

TENNESSEE CORRECTIONS INSTITUTE

REQUEST FOR APPLICATION

FOR

FY25 TRAINING EQUIPMENT GRANT

RFA # 31609-0139

Project Period: 12/01/2024 – 4/30/2025

Released on: 08/08/2024.

[Intent to Apply Due: 09/15/2024.](#)

Completed Applications Due: 09/30/2024.

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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 for TCI Training Equipment grants under this solicitation:**

Only Type 1 Local Adult Correctional Facilities may apply for this grant.

Local Type 1 Adult Correctional Facilities, henceforth referred to as “**LACF**”, are correctional facilities 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 *September 2024* 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. Email Jason.J.Smith@tn.gov by September 1, 2024, to reserve space on the agenda.

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 to:

- Improve the learning environment for correctional officers and staff who work in the jail or workhouse,
- Assist in the successful execution and facilitation of correctional staff training,
- Obtain new training equipment for correctional officers and staff who work in the jail or workhouse.

General Items allowed under this equipment grant include, but are not limited to:

- Training Hardware, including, but not limited to:
 - Computers – laptop or desktop, (limited to 10 computers per grant)
 - Tablet computers, (limited to 10 tablets per grant)
 - Cabling,
 - WIFI in classroom
- Software (Microsoft Office Suite (for the development of training materials) or specific training software needed by the agency to make training videos (example: Articulate 360).
 - Software that is purchased like Articulate 360 may require a subscription. If a subscription is required, the grant will reimburse for a pre-paid 3-year subscription.
 - Subscription software is up to TCI approval. If you have questions, email TCI.Operations@tn.gov ahead of the due date. Answers will be posted on the TCI website under [Grants/RFI/RFP \(tn.gov\)](https://www.tn.gov/grants/RFI/RFP)
- Audio- Visual Equipment
 - Projectors,
 - Screens,
 - Televisions,
 - Smart Boards,
 - Video cameras for recording training,
 - Sound Gear,
 - Microphones,
 - Speakers,
 - Headphones
 - Related supplies, (projector replacement bulbs, etc.)
 - Simulators – must include correctional based scenarios.
- Furniture for a training room
 - Tables,
 - Chairs,
 - Podiums/lecterns,
 - Carts,
 - Stands,
 - Other classroom style furniture
- Training equipment and tools
 - CPR/1st Aid Training Equipment,
 - Demo weapons,
 - Defensive tactics protection gear,
 - Mats and protective padding,
 - Training “dummies”,
 - BOLA wrap equipment for training,

- Tasers for training,
 - Handcuffs, leg irons, and waist chains in an amount appropriate for training
- Training Gear –
 - Helmets,
 - Gloves,
 - Eye protection,
 - Hearing protection,
 - Masks,
 - Other items that will specifically be used in a training environment.
- Training Supplies and Office Supplies for Training Staff, including, but not limited to:
 - Copy paper,
 - Legal/steno pads,
 - Pens,
 - Pencils,
 - Toner/ink,
 - Easel pads and easels,
 - Thumb drives/flash drives
- Upgrades or additions to the training room physical plant (e.g., construction related items)
- 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 training¹).
- Weight room equipment for staff²
- Ammunition (for training on the range for agencies that certify their correctional officers and/or transport officers in firearms)
- BOLA wrap equipment (for training officers)
- Pepper ball equipment (for training officers)
- Mental Health Awareness training like Mental Health First Aid or CIT
- Cleaning Supplies for Training Environment and for cleaning training equipment (must be for training area – and not for the entire jail)
- Other items not specifically listed here may be requested in the application if it can be correlated to training correctional officers and staff. TCI may or may not approve the items.
- **Amounts of requested items must correlate to the number of corrections employees the agency needs to train as this equipment is for training CORRECTIONS officers and other staff who work in a jail. Equipment for inmates or inmate programming is not allowed.** Buying large quantities of equipment “just” to “spend out grant money” will not be allowed. For example, buying 100 thumb drives when the agency only asked for 10 will not be allowed. Asking for 100 thumb drives, when the agency only has 25 corrections officers is not an allowable ratio. If in doubt, please email TCI.Operations@tn.gov for clarification and answers will be posted on our FAQ page. A 1:1 or 2:1 ratio is typically the most

¹ When requesting to remodel a facility, please note that the funding must be used for the benefit of correctional officers. Requests for equipment or programs that benefit inmates directly will be denied.

