

**TENNESSEE  
Grant Solicitation Packet**



**Fiscal Year 2024  
Mental Health Transport (MHT) Program/  
Humane Transport of Patients Grant**

*Released on: May 18, 2023  
Intent to apply due: June 30, 2023  
Completed applications due: June 30, 2023*

*Prepared by:*

State of Tennessee  
**Office of Criminal Justice Programs**  
Department of Finance and Administration  
312 Rosa L. Parks Avenue  
William R. Snodgrass Tennessee Tower, Suite 1800  
Nashville, Tennessee 37243-1102

## Application Completion Check-off

(Retain for your own purposes)

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

- [Intent to Apply](#) (Grant Solicitation Title, Applicant Contact & Profile Information) completed online no later than June 30, 2023.
- [Scope of Services/Program Narrative](#) completed on the forms document and e-mailed
- [Other Funds Form](#)
- If, pursuant to A.1. of your scope of services/project narrative, **your agency is part of a metropolitan government**, please submit a **copy of the authorizing ordinance or charter**.
- If, pursuant to A.2. of your scope of services/project narrative, **your agency contracts with another agency for the transportation services** that qualify under this solicitation, please **submit that contract**.
- If, pursuant to A.2. of your scope of services/project narrative, **your agency has been designated to perform transports on the behalf of another jurisdiction**, please **submit that executed written agreement**.
- [Humane Transport Policy](#) – submit a copy of your Humane Transport Policy (if you have one) with your Scope of Services and Other Funds Form. If you have not been previously funded under the Mental Health Transport / Humane Transport of Patients Funding your agency will need to develop a compliant policy by December 31, 2023.

**Applications must be submitted in accordance with Section 6.4 no later than 4:30 pm central time, June 30, 2023**

If you have completed the above items and emailed to [Criminaljustice.Program@tn.gov](mailto:Criminaljustice.Program@tn.gov) with the grant solicitation identification title (see section 1.4.1. for a full list) in the subject line, then your application is complete.

## **GRANT SOLICITATION CONTENTS**

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- 1. INTRODUCTION**
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- 6. APPLICATION PROCESS & INSTRUCTION**
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## 1. INTRODUCTION

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Subject to annual appropriations, there is established a grant program to assist sheriffs required to transport persons to a hospital or treatment resource for emergency mental health transport under Tennessee Code Annotated (TCA) §33-6-406. The department of Finance and Administration, in consultation with the Department of Mental Health and Substance Abuse Services and the Division of TennCare, shall develop and administer the grant program. Assistance from this grant program must not be provided for emergency mental health transports where a physician, psychologist, or designated professional determines that the person can be transported by one (1) or more friends, neighbors, or other mental health professionals familiar with the person, relatives of the person, or a member of the clergy pursuant to Tennessee Code Annotated (TCA) § 33-6-901.

A sheriff may contract with one (1) or more third parties or other law enforcement agencies to transport persons to a hospital or treatment resource in accordance with this section. The sheriff shall deem a third party or law enforcement agency contracted to perform this function to be the designated secondary transportation agent pursuant to TCA § 33-6-901. Any contract entered into under this subsection (c) is subject to audit by the comptroller of the treasury or the comptroller's designee.

A sheriff may receive grant funds provided under this subsection (§ 33-6-406 (c)) and pay the grant funds to third parties or other law enforcement agencies with which the sheriff contracts to transport persons to a hospital or treatment resource in accordance with this section. The receipt or expenditure of grant funds received by a sheriff under this subsection (§ 33-6-406 (c)) is subject to audit by the comptroller of the treasury or the comptroller's designee.

\*All of OCJP subrecipients will be required to have, on file, signed copies of Certifications, Assurances, and Special Conditions required from the State Level.

### 1.1. Eligibility

Eligible subrecipients are limited to: Sheriff's Offices in the State of Tennessee who conduct secondary transports as described under TCA § 33-6-406.

