

TENNESSEE CORRECTIONS INSTITUTE

REQUEST FOR APPLICATION

FOR

FY24 TRAINING EQUIPMENT GRANT

RFA # 31609-0076

Project Period: 10/15/2023 – 4/30/2024

Released on: 07/24/2023
[Intent to Apply Due: 09/01/2023](#)
Completed Applications Due: 9/01/2023

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), under the authority of Tennessee Code Annotated §41-7-103 (1) is responsible for the training of correctional personnel in the methods of delivering correctional services in the municipal, county, and metropolitan jurisdictions. Training provided by TCI often occurs in facilities owned and operated by municipal, county, and metropolitan correctional facilities. These agencies also perform in-house training for their respective staff. TCI is offering grant funding to qualified applicants for the purchase of training equipment. The receipt or expenditures of grant funds received by a local correctional facility under this subsection is subject to audit by the Comptroller of the Treasury or the comptroller's designee. The maximum amount of each training equipment grant is \$15,000.00.

Agencies applying for funding must meet the criteria listed in the next paragraph. Agencies not able to demonstrate they meet this criterion must not apply. **The following entities are eligible to apply for TCI Training Equipment grants under this solicitation:**

Local Type 1 Adult Correctional Facilities, henceforth referred to as "**LACF**", owned and/or operated by a Tennessee municipal government, Tennessee county government, Tennessee city government, or Tennessee County Mayor's Office (in the case of a county workhouse). LACFs are defined in the Rules of the Tennessee Corrections Institute Correctional Facilities Inspection, Chapter 1400, Rule 1400-01.02 (4) (a) Basic Information.

LACFs must maintain a current TCI certification. Agencies that have been deemed "decertified" by the TCI Board of Control (BOC) must appear before the BOC to request the funds, must offer justification for the funds, and must submit measurable progress commitments towards certification. The BOC will then vote on whether to authorize TCI to issue a decertified LACF one of these grants.

LACFs that are otherwise eligible will be approved summarily as the BOC has already authorized TCI to issue these grants to eligible agencies.

Program Purpose

The Purpose of the TCI Training Equipment Grant is to help LACFs obtain training equipment. Projects may use grant funding to purchase a variety of items that would assist in the successful execution and facilitation of correctional staff training. General Items allowed under this equipment grant include:

- Training Hardware (e.g., computers, tablets, cabling, video cameras specific for training)
- Software (Microsoft Office Suite (for the development of training materials) or specific training software that does not involve a subscription)
- Audio- Visual Equipment (Projectors, Screens, Televisions, Smart Boards, Sound Gear, Microphones, Speakers, headphones, etc.) and related supplies (projector replacement bulbs, etc.)
- Furniture for a training room (e.g., tables, chairs, podiums, lecterns, cards, stands, etc.)
- Training equipment and tools (e.g., CPR/1st Aid Training Equipment, demo weapons, defensive tactics protection gear, mats, protective padding, training “dummies”).
- Training Gear – (e.g., clothing, helmets, gloves, and other items that will specifically be used in a training environment)
- Training Supplies – (e.g., copy paper, legal/steno pads, pens, pencils, toner/ink, easel pads, easels).
- Upgrades or additions to the training room physical plant (e.g., construction related items)
- Cell Extraction Response Team Equipment (approved especially by the TCI Board of Control for FY24) to include: helmets, stab proof vests, stab proof plates, pads, shields, gloves, boots, belts, and CERT related equipment (Taser and taser training cartridges, ASP batons, handcuffs, leg irons, flex cuffs, pepper spray/inert pepper spray, pepper ball gun, pepper balls, shields, etc.).
- Light remodeling to the training space (new carpet, new tile, lighting fixtures, paint, doors, windows, HVAC equipment or other minor structural repairs as may be necessary to rehab a space to make it more appropriate for training).
- Weight room equipment for staff
- TCI reserves the right to make final approval on the purchase of all equipment.
- Ammunition (for training on the range for agencies that certify their correctional officers and/or transport officers in firearms)
- BOLA wrap equipment
- Mental Health Awareness training like Mental Health First Aid or CIT

UNALLOWABLE EXPENSES:

- 1.No travel expenses are allowed under this grant.
2. No subscriptions are allowed.
3. No uniforms
4. No lethal force firearms

Intent to Apply

Applicants should complete the [Intent to Apply](#) by September 1, 2023.

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 “FY24 Training Equipment Grant”.

Link: <https://tci.readyop.com/fs/4c9t/58ec7a7e>

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 120 grant(s) for a total of \$ **1,800,000.00**. The project period is expected to begin October 15, 2023 and will last for 5.5 months. At this time, no additional funding is expected beyond the 5.5-month project period.

II. 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 FY24 Training Equipment Grant. The State reserves the right to adjust the schedule as it deems necessary.

| EVENT | TIME (Central Time) | DATE (all dates are state business days) |
|--------------|------------------------------------|---|
|--------------|------------------------------------|---|

| | | |
|--|------------|------------|
| 1. RFA Issued | | 07/24/2023 |
| 2. <u>Pre-response Teleconference</u> (Optional) | 10:00 AM | 08/08/2023 |
| 3. Written "Questions & Comments" Deadline | 2:00 p.m. | 08/15/2023 |
| 4. State Response to Written "Questions & Comments" | | 08/22/2023 |
| 5. Intent to Apply | | 09/01/2022 |
| 6. Deadline for Applications | 11:59 p.m. | 09/01/2022 |
| 7. Evaluation Notice Released | | 09/30/2022 |
| 8. Effective Start Date of Contract | | 10/15/2023 |

Pre-response Teleconference:

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:

Meeting Name: TRAINING EQUIPMENT GRANTS - PRECONFERENCE

Meeting number (access code): 475 584 578#

Meeting password: n/a

Meeting Link: [Click here to join the meeting](#)

Join by phone: +1-629-209-4396 US TOLL

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: <https://www.tn.gov/tci/funding-opportunities.html>.

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.

Web Link: <https://www.tn.gov/tci/funding-opportunities.html>

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.

Checklist for Submission of Applications:

- ☐ Intent to Apply completed and submitted online no later than 09/01/2023
- ☐ Application/Scope of Services (**Attachment 1**)
- ☐ Budget (**Attachment 2**)
- ☐ Department of Revenue Registration or Exemption Letter
- ☐ State of Tennessee, Department of Finance and Administration ACH (Automated Clearing House) Credits and Instructions (**Mailed per instructions of form.**)
- ☐ Form W-9, Request for Taxpayer Identification Number (TIN) and Certification (**Mailed with ACH form.**)

V. Application Evaluation:

An evaluation committee made up of at least three (3) representatives of Tennessee Corrections Institute will be established to judge the merit of eligible applications.

- A. The committee shall review applications on the basis of the information requested in the RFA. Applications will be evaluated based on the following criteria:

- *Does agency qualify for grant? (I.e., Type 1 facility, certification status)*
- *List of equipment needs is clear and allowable*
- *Does the agency make a case for funding?*
- *Equipment costs included and reasonable*
- *Agency confirms purchases can be made by April 30, 2024*
- *Agency confirms equipment will benefit jail-based staff*
- *Agency agrees to submit all close-out information by May 30, 2024.*

The committee will evaluate and recommend for selection to the Executive Director of Tennessee Corrections Institute the applications which are most responsive to the State's needs.

- B. Any application that is incomplete or contains significant inconsistencies or inaccuracies shall be rejected. The State reserves the right to waive minor variances or reject any or all applications. The State reserves the right to request clarifications from all applicants.

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 FY24 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 FY24 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 Jason.J.Smith@tn.gov for sample grant contract.