



STATE OF TENNESSEE
DEPARTMENT OF CHILDREN'S SERVICES

ANNOUNCEMENT OF FUNDING

FOR

CHILD ABUSE PREVENTION SERVICES

RFS# 35910-20600

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1. INTRODUCTION

Statement of Purpose

The purpose of this funding opportunity is to define the State's minimum requirements, solicit grant proposals, and gain adequate information by which the State may evaluate the services offered by Proposers.

The State of Tennessee, Department of Children's Services (DCS), hereinafter referred to as the State, intends to secure GRANTS for:

Child abuse prevention activities delivered by community-based agencies and organizations that are family centered and prevention focused to strengthen families and reduce and prevent incidents of child abuse and neglect. Funding for these grants is initiated by the Community-Based Child Abuse Prevention (CBCAP) program through the Administration of Children and Youth Families (ACYF). Tennessee funding for CBCAP grants also include monies from the Tennessee Children's Trust Fund. Funding is distributed statewide throughout Tennessee's 12 regions and is determined regionally by a combination of child population and child abuse statistics.

Scope of Service

CBCAP includes activities that work with the community and families to prevent child abuse and neglect. CBCAP outlines three levels of prevention services; primary prevention, secondary prevention, and tertiary prevention. Primary and secondary are allowable activities under CBCAP funding, while tertiary activities are not funded under CBCAP dollars.

- **Primary prevention** consists of activities that are targeted toward the community at large. These activities are meant to impact families prior to any allegations of abuse and neglect. Primary prevention services include public education activities, parent education classes that are open to anyone in the community, and family support programs. Primary prevention can be difficult to measure because you are attempting to impact something before it happens, an unknown variable. This type of activity is a focus of CBCAP programs.
- **Secondary prevention** consists of activities targeted to families that have one or more risk factors including families with substance abuse, teen parents, parents of special need children, single parents, and low income families. Secondary prevention services include parent education classes targeted for high risk parents, respite care for parents of a child with a disability, or home visiting programs for new parents.
- **Tertiary prevention** consists of activities targeted to families that have confirmed or unconfirmed child abuse and neglect reports. These families have already demonstrated the need for intervention, either with or without court supervision. These are families that qualify for services under child welfare programs and are not a focus of CBCAP programs.

For Tennessee's CBCAP program, service delivery of primary and secondary prevention activities is done through two prevention-focused programs; Darkness to Light's: Stewards of Children sexual abuse prevention training and the Nurturing Parenting Program curriculum.

- **Darkness to Light's: Stewards of Children** training is a an evidence-informed, sexual abuse prevention training program that educates adults to recognize, prevent, and react responsibly to child sexual abuse and motivates them to courageous action. The focus of this training is to educate the general public and is considered primary prevention. More information can be found at http://www.d2l.org/site/c.4dICIJOkGclSE/b.6243681/k.86C/Child_Sexual_Abuse_Prevention_Training.htm

- **Nurturing Parenting Program (NPP)** is a family-centered, evidence-based program designed to build nurturing parenting skills as an alternative to abusive and neglectful parenting and child-rearing practices. The NPP curriculum includes a wide variety of modules designed for specific at-risk populations including, but not limited to, teen parents, military families, parents/caregivers of disabled children, first time parents, and parents/caregivers recovering from substance abuse, as well as, the general public. Service modules vary including a mix of in-home and grouped-based delivery over various time frames. For the purposes of CBCAP, this program includes both primary and secondary prevention activities, depending on which delivery module is utilized. More information about Nurturing Parenting can be found at: <http://www.nurturingparenting.com/>.

Target Population

CBCAP programs include activities available to the general population such as public awareness campaigns and education about preventing child abuse and neglect. Additionally, programs should also target services at vulnerable populations that are determined to be at a higher risk of abuse or neglect. This population includes, but is not limited to new parents, teen parents, parents and/or children with disabilities, racial and ethnic minorities, members of underserved or underrepresented groups, fathers, homeless and those at risk of homelessness, unaccompanied homeless youth and adult former victims of child abuse and neglect or domestic violence.

Eligibility and Other Program Requirements

- Agencies eligible to apply for and receive funding for Child Abuse Prevention Services:
 1. Shall be non-government entities or be incorporated as a not-for-profit corporation and be tax-exempt under § 501(c) (3) of the Internal Revenue Code.
 2. Must comply with §§ 37-1-403 and 37-1-605 of TCA by reporting cases of suspected child abuse or neglect or child sexual abuse to the DCS and comply with § 71-6-103 by reporting suspected cases of adult abuse, sexual abuse, neglect or exploitation to the Department of Human Services. [Acts 1984, ch. 930, § 4; T.C.A., § 14-33-104; Acts 1996, ch. 1079, § 183.]
 3. Must meet all requirements as stated in the Standards for Child Abuse Prevention Agencies (Chapter 0250-7-5), state and federal funding laws, the Announcement of Funding (AOF), and the state contract document.
 4. Must be licensed annually by the Department of Children's Services in accordance with Standards for Child Abuse Prevention Agencies, Chapter 0250-4-11 (TCA § 71-3-501 et seq.).
 5. Must serve individuals or families regardless of income.
 6. Must submit documentation and information on service provision including, but not limited to, quarterly and annual reporting of statistics on the number of persons who received the requested service, the type of service provided, a description of the social and economic characteristics of the persons served, satisfaction responses from persons who received the requested service and other requested information requested through the quarterly and annual reporting request. This information will be collected through online data collection services administered by and submitted directly to DCS.
 7. Must submit quarterly pre and post test data from the Adult Adolescent Parenting Inventory (AAPI) that is included with the Nurturing Parenting Program curriculum or the Stewards of Children Pre Training and Post Training Evaluation, as applicable.

8. Must comply with requirements pertaining to kidcentral tn including; 1) creating, maintaining and updating a program profile on the kidcentraltn.com service directory, 2) providing appropriate links and logos for kidcentraltn.com through the agency website and 3) displaying kidcentral tn logos on appropriate print and electronic disseminated materials.
9. Further details can be found in the Tennessee Community-Based Child Abuse Prevention Policy and Procedure Manual available at:
<https://www.dropbox.com/s/8g7dvctm7vqwhfe/TN%20CBCAP%20Policy%20and%20Procedure%20Manual%20-%208.15.2014.pdf?dl=0>

Funding

Funding allocations will be distributed among the twelve (12) state regions to the extent possible based on a combination of child population, child abuse statistics and service gaps. A program that can serve more than one region must submit separate proposals for each region served. In no case shall a grant or match be used to supplement any other program or activity unrelated to the CBCAP contract, nor can CBCAP funds supplant other funding.

In order to assure that funds are distributed statewide, grants will be no more than fifty thousand dollars (\$50,000.00) unless DCS finds that exceeding the fifty thousand dollars (\$50,000.00) limit is warranted by the availability of funds, the area served by the provider, or the best interests of the citizens served by the program.

Budget proposals must adhere to the following formula: Eighty percent (80%) of the total budget is grant dollars. At least twenty percent (20%) of the total budget must be agency match. The twenty percent (20%) match may be cash, cash and in-kind, or all in-kind.

As of 09/15/2014, DCS organizes Tennessee into twelve (12) regions as follows. Regions are subject to change by DCS at any time.

| | |
|------------------|---|
| Davidson | Davidson |
| East | Anderson, Campbell, Loudon, Monroe, Morgan, Roane, Scott, Union |
| Knox | Knox |
| Mid-Cumberland | Cheatham, Montgomery, Robertson, Rutherford, Sumner, Trousdale, Williamson, Wilson |
| Northeast | Carter, Greene, Hancock, Hawkins, Johnson, Sullivan, Unicoi, Washington |
| Northwest | Benton, Carroll, Crockett, Dickson, Dyer, Gibson, Henry, Houston, Humphreys, Lake, Obion, Stewart, Weakley |
| Shelby | Shelby |
| Smoky Mountain | Blount, Claiborne, Cocke, Grainger, Hamblen, Jefferson, Sevier |
| South Central | Bedford, Coffee, Franklin, Giles, Grundy, Hickman, Lawrence, Lewis, Lincoln, Marshall, Maury, Moore, Perry, Wayne |
| Southwest | Chester, Decatur, Fayette, Hardeman, Hardin, Haywood, Henderson, Lauderdale, Madison, McNairy, Tipton |
| Tennessee Valley | Bledsoe, Bradley, Hamilton, Marion, McMinn, Meigs, Polk, Rhea, Sequatchie |
| Upper Cumberland | Cannon, Clay, Cumberland, DeKalb, Fentress, Jackson, Macon, Overton, Pickett, Putnam, Smith, Van Buren, Warren, White |

Grant Contract Duration

Grant Contract Term. This Grant Contract shall be effective for the period commencing on July 1, 2015 and ending on June 30, 2018. The State shall have no obligation for services rendered by the Grantee which are not performed within the specified period.

