance processes.

Project Support:

A. Formula Based Grants:

Each law enforcement applicant should refer to the [funding formula plan](#) to determine their overall budget for programming to address violent crime in their respective communities. The funding amount is based on each agency's reported three-year average of reported violent crime.¹ Grant funding can support one or more of the following activities to address violent crime needs:

- Implementation of programming based on proven effective violent crime intervention models
- Hiring and training of specialized violent crime investigative units
- Purchase and application of new technology and equipment
- Law enforcement led partnerships with community organizations of their choice to directly disrupt or prevent violent crime

B. Competitive Collaborative Enhancement Grants:

Competitive Collaborative Enhancement funds may also be applied for (see instructions below). The state has allocated a maximum liability per contract not to exceed \$2,000,000 for agencies applying for enhancement funds to address regionally specific needs to combat violent crime through a regional/multi-jurisdictional approach that includes sharing of intelligence and resources to effectively respond to the violent crime problem. These projects should undertake evidence-based strategies that enhance community relationships, promote public safety, and hold violent offenders accountable.

1.4. Program Purpose

The purpose of the Violent Crime Intervention Fund (VCIF) grant program is to provide support to local law enforcement in developing and implementing proven public safety strategies to combat violent crime (including juvenile violent crime).

In addition to **VCIF formula funding**, the purpose of the **VCIF Competitive Collaborative Enhancement funding** is to support regional/multijurisdictional collaborative interventions that address violent crime.

Program Priorities include but are not limited to:

- Evidence-informed interventions that are shown to have demonstrated impact on violent crime within the community;
- Equipment purchases that enhance local law enforcement agencies' ability to safely and effectively investigate and prevent violent crime;
- Coordinated projects that engage community partners in identifying and implementing interventions to reduce or stop violent crime; and
- Training and technical assistance.

The grantee shall be required to participate in all OCJP designated Technical Assistance Provider trainings and activities.

1.5. Grant Solicitation Communications

The State has assigned the following Grant Solicitation identification titles that must be referenced in all communications regarding this Grant Solicitation:

- **Violent Crime Intervention Fund: Formula Based Grant**
- **Violent Crime Intervention Fund: Competitive Collaborative Enhancement Grant**

Prospective Applicants must direct communications concerning this Grant Solicitation to the following email designated and indicate which Grant Solicitation Title in the subject line:

Info.OCJP@tn.gov

1.6. Notice of Intent to Apply

Applicants should complete the [Intent to Apply](#) by the deadline detailed in the Grant Solicitation

¹ OCJP used the average of the past three years (2019, 2020, 2021) of TIBRS violent crime (inclusive definition, see Funding Plan Methodology) data as a point estimate for the total number of violent crimes per local law enforcement agency.

Section 3, Schedule of Events. Applicants must enter an Intent to Apply for each intended application submitted noting whether it is for the **Formula Based Grant** application or the **Competitive Collaborative Enhancement Grant** application.

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.

1.7. **Application Deadline**

Applicant must ensure that the State receives an application no later than the application deadline time and date detailed in the Grant Solicitation Section 3, 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.

2. APPLICATION PROCESS AND INSTRUCTION

2.1. Scopes of Service

The Office of Criminal Justice Programs has provided a word document for use in constructing an application under this solicitation based on the various project types available. First select the proper **scope of service** from the list below and save the document to your computer with the grant solicitation identification title before completing it.

There are TWO different Violent Crime Intervention Fund scopes of service, depending on the type of project for which you are applying:

- **Formula Based Grants** is located at the following link: [Formula Scope](#). It contains definitions and instructions for completion.
- **Competitive Collaborative Enhancement Grants****: is located at the following link: [Enhancement Scope](#). It contains definitions and instructions for completion.

**Lead agencies submitting a Competitive Collaborative Enhancement Grant application are also eligible to submit the Formula Based Grant application for their agency.

Please use the [VCIF Abstract](#) to complete your **Scope(s)** document.

Each Scope of Services document contains the following headers and will be evaluated based upon the following criteria:

EVALUATION CATEGORY
Crime Data, Problem Statement, & Target Population
Purpose
Collaboration
Project Design & Timeline
Outputs
Data Collection
Accountability

The Scope of Service document(s) should be submitted with the application. See Sections 2.3 and 2.4 for information on how to submit your application.