Sheriff's may designate other entities, to include municipal law enforcement agencies or other third-party providers that meet the requirements for secondary transportation agents under TCA § 33-6-901 to provide the transportation on their behalf. Sheriff's Offices must apply for this funding and then subcontract with other municipal law enforcement agencies or third party providers.

If an entity other than the Sheriff is designated as the provider of transportation as described under TCA § 33-6-406, the ordinance or charter that designates the secondary transport agent must be submitted with the application.

### 1.2. Length and Amount of Project Support

Funding shall be provided under this program in the following manner:

- 1) **Non-Variable Amount:** All qualifying local governments shall receive an amount equal to \$25,000.00 for the purpose of providing humane transports under this program.\*
- 2) **Variable Amount:** All qualifying local governments shall receive an additional amount that shall be determined as follows:

Data received from qualifying applicants shall be aggregated in order to determine the total volume of secondary transports performed by the applicant pursuant to Tenn. Code Ann. §33-6-406 that

occurred in FY22. This aggregate number of transports shall be divided against allocated state funding for transportation as a first step in determining a “**transport rate**”.

These rates shall then be multiplied by the number of transports reported by each qualifying applicant in order to determine the **variable amount** which shall be added to the **non-variable** amount to determine the amount available to each applicant.

Any unspent funds from FY23 MHT appropriations that were unspent shall then be **deducted** from the amount available in order to receive the *final amount* allowable to each agency.

Funding shall be made available to qualifying local government entities no later than September 30, 2023. When received this funding can be used towards allowable expenditures for the period of July 1, 2023 to June 30, 2024. The funding *can be used retroactively* towards costs the county incurred for transports beginning July 1, 2023.

**Unspent funds at the end of June 30, 2024 must be maintained in local budgets to be utilized to offset MHT costs in future years.**

\* The **non-variable amount** is not guaranteed for future solicitations / funding years.

### 1.3. **Program Purpose**

The purpose of the Mental Health Transport (MHT) program/ Humane Transport of Patients Grant is to provide funding to offset the costs for Sheriff's Offices that:

- 1.3.1 Conduct mental health transports pursuant to Tenn. Code Ann. § 33-6-406; or
- 1.3.2 Designate a secondary transport agent pursuant to Tenn. Code Ann. § 33-6-901.
- 1.3.3 This grant may not be used to pay for the transportation of inmates to or from a jail or workhouse even if the inmate is being transported under §33-6-404. This grant is for non-custodial individuals only. Any individual transported under this grant from a jail or workhouse must be on cash bond or Release on Recognizance Bond.

### 1.4. **Grant Solicitation Communications**

- 1.4.1. The State has assigned the Grant Solicitation identification title that must be referenced in all communications regarding this Grant Solicitation:

#### **FY24 Humane Transport of Patients**

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

[Criminaljustice.Program@tn.gov](mailto:Criminaljustice.Program@tn.gov)

### 1.5. **Notice of Intent to Apply**

Applicants should complete the [Intent to Apply](#) by the Deadline detailed in the Grant Solicitation Section 2, Schedule of Events.

**Completion of the Intent to Apply form creates no obligation, but is a prerequisite for submitting an application 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 Identification Title found in section 1.4.1.**

1.6. **Response Deadline**

An Applicant must ensure that the State receives an application no later than the application deadline time and date detailed in the Grant Solicitation Section 2, 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. **GRANT SOLICITATION SCHEDULE OF EVENTS**

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2.1. 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		05/18/2023
2. Notice of Intent to Apply Deadline	4:30 p.m.	06/30/2023
3. Application Deadline	4:30 p.m.	06/30/2023

Funding shall be made available to qualifying local government entities no later than September 30, 2023. When received this funding can be used towards allowable expenditures for the period of July 1, 2023 to June 30, 2024. The funding *can be used retroactively* towards costs the county incurred for transports beginning July 1, 2023.

**Funding shall be issued via state appropriation. Unspent funds at the end of June 30, 2024 must be maintained in local budgets to be utilized to offset MHT costs in future years.**

2.2. **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).