Proposal Deadline

Grant Proposals shall be submitted no later than the Proposal Deadline time and date detailed in the Section 2, Schedule of Events. A Proposer's failure to submit a proposal as required before the deadline shall cause the proposal to be disqualified.

Proposers assume the risk of the method of dispatch chosen. The State assumes no responsibility for delays caused by any delivery service. Postmarking by the due date shall not substitute for actual proposal receipt by the State. Late grant proposals shall not be accepted nor shall additional time be granted to any potential Proposer.

Grant Proposals may not be delivered orally, by facsimile transmission, or by other telecommunication or electronic means.

2. ANNOUNCEMENT OF FUNDING SCHEDULE

The following Schedule of Events represents the State's best estimate of the schedule that shall be followed. Unless otherwise specified, the time of day for the following events shall be between 8:00 a.m. and 4:30 p.m., Central Time.

The State reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. Notification of any adjustment to the Schedule of Events shall be provided to all vendors.

| | EVENT | DATE | TIME |
|----|--|-------------|-------------|
| 1) | State Announcement of Funding | 09/15/2014 | |
| 2) | Deadline for <i>Letter of Intent to Propose</i> | 09/19/2014 | |
| 3) | Deadline for Written Comments | 09/24/2014 | |
| 4) | State Issues Responses to Written Comments | 10/06/2014 | |
| 5) | Deadline for Submitting a Proposal | 10/31/2014 | 9:00 a.m. |
| 6) | State Completes Evaluations of Grant Proposals | 11/21/2014 | |
| 7) | State Sends a written Notice to Proposers <u>and</u> State Opens Files for Public Inspection | 01/05/2015 | 9:00 a.m. |
| 8) | Conclusion of Contract Negotiation, and Contract Signing | 01/19/2015 | |
| 9) | Anticipated Contract Start Date | 07/01/2015 | |

3. **COMMUNICATION REQUIREMENTS AND INFORMATION**

Coordinator

The following Coordinator shall be the main point of contact for this Announcement of Funding.

Regina Newman
 436 6th Avenue North
 Cordell Hull Building, 7th Floor
 615-253-5235
 regina.newman@tn.gov

Communications Regarding the Announcement of Funding

- All vendor communications concerning this procurement must be directed to the Coordinator. Unauthorized contact regarding this procurement with other State employees of the procuring state agency may result in disqualification.
- All communications should be in writing to the Coordinator. Any oral communications shall be considered unofficial and nonbinding on the State
- Any communication sent by facsimile transmission must also be sent by United States mail on the same date.
- The State shall respond in writing to written communications. The State reserves the right, at its sole discretion, to determine appropriate and adequate responses to written comments, questions, and requests for clarification.

Right of Rejection

- The State reserves the right, at its sole discretion, to reject any and all grant proposals or to cancel the Announcement of Funding in its entirety.
- Any proposal received which does not meet the requirements of this Announcement of Funds, may be considered to be nonresponsive, and the proposal may be rejected.

Grantee Selection Criterion

- All grant proposals are reviewed by a group of state employees selected by the Department of Children's Services. The minimum number of state employees on a review team will be three. Based on the evaluations of the panel selections will be made and submitted for final approval to the Commissioner of the Department of Children's services or his/her designee.
- The Department of Children's Services reserves the right to further negotiate grant proposals submitted for consideration.

4. **PROPOSAL INFORMATION**

Submitting the Proposal

- All grant proposals **MUST** be submitted to the Department of Children's Services with the items identified below at the following address:

Regina Newman
 436 6th Avenue North
 Cordell Hull Building, 7th Floor

615-253-5235
regina.newman@tn.gov

- Proposers **MUST** submit **five (5)** copies **in binders** of the following items:
 - Announcement of Funding Grant Proposals
 - Budget Forms
 - Two (2) CDs with the Announcement of Funding Grant Proposal(s) and corresponding budgets. **Note:** The budgets **MUST** utilize the budget templates in Attachment 7.4 of the AOF.

5. **PROPOSAL FORMAT AND CONTENT**

- Grant Proposals should be prepared simply and economically and provide a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of the Announcement of Funds. Emphasis should be on completeness and clarity of content.
- Proposers must follow all formats and address all portions of the Announcement of Funds set forth herein providing all information requested.
- Proposers must respond to every section identified. Proposers must label each response with the section numbers associated with the subject requirement.
- Proposal materials must be submitted in the order indicated on the checklist.
- Failure to follow the specified format, to label the responses correctly, or to address all of the sections may, at the State's sole discretion, result in the rejection of the Proposal.
- Grant Proposals shall be type written, double spaced on standard 8 1/2" x 11" white paper, Font size of 10 with 1" margins.
- Grant Proposals shall be no more than 10 pages excluding the Cover Page and attachments (Statement of Assurances, budgets, Logic Model, Letters of Support, etc.)
- All proposal pages must be numbered and stapled or otherwise secured.
- The proposal must include a table of contents.
- The number of copies for each item must be submitted as indicated.
- Attachments to the AOF:
 - 7.1 – Helpful Links and Online Documents
 - 7.2 – Statement of Assurances
 - 7.3 – Tennessee CBCAP Program Logic Model
 - 7.4 – TN CBCAP Grant Budget and Line Item Details
 - 7.5 – Contract Template

6. **PROPOSAL REQUIREMENTS**

Each proposal must include the items listed below in the following order:

1. Cover page to include:
 - a. Announcement of Funding # 35910-20600
 - b. Federal Employee Identification Number (FEIN)
 - c. Provide agency's Data Universal Numbering System (DUNS)
 - d. Child Abuse Prevention Services – Stewards of Children or Nurturing Parenting
 - e. Contact information for the agency including names
2. Verification that the applicant agency is licensed and in good standing with the Department of Children's Services to provide the service(s) required. The required license for this service is Child Abuse Prevention Agency. Child Abuse Prevention Agency shall mean and include any person, corporation, or agency which undertakes to or does provide any services of any nature whatsoever, including but not limited to emergency shelter care, homemaker services, or parent training services designed to prevent or treat child abuse or neglect or to protect children from child abuse or neglect. This shall not apply, however, to a person licensed by the State of Tennessee to practice medicine or psychology while in the course of such practice, nor shall it apply to any school, hospital, mental health center, or similar institution operated or approved by an agency or Department of the State of Tennessee. Nor shall it apply to any church or church-related organization.
3. Statement of Assurances (Attachment 7.2).
4. Completed CBCAP Logic Model (Attachment 7.3). A blank CBCAP Logic Model and informational worksheet is available on the CBCAP Dropbox at:
<https://www.dropbox.com/sh/9tf1a2q5h08zw7a/AABm0HrfZFFTyw6OtwYxxN6Ca/Logic%20Model?dl=0>
5. Program Narrative to include:
 - a. The mission statement of the agency and current services offered by the agency.
 - b. The counties to be served and the rationale for that choice including any objective data showing a need for this service, the source of data and a description of the history of the proposing agency in the proposed service area.
 - c. Description of the targeted population to be served within the state fiscal year, including the number and ages of children and the number of parents/caregivers and families. This must include any particular characteristics of the population which could be identified as "at risk" such as a teen parent, incarcerated parent, special education child, disabled parent or child, etc.
 - d. A discussion of the curriculum chosen (Stewards of Children or Nurturing Parenting) demonstrating a familiarity with the curriculum and a strategic plan for implementation.
 - e. Description of staff to deliver grant services including qualifications, training and any other requirements.

- f. Plan for development, training and recruitment of parent partners and leaders.
 - g. Description of pertinent collaboration between community agencies and no more than three reference letters of support from local child welfare agencies and/or departments signifying collaboration and support within the community. Reference letters should be added as attachments to the Grant Proposal.
6. A line item budget by expenditure category completed on the grant budget form organized by fiscal years and a payroll back-up sheet, which details positions by name, title, salary and benefits (if a position is part-time, please include the percentage of time). For professional staff, include educational qualifications required (Attachment 7.4). Budgets must adhere to funding guidelines outlined on page three. Contingent upon availability and regional distribution of funds, the final grant award may be less than the proposed amount requested in the Grant Proposal. NOTE: There are three budgets required for each fiscal year.