2.2. Budget Summary and Line-Item Detail

Begin by saving this document to your computer with the **grant solicitation title** and then fill in the budget detail and the summary of this spreadsheet. Please use whole numbers.

Complete one budget page per each fiscal year of funding requested (FY2023 March – June 30, 2023; FY2024; and FY 2025 as applicable). You must complete a budget for each year of funding requested.

There is **no match required** for this grant: [Budget](#), [Budget Instructions](#)

Each fiscal year project budget consists of two components: the Summary Budget Amounts for the State and Line-Item total for each line item; and the Budget Narrative for each line item where narrative detail is required. All budgeted line items must be reasonable, necessary, and allocable directly to the project.

2.3. Application Submission

An Applicant must ensure that the State receives the application no later than the Application Deadline time and date detailed in the Grant Solicitation Section 3, Schedule of Events.

Applications must be sent to the following email address:

Info.OCJP@tn.gov

2.4. Application Requirements

- 2.4.1. The first step to the application process is to submit the Intent to Apply form through the following link: [Intent to Apply](#) by December 15, 2022 as your intent to apply for each grant application submitted (See Grant Solicitation Section 3, Schedule of Events). If your agency is applying for both the **Formula Based Grant** and the **Competitive Collaborative Enhancement Grant**, you would submit **TWO Intent to Apply forms**.

Intent to Apply must reference the grant solicitation identification title (See section 1.5.1). There is no obligation to apply for the funding upon completion of the Intent to Apply.

- 2.4.2. The next step is to create a Scope of Services by using the word forms document found at the links provided in 2.1 that correspond with the grant solicitation identification title.

- **Formula Based Grants** is located at the following link: [Formula Scope](#). It contains definitions and instructions for completion.
- **Competitive Collaborative Enhancement Grants**: is located at the following link: [Enhancement Scope](#). It contains definitions and instructions for completion.

- 2.4.3. Next create a budget:

Complete one budget document per each fiscal year of grant funding requested.

For example, if the agency is applying for funding for FY 2023; FY 2024 and FY 2025; then three budgets would be required, each containing a summary page and a detail page for each year of funding.

No Match: [Budget](#), [Budget Instructions](#),

- 2.4.4. Submit approved cost allocation plan (if applicable).
- 2.4.5. Submit approved indirect cost rate (if applicable).
- 2.4.6. Attach Letters of Support or MOUs (Required for **Competitive Collaborative Enhancement Grant** applications).
- 2.4.7. Use the checklist in section 2.7 of this application and submit all required documents via e-mail to Info.OCJP@tn.gov.

2.5. Application Deadline

January 30, 2023

2.6. Response Preparation Costs

The State will not pay any costs associated with the preparation, submittal, or presentation of any application.

2.7. Application Completion Check-off List

(Retain for your own purposes)

To ensure compliance with funding consideration requirements, please read the entire solicitation.

- [Intent to Apply](#) completed and submitted online no later than December 15, 2023.
- Scope(s) of Service document(s) completed ([Formula Scope](#); [Enhancement Scope](#))
- Budgets completed on the excel spreadsheet (one for each fiscal year of funding requested)

[Budget](#) and [Budget Instructions](#) completed on the excel spreadsheet (one for each year of funding requested)

- Most recent approved Cost Allocation Plan (if applicable)
- Approved Indirect Cost Rate (if applicable)
- Attach Letters of Support or MOUs (Required for Competitive Collaborative Enhancement Grant applications)

Applications must be submitted in accordance with Section 2.4 no later than 4:30 pm central time, January 30, 2023.

If you have completed the above items and emailed to Info.OCJP@tn.gov with the grant solicitation description title in the subject line (see section 1.5.1. for a complete list), then your application is complete.

3. GRANT SOLICITATION SCHEDULE OF EVENTS

3.1. The following Grant Solicitation Schedule of Events represents the State's best estimate for this Grant Solicitation.