### 3. PROGRAM REQUIREMENTS

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#### 3.1. Program State Requirements

- 3.1.1. 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 to the Tennessee Bureau of Investigation (TBI).
  - b. Tennessee Incident Based Reporting System (TIBRS) Reporting Requirement: The Agency shall ensure that they comply with the rules and regulations of the TBI as empowered by Tennessee Code Annotated (TCA) 38-10-101 et seq. with regard to the 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) Requirements: The Agency shall comply with PUBLIC LAW 113–242 by submitting all deaths in custody to the TBI.
  - e. Mandatory Reporting of Child Abuse and Adult Abuse: Agencies must comply with Tennessee Code Annotated, Sections 37-1-403 and 37-1-605 by reporting suspected cases of child abuse to the Department of Children's Services and with Tennessee Code Annotated 71-6-103 by reporting cases of adult abuse to the Department of Human Services as required by law.
  - f. 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.
  - g. Use of Force Requirement: The Agency shall ensure compliance with Executive Order No. 13929 on Safe Policing for Safe Communities and 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.
- 3.1.2. Tennessee Department of Revenue Registration: Pursuant to Tennessee Code Annotated (TCA) 12-3-306 all subrecipients must comply with the Retailers' Sales Tax Act compiled in TCA 67-6-8 101 et seq. All subrecipients 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.) For further program requirements please refer to the JAG portion of the OCJP Grants Manual on the Office of Criminal Justice Programs website at the following link: [OCJP Grants Manual](#).**

- 3.1.3. 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.

**Applications must submit a [High Risk Designation Certification](#) as part of the application.**

3.1.4. 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.

3.1.5. Humane Transport Policies: Subrecipient agencies must adopt and implement written policies related to the use of soft restraints, the restraint of individuals at front of body, and humane transport of individuals transported pursuant to Tenn. Code Ann. § 33-6-406 as drafted in consultation with Tennessee Department of Mental Health and Substance Abuse Services and the Tennessee Sheriff's Association prior to 12/30/2023 if they have not previously participated in this grant program before.

Subrecipients who utilize sworn law enforcement as transport agents are required to transport individuals under Tenn. Code Ann. § 33-6-406 in unmarked vehicles while not wearing traditional uniforms to the extent possible barring exigent circumstances such as a dedicated unmarked vehicle already being used in transport.

3.1.6. Training Requirement: Subrecipient agencies must send personnel who will be providing these transports to training required by this program and outlined in their agency humane transport policy. Options can include but are not limited to Mental Health First Aid or Crisis Intervention Team training. Other trainings related to behavioral health concerns or verbal deescalation, are acceptable. Agency training is also driven by the Humane Transport Policy each agency has, or should have, in effect.

3.1.7. Subcontracting Requirement: Subcontracts for third-party agencies shall require:

1. A valid Basic Life Support certification from the Tennessee Department of Health pursuant to *The Rules of the State of Tennessee* 1200-12-01-.14(3)(a)(2)(i)

Pursuant to T.C.A.68-140-306 an ambulance service who holds a valid and unencumbered license is permitted to provide mental health transports to, from, or through any county in the state.

**or**

2. Criteria listed in Tenn. Code Ann. § 33-6-901 and additionally subcontracts with a third-party agency that is not a law enforcement agency are required to include the following requirements:

I. **Secondary Transport Agents (STA):**

- a. STA services must be available 24 hours a day/7 days a week/365 days a year
- b. All STA staff who interact with patients or protected health information (PHI) must successfully pass, before assignment, a state and federal background check, which must include, but is not limited to the following:

- 1) Nationwide fingerprint criminal background check;
  - 2) Tennessee Department of Health Abuse Registry check
  - 3) United States Department of Justice National Sex Offender Registry check
  - 4) Office of Inspector General's List of Excluded Individuals and Entities (LEIE) check
- c. In the event an STA staff is arrested, indicted, convicted, or issued a citation in lieu of arrest for a criminal offense, either a misdemeanor or felony, the STA staff member must immediately report this information to their direct supervisor within twenty-four (24) hours following the event.
  - d. If the direct supervisor is unavailable, the STA staff must report to the next supervisor or manager in the chain of command as appropriate. If the event occurs on a day the STA staff is not scheduled to work, it must be reported on the next workday.
  - e. All STA staff who interact with patients must successfully pass, before assignment, a 5-panel drug test. The five-panel drug test must test for the following substances:
    - 1) Amphetamines
    - 2) Cocaine
    - 3) Opiates
    - 4) Phencyclidine (PCP)
    - 5) Tetrahydrocannabinol (THC)
  - f. Have passed a physical examination by a licensed physician.
  - g. Have been certified by a Tennessee Licensed Health Care Provider qualified in the psychiatric or psychological fields as being free from any impairment, as set forth in the current edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM) of the American Psychiatric Association at the time of the examination, that would, in the professional judgment of the examiner, affect the person's ability to perform an essential function of the job, with or without a reasonable accommodation.
  - h. All STA staff who interact with patients must maintain proof of completion of "Mental Health First Aid".
  - i. All STA staff should ask the referring entity for relevant information regarding recent medications or treatments the patient has received that may impact transport.
  - j. Any STA drivers must maintain the following certifications:
    - 1) CPR/AED
    - 2) First-Aid
    - 3) Emergency Oxygen Administration
  - k. Crisis Intervention Training (CIT) is highly recommended for all STA staff who would interact with patients.
  - l. "Handle With Care" Training is recommended for all transporting agents.
  - m. Drivers must maintain a valid driver's license for the appropriate classification based on the type of vehicle and service provided.
  - n. An updated MVR for each STA driver must be obtained and reviewed by the STA throughout the duration of the driver's employment with or by the STA.

## II. Secondary Transport Agent Vehicles.

- a. Vehicles must be fitted with a driver-controlled door locking system so that the person in crisis is unable to open the doors of the vehicle without the assistance of the responders, reducing the risk of elopement.
- b. Secure safety panels must be provided between the driver and passenger compartment. These panels should be transparent so that the driver can see behind to the passenger compartment.
- c. Transport vehicles should also preserve the separation between the patient and the trunk space in the vehicle. In particular, if a transport vehicle is a van, a mesh or grille bulkhead should separate all equipment held in the trunk from the passenger.
- d. Windows must be tinted for the privacy and dignity of the person being transported
- e. Vehicles must be equipped with a portable AED (automated external defibrillator) and a first-aid kit. Other medical equipment should be made available as needed, i.e., oxygen tank and other supplies
- f. Vehicles must have a lockable container to carry patient property.
- g. The Patient area within the vehicle must be free from ligature risks or any items that may be used for self-harm.
- h. As needed, STA vehicles must provide for the safety and adequacy of transport for those under the age of 18. As needed, this requires that STA vehicles be equipped with a booster seat.
- i. For trips greater than 120 miles (or anticipated to exceed two (2) hours, STAs must allow stopping for restroom breaks for the patient at least every two (2) hours. For these transports, STAs must include two staff members, such that the personnel patient ratio is 2:1.
  - 1) STA staff must be prepared to be flexible if patient needs exceed this two-hour minimum.
  - 2) STA staff must be prepared to provide for the safety and security of each patient throughout the duration of the entire transport, to include, during any stops along the way.
- j. Vehicles must be equipped with appropriate communication devices such that drivers can quickly access emergency assistance at any location within the state.
- k. Devices must be hands-free in order to comply with all state laws.

## III. Transport Ratios

STA may transport more than one patient at a time under the following circumstances:

- a. A standard five-seat vehicle may transport no more than two (2) patients at a time.

- b. A standard 10-passenger van may transport no more than four (4) patients at a time.
- c. A minimum of two (2) staff persons must accompany the transport of a group of patients.
- d. Transporting agent(s) should use judgment as it relates to the clinical profile of the patients they may be transporting together. Clinical judgment should also be consulted from the Emergency Department (ED) or the assessor.