Attachment 7.1**Helpful Links and Online Documents:**

- TN CBCAP Policy and Procedure Manual :
<https://www.dropbox.com/s/8g7dvctm7vqwhfe/TN%20CBCAP%20Policy%20and%20Procedure%20Manual%20-%208.15.2014.pdf?dl=0>
- TN CBCAP Dropbox (manuals, forms, policies, guides, etc.):
www.dropbox.com/sh/9tf1a2q5h08zw7a/AABIQS07emFxApzeEeMOG8SRa?dl=0
- Darkness to Light's Stewards of Children training: www.d2l.org
- Nurturing Parenting Program: <http://www.nurturingparenting.com/>
- FRIENDS National Resource Center: <http://friendsnrc.org/>
- Logic Model Builder: <https://www.childwelfare.gov/preventing/evaluating/toolkit.cfm>
- Kids Count Data for Tennessee: <http://datacenter.kidscount.org/data#TN/2/0>
- Prevention Resources and Information: <https://www.childwelfare.gov/preventing/>

Attachment 7.2

Statement of Assurances

**TENNESSEE DEPARTMENT OF CHILDREN'S SERVICES
CHILD ABUSE PREVENTION ASSURANCES**

As the representative for _____, I hereby certify that:

1. The Agency will assure appropriate match.
2. The Agency will participate in local and statewide community education of child abuse prevention including April Child Abuse Prevention Month. This community education will be in addition to the agency's child abuse prevention program. The agency will coordinate prevention services with local Department of Children's Services staff, as appropriate.
3. The Agency will insure that no person is ever charged for a program delivered with these funds.
4. The Agency will provide child-care and transportation, if necessary, for services provision.
5. The Agency will address the need of a multi-cultural population and will not discriminate on the basis of race, gender, age or national origin.
6. The Agency assures that it is a public or not-for-profit agency with 501(c) (3) status, and eligible in every respect for this grant.
7. The Agency will involve parents who are former clients in positions of leadership.
8. The Agency will promote the sale of the Children's First License Plate.
9. The Agency will assure that they will avoid the appearance of impropriety in the use or application of these funds.

SIGNATURE

DATE

| Tennessee CBCAP Logic Model | | | | |
|--|---|---|--|---|
| <p>Vision: <i>(impact, long-term outcome, goal) Your vision statement is a reflection of the purpose and spirit behind your actions. All activities and outcomes should contribute to the achievement of your vision. A truly inspired vision statement may not be measurable in the short-term, and your program doesn't necessarily have to be responsible for single-handedly achieving it. Rather, your program may be contributing to its achievement.</i></p> | | | | |
| <p>Population and Population Needs: <i>A description of the population you are targeting and the specific needs you intend to address through your services.</i></p> | | | | |
| Resources (Inputs) | Services (Outputs) | Outcomes (Short-term) | (Intermediate) | (Long-term) |
| <p><i>(Demonstrate that you have the means to provide services as described. Include funding, in-kind services and existing infrastructure. You can identify secured resources as well as resources being sought. You may also specify less tangible resources, such as relationships with partners. If it is important to service delivery or programming, consider including it here.)</i></p> | <p><i>(State what you will do to achieve your outcomes. What approaches, activities, or strategies will you offer? Include the minimum number of clients your agency will serve within a single state fiscal year.)</i></p> | <p><i>(Example: parent engagement, completion of classes)</i></p> | <p><i>(Describe how the target population's beliefs, behaviors, an/or status will change as a result of your services. In determining outcomes, ask, "What is the desired change our services will bring about?")</i></p> <p><i>(Example: improved scores on standardized tests/surveys)</i></p> | <p><i>Example: improved community child safety, improved family stability, stronger families and communities, decreased incidences of first time child abuse)</i></p> |

ATTACHMENT 7.4

| GRANT BUDGET | | | | |
|--|---|-------------------|------------------|---------------|
| Additional Identification Information As Necessary | | | | |
| The grant budget line-item amounts below shall be applicable only to expense incurred during the following | | | | |
| Applicable Period: BEGIN: July 01, 2015 END: June 30, 2016 | | | | |
| POLICY 03 Object Line-item Reference | EXPENSE OBJECT LINE-ITEM CATEGORY ¹ | GRANT CONTRACT | GRANTEE MATCH | TOTAL PROJECT |
| 1. 2 | Salaries, Benefits & Taxes | 0.00 | 0.00 | 0.00 |
| 4. 15 | Professional Fee, Grant & Award ² | 0.00 | 0.00 | 0.00 |
| 5, 6, 7, 8, 9, 10 | Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications | 0.00 | 0.00 | 0.00 |
| 11. 12 | Travel, Conferences & Meetings | 0.00 | 0.00 | 0.00 |
| 13 | Interest ² | 0.00 | 0.00 | 0.00 |
| 14 | Insurance | 0.00 | 0.00 | 0.00 |
| 16 | Specific Assistance To Individuals | 0.00 | 0.00 | 0.00 |
| 17 | Depreciation ² | 0.00 | 0.00 | 0.00 |
| 18 | Other Non-Personnel ² | 0.00 | 0.00 | 0.00 |
| 20 | Capital Purchase ² | 0.00 | 0.00 | 0.00 |
| 22 | Indirect Cost | 0.00 | 0.00 | 0.00 |
| 24 | In-Kind Expense | 0.00 | 0.00 | 0.00 |
| 25 | GRAND TOTAL | 0.00 | 0.00 | 0.00 |

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: <http://www.state.tn.us/finance/act/documents/policy3.pdf>).

² Applicable detail follows this page if line-item is funded.

GRANT BUDGET LINE-ITEM DETAIL:

| PROFESSIONAL FEE, GRANT & AWARD | AMOUNT |
|---|---------------|
| Specific, Descriptive, Detail (Repeat Row As Necessary) | Amount |
| TOTAL | Amount |

| INTEREST | AMOUNT |
|---|---------------|
| Specific, Descriptive, Detail (Repeat Row As Necessary) | Amount |
| TOTAL | Amount |

| DEPRECIATION | AMOUNT |
|---|---------------|
| Specific, Descriptive, Detail (Repeat Row As Necessary) | Amount |
| TOTAL | Amount |

| OTHER NON-PERSONNEL | AMOUNT |
|---|---------------|
| Specific, Descriptive, Detail (Repeat Row As Necessary) | Amount |
| TOTAL | Amount |

| CAPITAL PURCHASE | AMOUNT |
|---|---------------|
| Specific, Descriptive, Detail (Repeat Row As Necessary) | Amount |
| TOTAL | Amount |

GRANT BUDGET

Additional Identification Information As Necessary

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| 5, 6, 7, 8, 9, 10 | Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications | 0.00 | 0.00 | 0.00 |
| 11. 12 | Travel, Conferences & Meetings | 0.00 | 0.00 | 0.00 |
| 13 | Interest ² | 0.00 | 0.00 | 0.00 |
| 14 | Insurance | 0.00 | 0.00 | 0.00 |
| 16 | Specific Assistance To Individuals | 0.00 | 0.00 | 0.00 |
| 17 | Depreciation ² | 0.00 | 0.00 | 0.00 |
| 18 | Other Non-Personnel ² | 0.00 | 0.00 | 0.00 |
| 20 | Capital Purchase ² | 0.00 | 0.00 | 0.00 |
| 22 | Indirect Cost | 0.00 | 0.00 | 0.00 |
| 24 | In-Kind Expense | 0.00 | 0.00 | 0.00 |
| 25 | GRAND TOTAL | 0.00 | 0.00 | 0.00 |

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|---|---------------|
| Specific, Descriptive, Detail (Repeat Row As Necessary) | Amount |
| TOTAL | Amount |

| INTEREST | AMOUNT |
|---|---------------|
| Specific, Descriptive, Detail (Repeat Row As Necessary) | Amount |
| TOTAL | Amount |

| DEPRECIATION | AMOUNT |
|---|---------------|
| Specific, Descriptive, Detail (Repeat Row As Necessary) | Amount |
| TOTAL | Amount |

| OTHER NON-PERSONNEL | AMOUNT |
|---|---------------|
| Specific, Descriptive, Detail (Repeat Row As Necessary) | Amount |
| TOTAL | Amount |

| CAPITAL PURCHASE | AMOUNT |
|---|---------------|
| Specific, Descriptive, Detail (Repeat Row As Necessary) | Amount |
| TOTAL | Amount |

GRANT BUDGET

Additional Identification Information As Necessary

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| 5, 6, 7, 8, 9, 10 | Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications | 0.00 | 0.00 | 0.00 |
| 11. 12 | Travel, Conferences & Meetings | 0.00 | 0.00 | 0.00 |
| 13 | Interest ² | 0.00 | 0.00 | 0.00 |
| 14 | Insurance | 0.00 | 0.00 | 0.00 |
| 16 | Specific Assistance To Individuals | 0.00 | 0.00 | 0.00 |
| 17 | Depreciation ² | 0.00 | 0.00 | 0.00 |
| 18 | Other Non-Personnel ² | 0.00 | 0.00 | 0.00 |
| 20 | Capital Purchase ² | 0.00 | 0.00 | 0.00 |
| 22 | Indirect Cost | 0.00 | 0.00 | 0.00 |
| 24 | In-Kind Expense | 0.00 | 0.00 | 0.00 |
| 25 | GRAND TOTAL | 0.00 | 0.00 | 0.00 |

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: <http://www.state.tn.us/finance/act/documents/policy3.pdf>).

² Applicable detail follows this page if line-item is funded.