EVENT	TIME (central time zone)	DATE
1. Grant Solicitation Issued	4:30 p.m.	October 11, 2022
2. Notice of Intent to Apply Deadline	4:30 p.m.	December 15, 2022
3. Application Deadline	4:30 p.m.	January 30, 2023
4. Contract Start Date		March 2023

3.2. **The State reserves the right, at its sole discretion, to adjust the Grant Solicitation Schedule of Events as it deems necessary.** Any adjustment of the Schedule of Events shall constitute a Grant Solicitation update, and the State will communicate such to prospective Applicants from whom the State has received a Notice of Intent to Apply (refer to section 1.5).

4. FUND SOURCE DESCRIPTIONS AND SPECIFIC REQUIREMENTS

4.1. State Funding Program Requirements

- 4.1.1. Law Enforcement Agencies: In order for law enforcement agencies to qualify for grant funds, they must comply with the following:
- a. Fingerprint Reporting Requirement: The Agency shall ensure that they will comply with Tennessee Code Annotated (TCA) 38-3-122 and will submit all fingerprints taken to the Tennessee Bureau of Investigation (TBI).
 - b. TIBRS Reporting Requirement: The Agency shall ensure that they comply with the rules and regulations of the Tennessee Bureau of Investigations (TBI) as empowered by Tennessee Code Annotated (TCA) 38-10-101 et seq. with regard to the Tennessee Incident Based Reporting System (TIBRS). The agency will at all times maintain TBI certification of their compliance with those rules and regulations.
 - c. National Instant Criminal Background Check System (NICS) Reporting Requirement: The Agency shall ensure that they comply with Tennessee Code Annotated (TCA) 33-3-1115 with regard to NICS Reporting. The agency will at all times maintain compliance.
 - d. Death in Custody Reporting Act (DICRA) Requirement: The Agency shall comply with PUBLIC LAW 113-242 by submitting all deaths in custody to the TBI.
 - e. DNA and CODIS Requirements: The Agency shall ensure that they will comply with Tennessee Code Annotated (TCA) 40-35-321 regarding the collection of DNA.
 - f. Use of Force Requirement: The Agency must have a certification from the Tennessee Association of Chiefs of Police regarding their Use of Force policies. The Agency must also comply with TCAs 38-3-121, 38-8-101, 38-8-113, 38-8-127:130, and 40-6-105.
- 4.1.2. Statewide Contracts and Cooperative Agreements: Agencies are strongly encouraged to utilize statewide contracts and cooperative agreements, to expedite the purchasing process. Equipment and technology purchases under this application will first identify products currently on state contract or local cooperative agreement as the first choice to allow for consistency across entities, enhanced data collection, and a uniform system of tracking violent criminals.
- Radios purchased with grant funds must meet P25 CAP Encryption Requirements, which have no encryption, have AES 256 algorithm, and have AES 256 algorithm along with any other non-standard encryption algorithms. License Plate Readers may only be purchased with grant funds if they are to be installed on state right of ways and are approved by the Tennessee Department of Transportation, in accordance with Tenn. Code Ann. § 55-8-198.
- Failure to comply with these requirements will result in a questioned cost and agencies will be required to pay back all cost not compliant with this section and certification.
- 4.1.3. Public or Nonprofit Organizations: Organizations must be operated by public or nonprofit organizations, or a combination of such organizations.
- 4.1.4. Evidence-Based Programming: Agencies should employ evidence-based programming in their grant project or use best practices (as identified in research) in the implementation of their proposed project. Websites such as www.CrimeSolutions.gov or <http://www.samhsa.gov/programs-campaigns> offer resources that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services. For the purpose of providing violent crime intervention grants, “evidence-based” and “research-based” have the same meanings as defined in the Tennessee Code Annotated Section 37-5-121.
- 4.1.5. Subject to Funds Availability: Funding is subject to the appropriation and availability of State funds. In the event that the funds are not appropriated or are otherwise unavailable, the State reserves the right to terminate this solicitation. Upon such termination, the Grantee shall have no right to

recover from the State any actual, general, special, incidental, consequential, or any other damages whatsoever of any description or amount.

- 4.1.6. Tennessee Department of Revenue Registration: Pursuant to Tennessee Code Annotated (TCA) 12-3-306 all sub-recipients must comply with the Retailers' Sales Tax Act compiled in TCA 67-6-8 101 et seq. All sub-recipients and therefore required to either register a sales and use account with the Department of Revenue or seek an exemption from the same. Information on the process can be found at: Sales and Use Registration.