**IV. Searching Patients**

Patients must be searched prior to being transported to ensure they do not have anything that may be used to harm themselves or others. To do this safely:

- a. The gender of the STA driver shall match the patient whenever possible.
- b. The search shall be conducted with a witness observer or be recorded, preferably both.
- c. STAs are encouraged to utilize a wand to assist in the search process.

**V. Documentation**

All relevant documentation based on the requirements above (2. I. – IV. above) must be maintained by the Secondary Transport Agent and available for review by the Department of Finance & Administration, Office of Criminal Justice Programs.

Supporting Documentation: Retain supporting documentation related to qualifying transports including, but not limited to, transport log(s) to demonstrate that a qualifying transport occurred.

## 4. FINANCIAL REQUIREMENTS

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- 4.1. OCJP grants awarded under this Mental Health Transport Program are governed by guidance are contained in 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:
- 4.1.1. 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 employees' 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.
- 4.1.2. Multiple Year Contracting: Multiple year contracting reduces unneeded paperwork and duplication for OCJP, as well as the subrecipient's office. This reduction in bureaucratic paperwork allows the subrecipient more time to spend on project implementation and evaluation, while allowing OCJP more time to provide oversight, technical assistance and evaluation of individual projects and OCJP programs. **Multiple year contracts will remain contingent, as always, on the availability of state appropriations.**
- 4.1.3. 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 Administrative 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 market place. Individual consultant fees cannot exceed \$650 per day or \$81.25 per hour; this includes legal, medical, psychological, training, and accounting consultants.
- 4.1.4. Lobbying: In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913.
- Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.
- Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OCJP for guidance, and may not proceed without the express prior written approval of OCJP.
- 4.1.5. Charges to Service Recipients Prohibited. The Grantee shall not collect any amount in the form of fees or reimbursements from the recipients of any service provided pursuant to this Grant Contract.

## 5. REPORTING REQUIREMENTS

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The 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.

Complete reporting requirements can be found in the 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.

### 5.1. Programmatic Reporting

5.1.1. Annual Project Reports: Project Directors will submit the applicable required Annual Project Report to the OCJP **no later than July 31<sup>st</sup>**. These reports provide the Project Director an opportunity to describe both in narrative and quantitative fashion the success of their project.

5.1.2. Quarterly Performance Measures Reports: Project Directors will submit the applicable required performance report no later than 15 days past the end of the state fiscal quarter, (July 1 – September 30) by October 15, 2023; (October 1 – December 31) by January 15, 2024; (January 1 – March 31) by April 15, 2024; and (April 1 – June 30) by July 15, 2024. Reports shall be filed electronically in a manner prescribed by the state.

5.1.3. A test of submitted transport information to ensure accuracy with quarterly reporting

5.1.4. A review of compliance with additional program requirements, as necessary

### 5.2. Fiscal Reporting

Subrecipient 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.

5.2.1. 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 subrecipients 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.

5.2.2. Quarterly Program Income Summary Report (State and Local Governments Only): Agencies should be aware of and comply with reporting Program Income as defined in the. Project Directors will be required to submit this report on a quarterly basis. It is due to OCJP **no later than 15 days** past the end of each state fiscal year quarter, (July 1 - September 30), (October 1 - December 31), (January 1 - March 31), (April 1 - June 30). All income generated as a direct result of an agency funded project shall be deemed program income and reported on this form. Fines are not considered program income. These reports are completed online at the following link: [Income Summary Report](#).

5.2.3. Policy 03 Quarterly Expense and Revenue Report (Non-profit Agencies Only): This report consists of the Program Expense Report (Schedule A), the Program Revenue Report (Schedule B), and the Final Program Expense Summary Page (Schedule C). Schedule A is used for submitting detailed and total expense budgets and for detailed and total expense reports. Schedule B is used for submitting revenue budgets and for revenue reports by source with reconciliation between total expense and reimbursable expenses. Program Income, if any, is

reported on line 39 of Schedule B. Agencies should be aware of and comply with reporting Program Income as defined in the. Schedule C is intended to recap all direct expenses in one column, as well as determine a grand total of all expenses. Policy 03 Quarterly Expense and Revenue Reports are due no later than thirty (30) calendar days following the end of the quarter for which the report is completed. These reports are sent to the Fiscal Manager at OCJP at [OCJP.P3@tn.gov](mailto:OCJP.P3@tn.gov). ([See OCJP Policy 03](#)).