GRANT BUDGET LINE-ITEM DETAIL:

| PROFESSIONAL FEE, GRANT & AWARD | AMOUNT |
|---|---------------|
| Specific, Descriptive, Detail (Repeat Row As Necessary) | Amount |
| TOTAL | Amount |

| INTEREST | AMOUNT |
|---|---------------|
| Specific, Descriptive, Detail (Repeat Row As Necessary) | Amount |
| TOTAL | Amount |

| DEPRECIATION | AMOUNT |
|---|---------------|
| Specific, Descriptive, Detail (Repeat Row As Necessary) | Amount |
| TOTAL | Amount |

| OTHER NON-PERSONNEL | AMOUNT |
|---|---------------|
| Specific, Descriptive, Detail (Repeat Row As Necessary) | Amount |
| TOTAL | Amount |

| CAPITAL PURCHASE | AMOUNT |
|---|---------------|
| Specific, Descriptive, Detail (Repeat Row As Necessary) | Amount |
| TOTAL | Amount |

Attachment 7.5

**GRANT CONTRACT
BETWEEN THE STATE OF TENNESSEE,
DEPARTMENT OF CHILDREN'S SERVICES
AND
GRANTEE NAME**

This Grant Contract, by and between the State of Tennessee, Department of Children's Services (DCS), hereinafter referred to as the 'State' and Department of Children's Services (DCS), hereinafter referred to as the "Grantee," is for the provision of Child Abuse Prevention Services, as further defined in the "SCOPE OF SERVICES."

The Grantee is a/an Individual, For-Profit Corporation, Non-Profit Corporation, Special Purpose Corporation Or Association, Partnership, Joint Venture, Or Limited Liability Company.

Grantee Place of Incorporation or Organization: Location

Grantee Edison Vendor ID # Number

A. SCOPE OF SERVICES:

- A.1. The Grantee shall provide all service and deliverables as required, described, and detailed herein and shall meet all service and delivery timelines as specified by this Grant Contract.
- A.2. The Grantee shall assist the Department in completing the Federal Award Identification Worksheet, Attachment 1.
- A.3. The Grantee shall provide Primary or Secondary Child Abuse Prevention Services, which are those services, designed to prevent the occurrence of child abuse and neglect before it starts.
- A.4. The Grantees shall provide the Child Abuse Prevention Services identified in A.3., in the [REGION SELECTED]. The Grantees Program Narrative, Attachment A, details how services shall be provided as well as the number to be served.
- A.5. Services shall be provided according to the Child Abuse Prevention Policies and Procedures Manual as they may from time to time be amended. For more information, visit the website at: <https://www.dropbox.com/s/8g7dvctm7vqwhfe/TN%20CBCAP%20Policy%20and%20Procedure%20Manual%20-%208.15.2014.pdf?dl=0>
- A.6. Any Grantee personnel that provides direct services to children, provides services in the home and/or has unsupervised access to children must complete a full background check to include criminal and abuse history checks in accordance with DCS Policy 4.1.
- A.7. kidcentraltn.com
 - a. Under the guidance of their Gatekeeper, Grantee shall create and maintain an agency program profile in the designated state services directory located at www.kidcentraltn.com. Grantee may have more than one service which is appropriate for the directory. The Gatekeeper will provide instructions for which services should be included in the directory. Grantee shall update its agency program profile(s) in the designated state services directory at least every six months. In addition, Grantee shall update its agency program profile(s) within ten (10) business days of any change in information.

For the purposes of this section, Gatekeeper shall be the person designated by State to do the following tasks: 1) invite Grantee to create a profile; 2) review, approve, and publish program profiles created by Grantee; and 3) monitor update activity.

- b. If Grantee has a website, they must link to www.kidcentraltn.com from an

appropriate section of that website. If Grantee would like to link to specific features of the kidcentral tn website such as the My Profile, Mobile App, Facebook, or State Services Directory features, State can provide specific copy, links, and images for those features.

If Grantee uses State funds to develop or distribute materials (print or electronic) intended for parents, families, children, or professionals working directly with children or families, Grantee must place the kidcentral tn logo on those materials. Examples of covered materials would include brochures, flyers, posters, and promotional postcards or mailers. State provides the kidcentral tn logo at the following link <http://tn.gov/generalserv/ba09p/>. If Grantee would like to apply the full kidcentral tn brand to print materials such as brochures, flyers, posters, or postcards, State also provides those templates at the following link <http://tn.gov/generalserv/ba09p/>.

This kidcentral tn logo requirement does not apply to materials that have already been printed or designed. This kidcentral tn logo requirement does not apply to materials that originate from the federal government, national organizations, or other groups where Grantee serves as a pass through of those materials. The kidcentral tn logo should not be applied to individualized correspondence or individualized materials which are intended for a single family or professional and should not be applied to materials where the subject is purely administrative, such as materials about rules, sanctions, regulations, or enforcement.

A.8. Reporting Form. The Grantee shall prepare and submit a Quarterly Program Report due within fifteen (15) days after a reporting period ends. Quarterly reporting periods will begin July 1, 2015 and end June 30, 2018 with quarters scheduled as follows;

- Q1 07/01 – 09/30
- Q2 10/01 – 12/31
- Q3 01/01 – 03/31
- Q4 04/01 – 06/30

Quarterly Program Reports shall be submitted to the Department of Children’s Services, Network Development online at the following link: <http://www.state.tn.us/youth/cap.shtml> .

B. CONTRACT PERIOD:

This Grant Contract shall be effective for the period beginning July 01, 2015, and ending on June 30, 2018. The Grantee hereby acknowledges and affirms that the State shall have no obligation for Grantee services or expenditures that were not completed within this specified contract period.

C. PAYMENT TERMS AND CONDITIONS:

C.1. Maximum Liability. In no event shall the maximum liability of the State under this Grant Contract exceed Written Dollar Amount (\$Number). The Grant Budget, attached and incorporated hereto as Attachments 2, 3, & 4, shall constitute the maximum amount due the Grantee for all service and Grantee obligations hereunder. The Grant Budget line-items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Grantee.

C.2. Compensation Firm. The maximum liability of the State is not subject to escalation for any reason unless amended. The Grant Budget amounts are firm for the duration of the Grant Contract and are not subject to escalation for any reason unless amended, except as provided in section C.6.

C.3. Payment Methodology. The Grantee shall be reimbursed for actual, reasonable, and necessary costs based upon the Grant Budget, not to exceed the maximum liability established in section C.1. Upon progress toward the completion of the work, as described in section A of this Grant Contract, the Grantee shall submit invoices prior to any reimbursement of allowable costs.

C.4. Travel Compensation. Reimbursement to the Grantee for travel, meals, or lodging shall be subject to amounts and limitations specified in the "State Comprehensive Travel Regulations," as they are amended from time to time, and shall be contingent upon and limited by the Grant Budget funding for said reimbursement.

C.5. Invoice Requirements. The Grantee shall invoice the State no more often than monthly, with all necessary supporting documentation, and present such to:

State of Tennessee
Department of Children's Services
Attn: Payables
7th Floor, Cordell Hull Building
436 Sixth Avenue North
Nashville, TN 37243-1290

a. Each invoice shall clearly and accurately detail all of the following required information (calculations must be extended and totaled correctly).

- (1) Invoice/Reference Number (assigned by the Grantee).
- (2) Invoice Date.
- (3) Invoice Period (to which the reimbursement request is applicable).
- (4) Grant Contract Number (assigned by the State).
- (5) Grantor: Tennessee Department of Children's Services/Network Development.
- (6) Grantor Number (assigned by the Grantee to the above-referenced Grantor).
- (7) Grantee Name.
- (8) Grantee Tennessee Edison Registration ID Number Referenced in Preamble of this Grant Contract.
- (9) Grantee Remittance Address.
- (10) Grantee Contact for Invoice Questions (name, phone, and/or fax).
- (11) Itemization of Reimbursement Requested for the Invoice Period— it must detail, at minimum, all of the following:
 - i. The amount requested by Grant Budget line-item (including any travel expenditure reimbursement requested and for which documentation and receipts, as required by "State Comprehensive Travel Regulations," are attached to the invoice).
 - ii. The amount reimbursed by Grant Budget line-item to date.
 - iii. The total amount reimbursed under the Grant Contract to date.
 - iv. The total amount requested (all line-items) for the Invoice Period.

b. The Grantee understands and agrees to all of the following.

- (1) An invoice under this Grant Contract shall include only reimbursement requests for actual, reasonable, and necessary expenditures required in the delivery of service described by this Grant Contract and shall be subject to the Grant Budget and any other provision of this Grant Contract relating to allowable reimbursements.
- (2) An invoice under this Grant Contract shall not include any reimbursement request for future expenditures.
- (3) An invoice under this Grant Contract shall initiate the timeframe for reimbursement only when the State is in receipt of the invoice, and the invoice meets the minimum requirements of this section C.5.

C.6. Budget Line-items. Expenditures, reimbursements, and payments under this Grant Contract shall adhere to the Grant Budget. The Grantee may vary from a Grant Budget line-item amount by up to twenty (20%) of the line-item amount, provided that any increase is off-set by an equal reduction of other line-item amount(s) such that the net result of variances shall not increase the total Grant Contract amount detailed by the Grant Budget. Any increase in the Grant Budget, grand total amounts shall require an amendment of this Grant Contract.