Applications must include sales/use registration information or exemption letter. Requests for this registration or exemption should be initiated at least two (2) business days prior to application due date. (This does not apply to DTFs and State and Local Law Enforcement.)

- 4.1.7. High Risk Designation: Requirement to disclose whether recipient is designated "high risk" by a federal grant-making agency. If the recipient is designated "high risk" by a federal grant-making agency, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to the OCJP.

For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

Applicants will be required to submit a [High Risk Designation Certification](#) if selected for funding.

4.2. Allowable Use of Funds

Please reference the [Allowable Costs section of the OCJP Grants Manual](#) for full explanations/restrictions regarding Allowable Costs.

- 4.2.1. General Salaries and Personnel Costs: Payment of personnel costs are allowable if costs are a part of an approved project and are necessary and incidental to project implementation and operation.
- 4.2.2. Space: The cost of space in privately - or publicly - owned buildings used for the benefit of the program is allowable subject to the conditions stated below:
- The total cost of space may not exceed the rental cost of comparable space and facilities in a privately owned building in the same locality.
 - The cost of space procured for program usage may not be charged to the program for periods of non-occupancy, without authorization of OCJP.
 - Rental Cost: The rental cost of space in a privately owned building is allowable. Rent cannot be paid if the building is owned by the grantee or if the grantee has a substantial financial interest in the property. However, the cost of ownership is an allowable expense. Similar costs for a publicly owned building are allowable where "rental rate" systems, or equivalent systems that adequately reflect actual costs, are employed. Such charges must be determined on the basis of actual cost (including depreciation-based on the useful life of the building, operation and maintenance, and other allowable costs). Where these costs are included in rental charges, they may not be charged elsewhere.
 - Maintenance and Operation: The cost of utilities, insurance, security, janitorial services, elevator services, upkeep of grounds, normal repairs and alterations, and the like are allowable to the extent they are not otherwise included in rental or other charges for space.

- Occupancy of Space Under Rental-Purchase or a Lease with Option-to-Purchase Agreement: The cost of space procured under such arrangements is allowable when specifically approved by OCJP. This type of arrangement may require application of special matching share requirements under construction programs.
- Depreciation and Use Allowances on Publicly Owned Buildings: Depreciation or a use allowance on idle or excess facilities is NOT ALLOWABLE.

4.2.3. Professional Fees: If the implementing governmental agency or non-profit organization is entering into a subcontractual relationship with an entity that is providing project based professional services for the project, a subcontract will be required between the implementing agency and the subcontracting entity. Subrecipients should check the OCJP Grants Manual as many items in this line item require a pre-approved Subcontract. Enter the name of the individual or company being used, the number of hours or days for the fiscal year and the total cost. Consultant rates of payment are to be reasonable and consistent with fees for similar services in the marketplace. Individual consultant fees cannot exceed \$650 per day or \$81.25 per hour; this includes legal, medical, psychological, training, and accounting consultants.

A law enforcement agency receiving a grant is authorized to enter into a grant agreement or contract with a local governmental agency or a third-party nonprofit organization to provide programs and services, provided that a nonprofit organization must have at least five (5) years' experience in providing programs and services focused on violent crime intervention and those programs and services must be evidence-based or research-based and accompanied by monitoring and quality control procedures that ensure that such programs and services are delivered according to applicable standards.

Each law enforcement agency that approves a grant agreement or contract with an agency of local government or a third-party nonprofit organization to receive grant funds appropriated under Title 111-2 Item 3.5 shall provide to OCJP a quarterly report to the Speakers of each House of the General Assembly, the Chairs of the Finance, Ways and Means Committees of the Senate and the House of Representatives, and the Office of Legislative Budget Analysis identifying the name and location of each grant, recipient, the amount of the grant; and the purpose for which the funds are used.

For the purpose of providing violent crime intervention grants, "evidence-based" and "research-based" have the same meanings as defined in the Tennessee Code Annotated Section 37-5-121.

- Funds budgeted for professional consultant or subcontracting entity employees should be detailed under the "Professional Fee, Grant & Award" line of the budget.