NOTE: Non-Profit subrecipients should review reporting requirements as specified in [Comptroller's Audit Manual](#) issued by the Comptroller's Office.

### 5.3. **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 within the time period required.

## 6. APPLICATION PROCESS AND INSTRUCTION

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### 6.1. Scope of Services/Project Narrative

The Office of Criminal Justice Programs has provided a word document for use in constructing an application under this solicitation. First save this document to your computer with the grant solicitation identification title (**consult the list available in 1.4.1.**).

The document for the FY23 Mental Health Transport application is located at the following link: [Scope of Services](#). It contains definitions and instructions for completion.

The Scope of Services/Project Narrative contains the following headers and will be evaluated based upon the following criteria: **Agency's eligibility pursuant to TCA § 33-6-406 and the submission of a completed application.**

EVALUATION CATEGORY
Agency Information
Inputs
Data Collection

The Scope of Services/Project Narrative should be submitted with the application. See Section 6.3 and 6.4 for information on how to submit your application.

### 6.2. Application Submission

An Applicant must ensure that the State receives a response no later than the Response Deadline time and date detailed in the Grant Solicitation Section 2, Schedule of Events at the following email address:

[Criminaljustice.Program@tn.gov](mailto:Criminaljustice.Program@tn.gov)

### 6.3. Application Requirements

- 6.3.1. The first step to the application process is to submit an Intent to Apply through the following on-line link: [Intent to Apply](#) by 06/30/2023 as your intent to apply for this grant (See Grant Solicitation Section 2, Schedule of Events). **The Intent to Apply must reference the grant solicitation identification title.**
- 6.3.2. The next step is to create a [Scope of Services/Project Narrative](#) by using the linked word form: [Scope of Services](#)
- 6.3.3. Complete the Other Funds Form – Application Attachment provided at the following link: [Other Funds Form](#). **(please follow instructions at this link)**
- 6.3.4. If pursuant to A.2. of your scope of services/project narrative your agency contracts with another agency for the transportation services that qualify under this solicitation, please submit that contract.
- 6.3.5. If pursuant to A.2. of your scope of services/project narrative your agency has been designated to perform transports on the behalf of another jurisdiction, please submit that executed written agreement.
- 6.3.6. [Humane Transport Policy](#) – submit a copy of your Humane Transport Policy (if you have one) with your Scope of Services and Other Funds Form. If you have not been previously funded under the Mental Health Transport / Humane Transport of Patients Funding your agency will



need to develop a compliant policy by December 31, 2023.

6.3.7. Use the attached checklist at the beginning of this application and submit all required documents (except the Intent to Apply, which is an online document), via e-mail to

6.3.8. [CriminalJustice.Program@tn.gov](mailto:CriminalJustice.Program@tn.gov).

**All above documents should be emailed to [CriminalJustice.Program@tn.gov](mailto:CriminalJustice.Program@tn.gov) with the grant solicitation identification title in the subject line of the email. (see section 1.4.1. for a list)**

6.4. **Application Deadline**

June 30, 2023

6.5. **Response Preparation Costs**

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

## 7. APPLICATION EVALUATION

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### 7.1. Review and Evaluation of Proposals

Each application will be rated, based on the applicant agency's ability to fully complete the application, and submit all required documents. Applicants must meet the eligibility requirement. Applications will be reviewed for financial and programmatic completeness by OCJP staff with expertise in grant requirements and program design. Grants will be awarded based on current funding patterns, the availability of funds, and the above-cited criteria.

Applicants will be notified of approval or denial by the date listed below. If an application is approved, the contract between the state and the subrecipient 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 subrecipient.

Applicants for grants will be notified whether their application is approved prior to the start date.

### 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.