- C.7. Disbursement Reconciliation and Close Out. The Grantee shall submit any final invoice and a grant disbursement reconciliation report within sixty (60) days of the Grant Contract end date and in form and substance acceptable to the State.
- a. If total disbursements by the State pursuant to this Grant Contract exceed the amounts permitted by the section C, payment terms and conditions of this Grant Contract, the Grantee shall refund the difference to the State. The Grantee shall submit said refund with the final grant disbursement reconciliation report.
 - b. The State shall not be responsible for the payment of any invoice submitted to the state after the grant disbursement reconciliation report. The State will not deem any Grantee costs submitted for reimbursement after the grant disbursement reconciliation report to be allowable and reimbursable by the State, and such invoices will NOT be paid.
 - c. The Grantee's failure to provide a final grant disbursement reconciliation report to the state as required shall result in the Grantee being deemed ineligible for reimbursement under this Grant Contract, and the Grantee shall be required to refund any and all payments by the state pursuant to this Grant Contract.
 - d. The Grantee must close out its accounting records at the end of the contract period in such a way that reimbursable expenditures and revenue collections are NOT carried forward.
- C.8. Indirect Cost. Should the Grantee request reimbursement for indirect cost, the Grantee must submit to the State a copy of the indirect cost rate approved by the cognizant federal agency and the State. The Grantee will be reimbursed for indirect cost in accordance with the approved indirect cost rate and amounts and limitations specified in the attached Grant Budget. Once the Grantee 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 and the State. If the indirect cost rate is provisional during the period of this agreement, once the rate becomes final, the Grantee 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 Grantee.
- C.9. Cost Allocation. If any part of the costs to be reimbursed under this Grant Contract are joint costs involving allocation to more than one program or activity, such costs shall be allocated and reported in accordance with the provisions of Department of Finance and Administration Policy Statement 03 or any amendments or revisions made to this policy statement during the contract period.
- C.10. Payment of Invoice. A payment by the State shall not prejudice the State's right to object to or question any reimbursement, invoice, or matter in relation thereto. A payment by the State shall not be construed as acceptance of any part of the work or service provided or as approval of any amount as an allowable cost.
- C.11. Unallowable Costs. Any amounts payable to the Grantee shall be subject to reduction for amounts included in any invoice or payment theretofore made, which are determined by the State, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, not to constitute allowable costs.
- C.12. Deductions. The State reserves the right to deduct from amounts, which are or shall become due and payable to the Grantee under this or any contract between the Grantee and the State of Tennessee any amounts, which are or shall become due and payable to the State of Tennessee by the Grantee.
- C.13. Prerequisite Documentation. The Grantee shall not invoice the State under this Grant Contract until the State has received the following documentation properly completed.
- a. The Grantee shall complete, sign, and present to the State an "Authorization Agreement for Automatic Deposit (ACH Credits) Form" provided by the State. By doing so, the

Grantee acknowledges and agrees that, once said form is received by the State, all payments to the Grantee, under this or any other contract the Grantee has with the State of Tennessee shall be made by Automated Clearing House (ACH).

- b. The Grantee shall complete, sign, and present to the State a "Substitute W-9 Form" provided by the State. The taxpayer identification number detailed by said form must agree with the Federal Employer Identification Number or Social Security Number referenced in this Grant Contract or the Grantee's Tennessee Edison Registration.

D. STANDARD TERMS AND CONDITIONS:

- D.1. Required Approvals. The State is not bound by this Grant Contract until it is signed by the contract parties and approved by appropriate officials in accordance with applicable Tennessee laws and regulations (depending upon the specifics of this contract, said officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).
- D.2. Modification and Amendment. Except as specifically provided herein, this Grant Contract may be modified only by a written amendment signed by all parties hereto and approved by both the officials who approved the base contract and, depending upon the specifics of the contract as amended, any additional officials required by Tennessee laws and regulations (said officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).
- D.3. Termination for Convenience. The State may terminate this Grant Contract without cause for any reason. Said termination shall not be deemed a breach of contract by the State. The State shall give the Grantee at least thirty (30) days written notice before the effective termination date. The Grantee shall be entitled to compensation for authorized expenditures and satisfactory services completed as of the termination date, but in no event shall the State be liable to the Grantee for compensation for any service which has not been rendered. The final decision as to the amount, for which the State is liable, shall be determined by the State. Should the State exercise this provision, the Grantee shall not have any right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount.
- D.4. Termination for Cause. If the Grantee fails to properly perform its obligations under this Grant Contract in a timely or proper manner, or if the Grantee violates any terms of this Grant Contract, the State shall have the right to immediately terminate the Grant Contract and withhold payments in excess of fair compensation for completed services. Notwithstanding the above, the Grantee shall not be relieved of liability to the State for damages sustained by virtue of any breach of this Grant Contract by the Grantee.
- D.5. Subcontracting. The Grantee shall not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of the State. If such subcontracts are approved by the State, each shall contain, at a minimum, sections of this contract pertaining to "Conflicts of Interest," "Lobbying," "Nondiscrimination," "Public Accountability," "Public Notice," and "Records" (as identified by the section headings). Notwithstanding any use of approved subcontractors, the Grantee shall be the prime contractor and shall be responsible for all work performed.
- D.6. Conflicts of Interest. The Grantee warrants that no part of the total Grant Amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Grantee in connection with any work contemplated or performed relative to this Grant Contract.

The Grantee acknowledges, understands, and agrees that this Grant Contract shall be null and void if the Grantee is, or within the past six months has been, an employee of the State of Tennessee or if the Grantee is an entity in which a controlling interest is held by an individual who is, or within the past six months has been, an employee of the State of Tennessee.

D.7. Lobbying. The Grantee certifies, to the best of its knowledge and belief, that:

- a. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this contract, grant, loan, or cooperative agreement, the Grantee shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- c. The Grantee shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, *U.S. Code*.

D.8. Nondiscrimination. The Grantee hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Grantee on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal, Tennessee State constitutional, or statutory law. The Grantee shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

D.9. Public Accountability. If the Grantee is subject to *Tennessee Code Annotated*, Title 8, Chapter 4, Part 4, or if this Grant Contract involves the provision of services to citizens by the Grantee on behalf of the State, the Grantee agrees to establish a system through which recipients of services may present grievances about the operation of the service program, and the Grantee shall display in a prominent place, located near the passageway through which the public enters in order to receive Grant supported services, a sign at least twelve inches (12") in height and eighteen inches (18") in width stating:

NOTICE: THIS AGENCY IS A RECIPIENT OF TAXPAYER FUNDING. IF YOU OBSERVE AN AGENCY DIRECTOR OR EMPLOYEE ENGAGING IN ANY ACTIVITY WHICH YOU CONSIDER TO BE ILLEGAL, IMPROPER, OR WASTEFUL, PLEASE CALL THE STATE COMPTROLLER'S TOLL-FREE HOTLINE: 1-800-232-5454

D.10. Public Notice. All notices, informational pamphlets, press releases, research reports, signs, and similar public notices prepared and released by the Grantee shall include the statement, "This project is funded under an agreement with the State of Tennessee." Any such notices by the Grantee shall be approved by the State.

D.11. Licensure. The Grantee and its employees and all sub-grantees shall be licensed pursuant to all applicable federal, state, and local laws, ordinances, rules, and regulations and shall upon request provide proof of all licenses.

D.12. Records. The Grantee (and any approved subcontractor) shall maintain documentation for all charges under this Contract. The books, records, and documents of the Grantee (and any approved subcontractor), insofar as they relate to work performed or money received under this

Contract, shall be maintained for a period of three (3) full years from the date of the final payment and shall be subject to audit at any reasonable time and upon reasonable notice by the state agency, the Comptroller of the Treasury, or duly appointed representatives. The records of not-for-profit entities shall be maintained in accordance with the *Accounting and Financial Reporting for Not-for-Profit Recipients of Grant Funds in Tennessee*, published by the Tennessee Comptroller of the Treasury and found at <http://www.comptroller1.state.tn.us/ma/finreptmanual.asp>. The records for local governments shall be maintained in accordance with the *Internal Control and Compliance Manual for Tennessee Municipalities*, published by the Tennessee Comptroller of the Treasury and found at <http://www.comptroller1.state.tn.us/ma/citymanual.asp> and in accordance with GFOA's publication, *Governmental Accounting, Auditing and Financial Reporting*.