- Speaker fees for Conferences must be detailed under the "Travel, Conferences & Meetings" line of the budget. All projects providing training instructors/speakers with state funds will need to submit a Notification of Speakers Agreement for each instructor/speaker 15 days prior to the training event. See [Chapter IX. OCJP Grants Manual](#).

4.2.4. Publication of Documents and Electronic Media: Project directors are encouraged to make the results and accomplishments of their activities available to the public. A recipient/subrecipient who publicizes project activities and results shall adhere to the terms and conditions of the award as well as the following:

Responsibility for the direction of the project activity should not be ascribed to OCJP. The publication shall include the following statement: "This project is funded under an agreement with the State of Tennessee."

All materials publicizing or resulting from award activities shall contain an acknowledgement of OCJP assistance. An acknowledgement of support shall be made through use of the above statement or comparable footnote.

The OCJP Program Manager will verify the statement PRIOR to printing or publication.

A recipient/subrecipient is expected to publish or otherwise make widely available to the public, as

requested by OCJP, the results of work conducted or produced under an award.

All publication and distribution agreements with a publisher will include provisions giving the State of Tennessee a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use and to authorize others to use the publication for government purposes.

Unless otherwise specified in the award, the recipient/subrecipient may copyright any books, publications, films, or other copyrightable material developed or purchased as a result of award activities. Copyrighted material shall be subject to the same provisions of the state government.

The recipient/subrecipient shall submit a publication and distribution plan to OCJP before materials developed under an award are commercially published or distributed. The plan shall include a description of the materials, the rationale for commercial publication and distribution, the criteria to be used in the selection of a publisher, and, to assure reasonable competition, the identification of firms that will be approached. Prior OCJP approval of this plan is required for publishing project activities and results when funds are used to pay for the publication.

4.2.5. Travel: Expenses and reimbursements for in-state and out-of-state travel must follow the most current comprehensive State of Tennessee Rules and Regulations [State of Tennessee Travel Rules and Regulations](#). OCJP requires prior approval for attendance at any out of state conference or training.

4.2.6. Equipment and Technology Purchases: Radios purchased with grant funds must meet P25 CAP Encryption Requirements, which have no encryption, have AES 256 algorithm, and have AES 256 algorithm along with any other non-standard encryption algorithms. License Plate Readers may only be purchased with grant funds if they are to be installed on state right of ways and are approved by the Tennessee Department of Transportation, in accordance with Tenn. Code Ann. § 55-8-198.

Failure to comply with these requirements will result in a questioned cost and agencies will be required to pay back all cost not compliant with this section and certification.

Additionally, agencies are strongly encouraged to utilize statewide contracts and cooperative agreements, to expedite the purchasing process. Equipment and technology purchases under this application will first identify products currently on state contract or local cooperative agreement as the first choice to allow for consistency across entities, enhanced data collection, and a uniform system of tracking violent criminals.

Preferred equipment includes, but is not limited to, the following:

- Shot Spotter Technology
- License plate readers (LPRs) on SWC450
- Pole cameras
- Video Analysis Software
- Body Armor for agency personnel and K-9s
- Body-worn cameras
- P25 Radios
- Statewide Communications Systems (TACN)

4.3. **Unallowable Use of State Funds:**

Please reference the [Unallowable Costs section of the OCJP Grants Manual](#) for full explanations and restrictions regarding Unallowable Costs.

4.3.1. Generic Unallowable Costs:

- Construction,
- Land acquisition (Purchase of real property),
- Any expenditures that reflect supplanting,
- Compensation of federal employees,
- Travel of federal employees,
- Bonuses or commissions,

- Military type equipment,
- Uniforms,
- Lobbying,
- Fundraising (including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions),
- Corporate formation,
- Legal fees,
- Cost in applying for this grant,
- First class travel,
- Gift cards,
- Cost incurred outside the project period, and.
- Late fees

4.3.2. Program Income: Program Income is unallowable without prior approval. See the Program Income portion of the OCJP Grants Manual at the following link: [OCJP Grants Manual](#).