² Weight room equipment will only be approved if the agency has a policy or submits a proposed policy that requires certain physical fitness requirements to be met by correctional staff.

appropriate unless a compelling argument is provided by the applicant as to why a larger ratio is necessary to effect officer training.

- **TCI reserves the right to make final approval on all grant related items.**

UNALLOWABLE EXPENSES:

1. No travel or related expenses
 - No conference fees
2. No uniforms
 - No hats/caps
 - No boots
 - No shoes
 - No patches
 - No stickers
 - No vests
3. No lethal force firearms
4. No vehicles
5. No kitchen equipment
6. No coffee makers, microwaves, or other “break room” equipment.
7. No excessive amounts of materials or stockpiling (example: agency with 25 employees would not be allowed to purchase thousands of pepper balls or OC spray).
8. Items not in the application, approved budget, or approved [scope of service](#).
9. No “swag” or promotional giveaway items.
10. No food or drinks.

NO CHANGE TO APPROVED ITEMS WITHOUT PRIOR WRITTEN AUTHORIZATION

Agencies will not be allowed to modify or change their budget without a PRIOR WRITTEN AUTHORIZATION pursuant to paragraph C.6.

Failure to Report

Agencies that participated in the FY24 Training Equipment Grant and that **failed** to submit an End of Year Report prior to the July 31, 2024, deadline shall be disqualified from obtaining a grant in FY25 unless the agency provides the following documentation by September 15, 2024:

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

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

Intent to Apply

Applicants should complete the Intent to Apply by September 15, 2024.

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 “FY25 Training Equipment Grant”.

Link: <https://tci.readyop.com/fs/4caJ/ad1bf5db>

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 December 1, 2024, and will last for 5 months. At this time, no additional funding is expected beyond the 5-month project period. TCI will endeavor to start contracts November 1, 2024, if and when possible.

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.

III. Grant Deadlines and Due Dates

EVENT	TIME (Central Time)	DATE (all dates are state business days)
1. RFA Issued		08/08/2024
2. Pre-response Teleconference (Optional)	11:00 AM	08/23/2024
3. Written "Questions & Comments" Deadline	2:00 PM	09/03/2024
4. State Response to Written "Questions & Comments"		09/10/2024
5. Intent to Apply		09/15/2024
6. Deadline for Applications	11:59 p.m.	09/30/2024
7. Evaluation Notice Released		10/21/2024
8. Effective Start Date of Contract		12/01/2024

Pre-response Webinar:

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

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 243 312 213 456

Passcode: mikuf5

Dial in by phone

[+1 629-209-4396,,234628603#](#) United States, Nashville

[Find a local number](#)

Phone conference ID: 234 628 603#

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

Questions and Answers:

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

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: [TCI Grants/RFI/RFP \(tn.gov\)](https://www.tn.gov/tci/grants-rfi-rfp) or <https://www.tn.gov/tci/grants-rfi-rfp.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.

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

Checklist for Submission of Applications:

- ☐ [Intent to Apply](#) completed and submitted online no later than 09/15/2024.
- ☐ [Application/Scope of Services](#) (**Attachment 1**)
- ☐ [Budget](#) (**Attachment 2**)
- ☐ Department of Revenue Sales Tax Exemption Letter [SUT-83 - Government Contractors – Tennessee Department of Revenue \(tn.gov\)](#)

V. Application Evaluation:

An evaluation committee made up of at least three (3) representatives not directly involved in the grants will 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 and received by April 30, 2025*
 - *Agency confirms equipment will benefit jail-based staff.*
 - *Agency agrees to submit all close-out information by May 30, 2025.*
 - *Agency submitted proper end-of-year reports for FY24 if they participated in grant in FY24.*

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 FY25 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 FY25 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 TCI.Operations@tn.gov for sample grant contract. Put "Sample Contract Request" in subject line.