- D.13. Monitoring. The Grantee's activities conducted and records maintained pursuant to this Grant Contract shall be subject to monitoring and evaluation by the State, the Comptroller of the Treasury, or their duly appointed representatives.
- D.14. Progress Reports. The Grantee shall submit brief, periodic, progress reports to the State as requested.
- D.15. Annual Report and Audit. The Grantee shall prepare and submit, within nine (9) months after the close of the reporting period, an annual report of its activities funded under this Grant Contract to the commissioner or head of the Granting agency, the Tennessee Comptroller of the Treasury, and the Commissioner of Finance and Administration. The annual report for any Grantee that receives five hundred thousand dollars (\$500,000) or more in aggregate federal and state funding for all its programs shall include audited financial statements. All books of account and financial records shall be subject to annual audit by the Tennessee Comptroller of the Treasury or the Comptroller's duly appointed representative. When an audit is required, the Grantee may, with the prior approval of the Comptroller, engage a licensed independent public accountant to perform the audit. The audit contract between the Grantee and the licensed independent public accountant shall be on a contract form prescribed by the Tennessee Comptroller of the Treasury. Any such audit shall be performed in accordance with generally accepted government auditing standards, the provisions of OMB Circular A-133, if applicable, and the *Audit Manual for Governmental Units and Recipients of Grant Funds* published by the Tennessee Comptroller of the Treasury. The Grantee shall be responsible for reimbursement of the cost of the audit prepared by the Tennessee Comptroller of the Treasury, and payment of fees for the audit prepared by the licensed independent public accountant. Payment of the audit fees of the licensed independent public accountant by the Grantee shall be subject to the provisions relating to such fees contained in the prescribed contract form noted above. Copies of such audits shall be provided to the designated cognizant state agency, the State Granting Department, the Tennessee Comptroller of the Treasury, and the Department of Finance and Administration and shall be made available to the public.
- D.16. Procurement. If other terms of this Grant Contract allow reimbursement for the cost of goods, materials, supplies, equipment, and/or contracted services, such procurement(s) shall be made on a competitive basis, including the use of competitive bidding procedures, where practical. The Grantee shall maintain documentation for the basis of each procurement for which reimbursement is paid pursuant to this Grant Contract. In each instance where it is determined that use of a competitive procurement method is not practical, supporting documentation shall include a written justification for such decision and non-competitive procurement. Further, and notwithstanding the foregoing, if such reimbursement is to be made with funds derived wholly or partially from federal sources, the determination of cost shall be governed by and reimbursement shall be subject to the Grantee's compliance with applicable federal procurement requirements.

The Grantee shall obtain prior approval from the State before purchasing any equipment under this Grant Contract.

- D.17. Strict Performance. Failure by any party to this Grant Contract to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this agreement shall not be construed as a waiver or relinquishment of any such term, covenant,

condition, or provision. No term or condition of this Grant Contract shall be held to be waived, modified, or deleted except by a written amendment signed by the parties hereto.

- D.18. Independent Contractor. The parties hereto, in the performance of this Grant Contract, shall not act as employees, partners, joint venturers, or associates of one another. It is expressly acknowledged by the parties hereto that such parties are independent contracting entities and that nothing in this Grant Contract shall be construed to create an employer/employee relationship or to allow either to exercise control or direction over the manner or method by which the other transacts its business affairs or provides its usual services. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever.

The Grantee, being an independent contractor and not an employee of the State, agrees to carry adequate public liability and other appropriate forms of insurance, including adequate public liability and other appropriate forms of insurance on the Grantee's employees, and to pay all applicable taxes incident to this Grant Contract.

- D.19. State Liability. The State shall have no liability except as specifically provided in this Grant Contract.
- D.20. Force Majeure. The obligations of the parties to this Grant Contract are subject to prevention by causes beyond the parties' control that could not be avoided by the exercise of due care including, but not limited to, natural disasters, riots, wars, epidemics, or any other similar cause.
- D.21. State and Federal Compliance. The Grantee shall comply with all applicable state and federal laws and regulations in the performance of this Grant Contract.
- D.22. Governing Law. This Grant Contract shall be governed by and construed in accordance with the laws of the State of Tennessee. The Grantee agrees that it will be subject to the exclusive jurisdiction of the courts of the State of Tennessee in actions that may arise under this Grant Contract. The Grantee acknowledges and agrees that any rights or claims against the State of Tennessee or its employees hereunder, and any remedies arising there from, shall be subject to and limited to those rights and remedies, if any, available under *Tennessee Code Annotated*, Sections 9-8-101 through 9-8-407.
- D.23. Completeness. This Grant Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions of the parties' agreement. This Grant Contract supersedes any and all prior understandings, representations, negotiations, and agreements between the parties relating hereto, whether written or oral.
- D.24. Severability. If any terms and conditions of this Grant Contract are held to be invalid or unenforceable as a matter of law, the other terms and conditions hereof shall not be affected thereby and shall remain in full force and effect. To this end, the terms and conditions of this Grant Contract are declared severable.
- D.25. Headings. Section headings are for reference purposes only and shall not be construed as part of this Grant Contract.

E. SPECIAL TERMS AND CONDITIONS:

- E.1. Conflicting Terms and Conditions. Should any of these special terms and conditions conflict with any other terms and conditions of this Grant Contract, these special terms and conditions shall control.
- E.2. Communications and Contacts. All instructions, notices, consents, demands, or other communications required or contemplated by this Grant Contract shall be in writing and shall be made by certified, first class mail, return receipt requested and postage prepaid, by overnight courier service with an asset tracking system, or by EMAIL or facsimile transmission with recipient

confirmation. Any such communications, regardless of method of transmission, shall be addressed to the respective party at the appropriate mailing address, facsimile number, or EMAIL address as set forth below or to that of such other party or address, as may be hereafter specified by written notice.

The State:

State Contact Name & Title
State Agency Name
Address
Email Address
Telephone # Number
FAX # Number

The Grantee:

Grantee Contact Name & Title
Grantee Name
Address
Email Address
Telephone # Number
FAX # Number

All instructions, notices, consents, demands, or other communications shall be considered effectively given upon receipt or recipient confirmation as may be required.

E.3. Subject to Funds Availability. The Grant Contract is subject to the appropriation and availability of State and/or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, the State reserves the right to terminate the Grant Contract upon written notice to the Grantee. Said termination shall not be deemed a breach of contract by the State. Upon receipt of the written notice, the Grantee shall cease all work associated with the Grant Contract. Should such an event occur, the Grantee shall be entitled to compensation for all satisfactory and authorized services completed as of the termination date. 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.

E.4. Insurance. The Grantee shall carry adequate liability and other appropriate forms of insurance.

a. The Grantee shall maintain, at minimum, the following insurance coverage:

- (1) Workers' Compensation/ Employers' Liability (including all states coverage) with a limit not less than the relevant statutory amount or one million dollars (\$1,000,000) per occurrence for employers' liability whichever is greater.
- (2) Comprehensive Commercial General Liability (including personal injury & property damage, premises/operations, independent contractor, contractual liability and completed operations/products) with a bodily injury/property damage combined single limit not less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate.
- (3) Automobile Coverage (including owned, leased, hired, and non-owned vehicles) with a bodily injury/property damage combined single limit not less than one million dollars (\$1,000,000) per occurrence.
- (4) Professional Malpractice Liability with a limit of not less than one million dollars (\$1,000,000) per claim and two million dollars (\$2,000,000) aggregate.

b. At any time State may require the Grantee to provide a valid Certificate of Insurance detailing Coverage Description; Insurance Company & Policy Number; Exceptions and Exclusions; Policy Effective Date; Policy Expiration Date; Limit(s) of Liability; and Name

and Address of Insured. Failure to provide required evidence of insurance coverage shall be a material breach of this Grant Contract.

- E.5. Tennessee Department of Revenue Registration. The Grantee shall be registered with the Department of Revenue for the collection of Tennessee sales and use tax. This registration requirement is a material requirement of this Contract.
- E.6. 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.
- E.7. No Equipment Acquisition. This Grant Contract does not involve the acquisition and disposition of equipment acquired with funds provided under this Grant Contract.
- E.8. Debarment and Suspension. The Grantee certifies, to the best of its knowledge and belief, that it, its current and future principals, its current and future subcontractors and their principals:
- a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency;
 - b. have not within a three (3) year period preceding this Grant Contract been convicted of, or had a civil judgment rendered against them from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
 - c. are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed in section b. of this certification; and
 - d. have not within a three (3) year period preceding this Grant Contract had one or more public transactions (federal, state, or local) terminated for cause or default.

The Grantee shall provide immediate written notice to the State if at any time it learns that there was an earlier failure to disclose information or that due to changed circumstances, its principals or the principals of its subcontractors are excluded or disqualified.

- E.9. Confidentiality of Records. Strict standards of confidentiality of records and information shall be maintained in accordance with applicable state and federal law. All material and information, regardless of form, medium or method of communication, provided to the Grantee by the State or acquired by the Grantee on behalf of the State shall be regarded as confidential information in accordance with the provisions of applicable state and federal law, state and federal rules and regulations, departmental policy, and ethical standards. Such confidential information shall not be disclosed, and all necessary steps shall be taken by the Grantee to safeguard the confidentiality of such material or information in conformance with applicable state and federal law, state and federal rules and regulations, departmental policy, and ethical standards.