5. FINANCIAL REQUIREMENTS

- 5.1 OCJP grants are governed by the provisions of the Office of Management and Budget (OMB) Uniform Guidance applicable to financial assistance. The sub-recipient must follow [OMB Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements](#) (Uniform Guidance). Additional information and guidance are contained in the fund source chapters of the OCJP Grants Manual available from the Office of Criminal Justice Programs upon award of grant funds or by referring to the [OCJP Grants Manual](#). This policy manual provides information on allowed costs, methods of payment, audit requirements, accounting systems, and financial records. Specific requirements include:

- 5.1.1. Accounting Systems: A grant accounting system must be in place and financial records must accurately account for funds awarded to them. The system must have a financial management module in place that is able to record and report on the receipt, obligation, and expenditure of grant funds. This includes ability to track grant funds separately from other funds. There should be a system in place that can accurately track employee's time charged to the grant. Accounting policies and procedures should be documented and in use, this includes payroll and purchasing policies that reflect good internal controls.
- 5.1.2. Cost Allocation Plan: If any part of the costs to be reimbursed are joint costs involving allocation to more than one program or activity, a cost allocation plan must be submitted and approved by the subrecipient's cognizant agency. The subrecipient's cognizant agency is the agency whose funds comprise the greatest percentage of grant funds received by the Subrecipient. Cost Allocation Plans must comply with the applicable accounting and financial standards, either Financial Accounting Standards Board ("FASB") standards or Governmental Accounting Standards Board ("GASB") standards. Methods used for allocating costs may differ between Subrecipients. It should be noted that grantors are not required to fully fund the costs that are charged to a particular program under an approved Cost Allocation Plan if such costs are not allowable under the contract with the Subrecipient or exceed the prescribed funding percentage or budgets.

The requirements for the development and submission of indirect cost proposals and cost allocation plans are set out in Appendices III – VI of 2 C.F.R. Part 200, for subrecipients that are a state department, city, county (and subdivision thereof) and state college, university, and technology center. These subrecipients should follow the guidelines applicable to its type of organization.

[2 C.F.R. § 200, Appendix V for State/Local Government Central Service Cost Allocation Plans](#)

[2 C.F.R. § 200, Appendix VII for State/Local/Tribal Indirect Cost Proposals](#)

For additional information regarding cost allocation plans, please refer to [Chapter XVI – Cost Allocation](#) of the OCJP grants manual.

- 5.1.3. Indirect Cost Rate: Should the subrecipient request reimbursement for indirect costs, the Subrecipient must submit to the State a copy of the indirect cost rate approved by the cognizant federal agency or the cognizant state agency, as applicable. The Subrecipient will be reimbursed for indirect costs in accordance with the approved indirect cost rate and amounts and limitations specified in the grant budget. Once the subrecipient makes an election and treats a given cost as direct or indirect, it must apply that treatment consistently and may not change during the contract period. Any changes in the approved indirect cost rate must have prior approval of the cognizant federal agency or the cognizant state agency, as applicable. If the indirect cost rate is provisional during the contract period, once the rate becomes final, the subrecipient agrees to remit any overpayment of funds to the State, and subject to the availability of funds the State agrees to remit any underpayment to the subrecipient.
- 5.1.4. Reporting Irregularities: The subrecipient is responsible for promptly notifying OCJP and the State of Tennessee Comptroller of any illegal acts or irregularities and or proposed actual actions. Please notify the State of Tennessee Comptroller Hotline at 1-800-232-5454 of any irregularities that occur. Illegal acts include: conflicts of interest, falsification of records or reports, misappropriation of funds or other assets, and/or fraud, waste or abuse. For additional information, please refer to the Tennessee Comptroller of the Treasury website here: <http://www.comptroller.tn.gov/la/LGSfraudReporting.asp>.

6. REPORTING REQUIREMENTS

The sub-recipient must collect, maintain, and provide to OCJP, data that measure the performance and effectiveness of activities under this award, in the manner, and within the timeframes, specified in the program solicitation, or as otherwise specified by OCJP. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

The data collected should support the information submitted on the reports and OCJP may periodically request to see the back-up data that supports the information submitted.

Any additional reports required will be determined by the scope of the project.

6.1 Programmatic Reporting

6.1.1. Reporting requirements will be determined based on your project design and the data that can be collected. Requirements will at a minimum include a semi-annual and annual report and a final report at the conclusion of the grant. At minimum, reports shall include: (a) the Grantee's name; (b) the Grant Contract's Edison identification number, Term, and total amount; (c) a narrative section that describes the program's goals, outcomes, successes, and setbacks, whether the Grantee used benchmarks or indicators to determine progress, and whether any proposed activities were not completed; and (d) other relevant details requested by the Grantor State Agency. Annual and final report documents to be completed by the Grantee shall appear on the Grantor State Agency's website or as an attachment to the Grant Contract.