The Grantee's obligations under this section do not apply to information in the public domain; entering the public domain but not from a breach by the Grantee of this Grant Contract; previously possessed by the Grantee without written obligations to the State to protect it; acquired by the Grantee without written restrictions against disclosure from a third party which, to the Grantee's knowledge, is free to disclose the information; independently developed by the Grantee without the use of the State's information; or, disclosed by the State to others without restrictions against disclosure. Nothing in this paragraph shall permit Grantee to disclose any information that is confidential under federal or state law or regulations, regardless of whether it has been disclosed or made available to the Grantee due to intentional or negligent actions or inactions of agents of the State or third parties.

It is expressly understood and agreed the obligations set forth in this section shall survive the termination of this Grant Contract.

- E.10. HIPAA Compliance. The State and the Grantee shall comply with obligations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Health Information Technology for Economic and Clinical Health Act (HITECH) and any other relevant laws and regulations regarding privacy (collectively the "Privacy Rules").
- a. The Grantee warrants to the State that it is familiar with the requirements of the Privacy Rules and will comply with all applicable HIPAA requirements in the course of this Grant Contract.
 - b. The Grantee warrants that it will cooperate with the State, including cooperation and coordination with State privacy officials and other compliance officers required by the Privacy Rules, in the course of performance of this Grant Contract so that both parties will be in compliance with the Privacy Rules.
 - c. The State and the Grantee will sign documents, including but not limited to business associate agreements, as required by the Privacy Rules and that are reasonably necessary to keep the State and the Grantee in compliance with the Privacy Rules. This provision shall not apply if information received by the State under this Grant Contract is NOT "protected health information" as defined by the Privacy Rules, or if the Privacy Rules permit the State to receive such information without entering into a business associate agreement or signing another such document.
- E.11. Grantee Participation. Grantee Participation amount(s) detailed in the Grant Budget are intended as a goal for the total project, and the amount of actual Grantee Participation expenditures will not impact the maximum amounts reimbursable to the Grantee as detailed by the Grant Budget column, "Grant Contract."
- E.12. Prohibited Advertising. The Grantee shall not refer to this Grant or the Grantee's relationship with the State hereunder in commercial advertising in such a manner as to state or imply that the Grantee or the Grantee's services are endorsed. It is expressly understood and agreed that the obligations set forth in this section shall survive the termination of this Grant in perpetuity.
- E.13. Environmental Tobacco Smoke. Pursuant to the provisions of the federal "Pro-Children Act of 1994" and the Tennessee "Children's Act for Clean Indoor Air of 1995," the Grantee shall prohibit smoking of tobacco products within any indoor premises in which services are provided to individuals under the age of eighteen (18) years. The Grantee shall post "no smoking" signs in appropriate, permanent sites within such premises. This prohibition shall be applicable during all hours, not just the hours in which children are present. Violators of the prohibition may be subject to civil penalties and fines. This prohibition shall apply to and be made part of any subcontract related to this Grant Contract.
- E.14. Disclosure of Personal Identity Information. The Grantee shall report to the State any instances of unauthorized disclosure of confidential information that come to the attention of the Grantee. Any such report shall be made by the Grantee within twenty-four (24) hours after the instance has come to the attention of the Grantee. The Grantee, at the sole discretion of the State, shall provide no cost credit monitoring services for individuals that are deemed to be part of a potential disclosure. The Grantee shall bear the cost of notification to individuals having personal identity information involved in a potential disclosure event, including individual letters and/or public notice.
- E.15. The Grantee shall provide a drug-free workplace pursuant to the "Drug-Free Workplace Act," 41 U.S.C. §§ 8101 through 8106, and its accompanying regulations.
- E.16. Not a DCS Employee. The Grantee shall inform the client in writing that the Grantee is a private provider and not an employee of the State.

- E.17. Prohibition of Illegal Immigrants. The requirements of Tenn. Code Ann. § 12-3-309, *et seq.*, addressing the use of illegal immigrants in the performance of any contract to supply goods or services to the state of Tennessee, shall be a material provision of this Grant Contract, a breach of which shall be grounds for monetary or other penalties, including termination of this Grant Contract.
- a. The Grantee agrees that the Grantee shall not knowingly utilize the services of an illegal immigrant in the performance of this Grant Contract and shall not knowingly utilize the services of any subcontractor who will utilize the services of an illegal immigrant in the performance of this Grant Contract. The Grantee shall reaffirm this attestation, in writing, by submitting to the State a completed and signed copy of the document at Attachment 5 semi-annually during the period of this Grant Contract. Such attestations shall be maintained by the Grantee and made available to state officials upon request.
 - b. Prior to the use of any subcontractor in the performance of this Grant Contract, and semi-annually thereafter during the period of this Grant Contract, the Grantee shall obtain and retain a current, written attestation that the subcontractor shall not knowingly utilize the services of an illegal immigrant to perform work under this Grant Contract and shall not knowingly utilize the services of any subcontractor who will utilize the services of an illegal immigrant to perform work under this Grant Contract. Attestations obtained from subcontractors shall be maintained by the Grantee and made available to state officials upon request.
 - c. The Grantee shall maintain records for all personnel used in the performance of this Grant Contract. Said records shall be subject to review and random inspection at any reasonable time upon reasonable notice by the State.
 - d. The Grantee understands and agrees that if the Grantee fails to comply with this Section, the Grantee will be subject to the sanctions of Tenn. Code Ann. § 12-3-309(c) for acts or omissions occurring after the Grant Contract's Effective Date.
 - e. For purposes of this Grant Contract, "illegal immigrant" shall be defined as any person who is not either a United States citizen, a Lawful Permanent Resident, or a person whose physical presence in the United States is authorized or allowed by the federal Department of Homeland Security and who, under federal immigration laws or regulations, is authorized to be employed in the U.S. or is otherwise authorized to provide services under the Grant Contract.
- E.17. Employee Background Checks. Prior to the provision of any services for this Grant, all Grantee personnel that have direct contact with children shall comply with DCS Policy 4.1.
- E.18. Printing Authorization. The Grantee agrees that no publication coming within the jurisdiction of *Tennessee Code Annotated*, Section 12-7-101, *et seq.*, shall be printed pursuant to this contract unless a printing authorization number has been obtained and affixed as required by *Tennessee Code Annotated*, Section 12-7-103 (d).
- E.19. Federal Funding Accountability and Transparency Act (FFATA). This Grant requires the Grantee to provide supplies and/or services that are funded in whole or in part by federal funds that are subject to FFATA. The Grantee is responsible for ensuring that all applicable requirements, including but not limited to those set forth herein, of FFATA are met and that the Grantee provides information to the State as required.

The Grantee shall comply with the following:

- a. Reporting of Total Compensation of the Grantee's Executives.
 - (1) The Grantee shall report the names and total compensation of each of its five most highly compensated executives for the Grantee's preceding completed fiscal year, if in the Grantee's preceding fiscal year it received:

- i. 80 percent or more of the Grantee's annual gross revenues from Federal procurement contracts and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and sub awards); and
- ii. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and sub awards); and
- iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>).

Executive means officers, managing partners, or any other employees in management positions.

- (2) Total compensation means the cash and noncash dollar value earned by the executive during the Grantee's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
 - i. Salary and bonus.
 - ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
 - iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
 - iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
 - v. Above-market earnings on deferred compensation which is not tax qualified.
 - vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.
- b. The Grantee must report executive total compensation described above to the State by the end of the month during which this Grant is awarded.
- c. If this Grant is amended to extend its term, the Grantee must submit an executive total compensation report to the State by the end of the month in which the amendment to this Grant becomes effective.
- d. The Grantee will obtain a Data Universal Numbering System (DUNS) number and maintain its DUNS number for the term of this Grant. More information about obtaining a DUNS Number can be found at: <http://fedgov.dnb.com/webform/>

The Grantee's failure to comply with the above requirements is a material breach of this Grant for which the State may terminate this Grant for cause. The State will not be obligated to pay any outstanding invoice received from the Grantee unless and until the Grantee is in full compliance with the above requirements.

- E.20. Prison Rape Elimination Act (PREA). The Contractor shall comply with the Prison Rape Elimination Act of 2003 (42 U.S.C. § 15601 *et seq.*), and with all applicable PREA standards and

DCS policies related to PREA for preventing, detecting, monitoring, investigating, and eradicating any form of sexual abuse in facilities owned, operated or subcontracted by the Contractor. Contractor acknowledges that, in addition to self-monitoring requirements, DCS will conduct announced and unannounced on-site compliance monitoring. Failure to comply with PREA, PREA Standards, or relevant DCS policies may result in termination of the contract.

- E.21. Evidence-Based Programs. Pursuant to Tenn. Code Ann. § 37-5-121, the Department of Children’s Services is prohibited from expending state funds on any juvenile justice program or program related to the prevention, treatment or care of delinquent juveniles, including any service model or delivery system in any form or by any name, unless the program is evidence-based. “Evidence-based” means a program or practice that is governed by a program manual or protocol that specifies the nature, quality, and amount of service that constitutes the program; and scientific research using methods that meet high scientific standards for evaluating the effects of such programs must have demonstrated with two (2) or more separate client samples that the program improves client outcomes central to the purpose of the program.

The Grantee and any of the Grantee’s subcontractors shall cooperate with the State in evaluating whether its services are evidence-based or otherwise, and will provide program and service details, efficacy data and any information required or requested by the State, consistent with State and federal law regarding confidentiality, for the purpose of complying with this statute for monitoring and quality control. The Grantee further acknowledges and understands that the intent of the law is to discontinue programs and services that are not supported by the evidence of impartial scientific investigation as outlined by statute, rules and regulations which have been, or may be, promulgated by the Department of Children’s Services. By affixing its signature below, the Grantee understands and agrees that the Department of Children’s Services is compelled by law to terminate this Grant instrument if services with any Grantee or the Grantee’s subcontractor(s) are not proven to be evidence-based and if continuation of this Grant shall cause the Department of Children’s Services not to be in compliance with such statute within the timetable set forth in Tenn. Code Ann. § 37-5-121.

IN WITNESS WHEREOF,

GRANTEE LEGAL ENTITY NAME:

GRANTEE SIGNATURE **DATE**

PRINTED NAME AND TITLE OF GRANTEE SIGNATORY (above)

DEPARTMENT OF CHILDREN’S SERVICES:

JAMES M. HENRY, COMMISSIONER **DATE**

Federal Award Identification Worksheet

| | |
|--|--|
| Subrecipient's name (must match registered name in DUNS) | |
| Subrecipient's DUNS number | |
| Federal Award Identification Number (FAIN) | |
| Federal award date | |
| CFDA number and name | |
| Grant contract's begin date | |
| Grant contract's end date | |
| Amount of federal funds obligated by this grant contract | |
| Total amount of federal funds obligated to the subrecipient | |
| Total amount of the federal award to the pass-through entity (Grantor State Agency) | |
| Name of federal awarding agency | |
| Name and contact information for the federal awarding official | |
| Is the federal award for research and development? | |
| Indirect cost rate for the federal award (See 2 C.F.R. §200.331 for information on type of indirect cost rate) | |

BUDGETS

ATTACHMENTS 2, 3 & 4

GRANT BUDGET LINE-ITEM DETAIL:

| PROFESSIONAL FEE, GRANT & AWARD | AMOUNT |
|---|---------------|
| Specific, Descriptive, Detail (Repeat Row As Necessary) | Amount |
| TOTAL | Amount |

| INTEREST | AMOUNT |
|---|---------------|
| Specific, Descriptive, Detail (Repeat Row As Necessary) | Amount |
| TOTAL | Amount |

| DEPRECIATION | AMOUNT |
|---|---------------|
| Specific, Descriptive, Detail (Repeat Row As Necessary) | Amount |
| TOTAL | Amount |

| OTHER NON-PERSONNEL | AMOUNT |
|---|---------------|
| Specific, Descriptive, Detail (Repeat Row As Necessary) | Amount |
| TOTAL | Amount |

| CAPITAL PURCHASE | AMOUNT |
|---|---------------|
| Specific, Descriptive, Detail (Repeat Row As Necessary) | Amount |
| TOTAL | Amount |

GRANT BUDGET

Additional Identification Information As Necessary

The grant budget line-item amounts below shall be applicable only to expense incurred during the following

Applicable Period:

BEGIN: July 01, 2016

END: June 30, 2017

| POLICY 03 Object Line-item Reference | EXPENSE OBJECT LINE-ITEM CATEGORY ¹ | GRANT CONTRACT | GRANTEE MATCH | TOTAL PROJECT |
|---|--|-----------------------|----------------------|----------------------|
| 1. 2 | Salaries, Benefits & Taxes | 0.00 | 0.00 | 0.00 |
| 4, 15 | Professional Fee, Grant & Award ² | 0.00 | 0.00 | 0.00 |
| 5, 6, 7, 8, 9, 10 | Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications | 0.00 | 0.00 | 0.00 |
| 11. 12 | Travel, Conferences & Meetings | 0.00 | 0.00 | 0.00 |
| 13 | Interest ² | 0.00 | 0.00 | 0.00 |
| 14 | Insurance | 0.00 | 0.00 | 0.00 |
| 16 | Specific Assistance To Individuals | 0.00 | 0.00 | 0.00 |
| 17 | Depreciation ² | 0.00 | 0.00 | 0.00 |
| 18 | Other Non-Personnel ² | 0.00 | 0.00 | 0.00 |
| 20 | Capital Purchase ² | 0.00 | 0.00 | 0.00 |
| 22 | Indirect Cost | 0.00 | 0.00 | 0.00 |
| 24 | In-Kind Expense | 0.00 | 0.00 | 0.00 |
| 25 | GRAND TOTAL | 0.00 | 0.00 | 0.00 |

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: <http://www.state.tn.us/finance/act/documents/policy3.pdf>).

² Applicable detail follows this page if line-item is funded.

GRANT BUDGET LINE-ITEM DETAIL:

| PROFESSIONAL FEE, GRANT & AWARD | AMOUNT |
|---|---------------|
| Specific, Descriptive, Detail (Repeat Row As Necessary) | Amount |
| TOTAL | Amount |

| INTEREST | AMOUNT |
|---|---------------|
| Specific, Descriptive, Detail (Repeat Row As Necessary) | Amount |
| TOTAL | Amount |

| DEPRECIATION | AMOUNT |
|---|---------------|
| Specific, Descriptive, Detail (Repeat Row As Necessary) | Amount |
| TOTAL | Amount |

| OTHER NON-PERSONNEL | AMOUNT |
|---|---------------|
| Specific, Descriptive, Detail (Repeat Row As Necessary) | Amount |
| TOTAL | Amount |

| CAPITAL PURCHASE | AMOUNT |
|---|---------------|
| Specific, Descriptive, Detail (Repeat Row As Necessary) | Amount |
| TOTAL | Amount |

GRANT BUDGET

Additional Identification Information As Necessary

The grant budget line-item amounts below shall be applicable only to expense incurred during the following

Applicable Period: BEGIN: **July 01, 2017** END: **June 30, 2018**

| POLICY 03 Object Line-item Reference | EXPENSE OBJECT LINE-ITEM CATEGORY ¹ | GRANT CONTRACT | GRANTEE MATCH | TOTAL PROJECT |
|---|--|----------------|---------------|---------------|
| 1. 2 | Salaries, Benefits & Taxes | 0.00 | 0.00 | 0.00 |
| 4, 15 | Professional Fee, Grant & Award ² | 0.00 | 0.00 | 0.00 |
| 5, 6, 7, 8, 9, 10 | Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications | 0.00 | 0.00 | 0.00 |
| 11. 12 | Travel, Conferences & Meetings | 0.00 | 0.00 | 0.00 |
| 13 | Interest ² | 0.00 | 0.00 | 0.00 |
| 14 | Insurance | 0.00 | 0.00 | 0.00 |
| 16 | Specific Assistance To Individuals | 0.00 | 0.00 | 0.00 |
| 17 | Depreciation ² | 0.00 | 0.00 | 0.00 |
| 18 | Other Non-Personnel ² | 0.00 | 0.00 | 0.00 |
| 20 | Capital Purchase ² | 0.00 | 0.00 | 0.00 |
| 22 | Indirect Cost | 0.00 | 0.00 | 0.00 |
| 24 | In-Kind Expense | 0.00 | 0.00 | 0.00 |
| 25 | GRAND TOTAL | 0.00 | 0.00 | 0.00 |

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: <http://www.state.tn.us/finance/act/documents/policy3.pdf>).

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| Specific, Descriptive, Detail (Repeat Row As Necessary) | Amount |
| TOTAL | Amount |

| DEPRECIATION | AMOUNT |
|---|---------------|
| Specific, Descriptive, Detail (Repeat Row As Necessary) | Amount |
| TOTAL | Amount |

| OTHER NON-PERSONNEL | AMOUNT |
|---|---------------|
| Specific, Descriptive, Detail (Repeat Row As Necessary) | Amount |
| TOTAL | Amount |

| CAPITAL PURCHASE | AMOUNT |
|---|---------------|
| Specific, Descriptive, Detail (Repeat Row As Necessary) | Amount |
| TOTAL | Amount |

ATTESTATION RE PERSONNEL USED IN GRANT CONTRACT PERFORMANCE

| | |
|---|--|
| SUBJECT GRANT CONTRACT NUMBER: | |
| GRANTEE LEGAL ENTITY NAME: | |
| FEDERAL EMPLOYER IDENTIFICATION NUMBER: (or Social Security Number) | |

The Grantee, identified above, agrees that the Grantee shall not knowingly utilize the services of an illegal immigrant in the performance of this Grant Contract and shall not knowingly utilize the services of any subcontractor who will utilize the services of an illegal immigrant in the performance of this Grant Contract.

GRANTEE SIGNATURE

NOTICE: This attestation MUST be signed by an individual empowered to contractually bind the Grantee. If the signatory is not the head of the Grantee's organization, or his or her designee, this document shall attach evidence showing the individual's authority to contractually bind the Grantee.

PRINTED NAME AND TITLE OF SIGNATORY

DATE