6.1.2. Each law enforcement agency that approves a grant agreement or contract with an agency of local government or a third-party nonprofit organization to receive grant funds appropriated under Title 111-2 Item 3.5 shall provide quarterly report to the Speakers of each House of the General Assembly, the Chairs of the Finance, Ways and Means Committees of the Senate and the House of Representatives, and the Office of Legislative Budget Analysis identifying the name and location of each grant, recipient, the amount of the grant; and the purpose for which the funds are used.

6.2 Fiscal Reporting

Sub-recipient agencies must request reimbursement at least once per quarter based on expenditures incurred. However, it is recommended that agencies invoice monthly when monthly expenditures are incurred.

6.2.1. Invoice for Reimbursement (Non-state Agencies): The invoice is used to request monthly reimbursement. It is **strongly recommended** that agencies invoice monthly when monthly expenditures are incurred. However, subrecipient agencies can invoice quarterly. If invoicing quarterly, agencies **MUST request reimbursement 30 days after the end of each quarter for all the expenses incurred during the quarter in its entirety**. Funds can only be distributed to sub-recipients upon receipt of a properly prepared and signed invoice. The invoices are emailed to the Office of Business and Finance of the Department of Finance and Administration.

6.2.2. Project Equipment Summary Report: This report is completed on an annual basis, if equipment or "Sensitive Minor Equipment" (see [OCJP Grants Manual Chapter X](#)-Property and Equipment for definition) is purchased with grant funds during the current fiscal year. It is due to OCJP no later than thirty (30) calendar days past the end of the State fiscal year or July 31st. For new projects, the Project Equipment Summary Report should list new or start-up equipment purchases. For multi-year projects, the Project Equipment Summary Report should specifically identify any purchases that have been made for equipment, either totally or in part with grant money, since the last fiscal year. This report is available for online submission at https://stateoftennessee.formstack.com/forms/project_equipment_summary_report.

6.3 Fiscal and Program Monitoring

The Office of Criminal Justice Programs program managers and fiscal monitors provide routine program and fiscal monitoring of all OCJP contracts. This monitoring provides program and fiscal contract compliance review, much needed information on how the program is actually being implemented and assists in identifying sub-recipients experiencing problems requiring corrective action. If through monitoring a problem area is identified and corrective action is requested, OCJP sub-recipients must adhere to the corrective action requirements identified in the [OCJP Grants Manual Chapter XIX. D](#) within the time period required.

7. APPLICATION EVALUATION

7.1 Review and Evaluation of Proposals

Each application will be rated, utilizing a “weighted” review tool, based on the applicant agency’s ability to provide a logical description of how their project theoretically works to benefit the target group. The project description must tie goals, objectives, activities, and outputs together in a logical fashion. Applications will be reviewed for financial and programmatic completeness by OCJP staff with expertise in grant requirements and program design. The applications will be rated, and funding will be determined through a competitive review process by a review team of professionals knowledgeable in applicable subject material. Grants will be awarded based on current funding patterns, the availability of funds, and the above cited criteria.

All competitive applications will undergo a final review by OCJP Staff and applicants will be notified of approval or denial. If an application is approved, the contract between the state and the sub-recipient will be emailed with the approval letter. The contract **must** be signed by the Authorized Official and returned to the Office of Criminal Justice Programs for approval by the Commissioner of Finance and Administration. After the Commissioner approves the contract, an executed original contract will be emailed to the sub-recipient.

7.2 Grant Solicitation Update

The State at its sole discretion may update this Grant Solicitation, in writing, at any time prior to contract award. However, prior to any such update, the State will consider whether it would negatively impact the ability of potential Applicants to meet the response deadline and revise the Grant Solicitation Schedule of Events if deemed appropriate. If a Grant Solicitation update is issued, the State will convey it to potential Applicants who submitted a Notice of Intent to Apply (refer to Grant Solicitation Section 1.5). A response must address the final Grant Solicitation (including its attachments) as updated.