

### GRANT APPLICATION SUMMARY SHEET

**Grant Name:** Victims of Crime Act (VOCA) Equipment 21-21

**Department:** OFFICE OF FAMILY SAFETY

**Grantor:** U.S. DEPARTMENT OF JUSTICE

**Pass-Through Grantor (If applicable):** State of Tennessee Office of Criminal Justice Programs

**Total Applied For:** \$50,000.00

**Metro Cash Match:** \$0.00

**Department Contact:** Diane Lance  
862-6013

**Status:** NEW

**Program Description:**

This is a one time grant to purchase equipment needed to enhance client services.

**Plan for continuation of services upon grant expiration:**

With the grant being only equipment there will be no need to continue to project once all equipment is purchased.

**APPROVED AS TO AVAILABILITY OF FUNDS:**

**APPROVED AS TO FORM AND LEGALITY:**

DocuSigned by: Kevin Crumboltz 11/10/2020  
**Director of Finance** <sup>DS</sup> **Date**  
*KE*

DocuSigned by: Nicki Eke 11/12/2020  
**Metropolitan Attorney** **Date**

**APPROVED AS TO RISK AND INSURANCE:**

DocuSigned by: Balogun Cobb 11/12/2020  
**Director of Risk Management Services** **Date**

DocuSigned by: John Cooper 11/13/2020  
**Metropolitan Mayor** **Date**

*(This application is contingent upon approval of the application by the Metropolitan Council.)*

### Grants Tracking Form

Part One

<b>Pre-Application</b> <input type="radio"/>		<b>Application</b> <input checked="" type="radio"/>		<b>Award Acceptance</b> <input type="radio"/>		<b>Contract Amendment</b> <input type="radio"/>	
Department	Dept. No.	Contact		Phone	Fax		
OFFICE OF FAMILY SAFETY	51	Diane Lance		862-6013			
<b>Grant Name:</b>	Victims of Crime Act (VOCA) Equipment 21-21						
<b>Grantor:</b>	U.S. DEPARTMENT OF JUSTICE		<b>Other:</b>				
<b>Grant Period From:</b>	01/01/21	<small>(applications only)</small> <b>Anticipated Application Date:</b>					
<b>Grant Period To:</b>	06/30/21	<small>(applications only)</small> <b>Application Deadline:</b>					
<b>Funding Type:</b>	FED PASS THRU	<b>Multi-Department Grant</b>		<input type="checkbox"/> <b>If yes, list below.</b>			
<b>Pass-Thru:</b>	State of Tennessee Office of Criminal Ju	<b>Outside Consultant Project:</b>		<input type="checkbox"/>			
<b>Award Type:</b>	COMPETITIVE	<b>Total Award:</b>		\$50,000.00			
<b>Status:</b>	NEW	<b>Metro Cash Match:</b>					
<b>Metro Category:</b>	Est. Prior:	<b>Metro In-Kind Match:</b>		\$12,500.00			
<b>CFDA #</b>	16.575	<b>Is Council approval required?</b>		<input checked="" type="checkbox"/>			
<b>Project Description:</b>			<b>Applic. Submitted Electronically?</b>		<input type="checkbox"/>		
This is a one time grant to purchase equipitment needed to enhance client services.							
<b>Plan for continuation of service after expiration of grant/Budgetary Impact:</b>							
With the grant being only equipment there will be no need to continue to project once all equipment is purchased.							
<b>How is Match Determined?</b>							
<b>Fixed Amount of \$</b>		<b>or</b>		<b>20.0% % of Grant</b>			
				<b>Other:</b> <input type="checkbox"/>			
<b>Explanation for "Other" means of determining match:</b>							
We will be using volunterr time as the match for the grant.							
<b>For this Metro FY, how much of the required local Metro cash match:</b>							
<b>Is already in department budget?</b>				<b>Fund</b>			
<b>Is not budgeted?</b>				<b>Business Unit</b>			
				<b>Proposed Source of Match:</b>			
<b>(Indicate Match Amount &amp; Source for Remaining Grant Years in Budget Below)</b>							
<b>Other:</b>							
<b>Number of FTEs the grant will fund:</b>		0.00		<b>Actual number of positions added:</b>			
				0.00			
<b>Departmental Indirect Cost Rate</b>		14.00%		<b>Indirect Cost of Grant to Metro:</b>			
				\$8,750			
<b>*Indirect Costs allowed?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No		<b>% Allow.</b>		<b>Ind. Cost Requested from Grantor:</b>			
		0.00%		\$0.00 <b>in budget</b>			
<small>*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)</small>							
<b>Draw down allowable?</b> <input type="checkbox"/>							
<b>Metro or Community-based Partners:</b>							

Part Two

Grant Budget										
Budget Year	Metro Fiscal Year	Federal Grantor	State Grantor	Other Grantor	Local Match Cash	Match Source (Fund, BU)	Local Match In-Kind	Total Grant Each Year	Indirect Cost to Metro	Ind. Cost Neg. from Grantor
Yr 1	FY21	\$0.00	\$50,000.00		\$0.00		\$12,500.00	\$62,500.00	\$23,549.00	\$0.00
Yr 2										
Yr 3										
Yr 4										
Yr 5										
<b>Total</b>		<b>\$0.00</b>	<b>\$50,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$12,500.00</b>	<b>\$62,500.00</b>	<b>\$23,549.00</b>	<b>\$0.00</b>
<b>Date Awarded:</b>					<b>Tot. Awarded:</b>		<b>Contract#:</b>			
(or) <b>Date Denied:</b>					<b>Reason:</b>					
(or) <b>Date Withdrawn:</b>					<b>Reason:</b>					

Contact: [vaughn.wilson@nashville.gov](mailto:vaughn.wilson@nashville.gov)

GCP Rec'd  
11/10/20

GCP Approved  
11/10/20

*VW*

**Scope of Services/Project Narrative  
VOCA Grant**

**EQUIPMENTGRANT**

**PROBLEMS FOR INTERVENTION AND EQUIPMENT NEEDS TO BE IMPROVED**

*What is the area this technology, training, public awareness, equipment will be used for, or Client need? How will it enhance the agency's ability to provide trauma informed services to victims of crime? If the request is for response to COVID-19 program issues, why is it needed? Examples: Databases, Telehealth, Refrigerator for victim food storage, Washer/Dryer; Sensitive Minor Equipment; Phone System Upgrades; Case Management/Database Systems; Furniture for Victim Waiting Rooms, Furniture for Shelters, and Children's Indoor and Outdoor Play Areas; Translators, Hoteling Needs, Food and Personal Hygiene Products for clients, etc. Describe how not having the requested resources impacts victims in your community.*

The equipment requested in this grant application will enhance OFS' ability to provide trauma informed services at both of its Family Safety Centers (Jean Crowe Advocacy Center and the Family Safety Center). In 2019, OFS had 7,097 direct advocacy client visits (3,193 were first time client visits to the Family Safety Centers that year), provided case management to 40 human trafficking victims, and provided domestic and sexual violence education to 118 incarcerated women. This is a 13.6% increase in client visits from the last year, a 3,900% increase in the number of human trafficking clients receiving case management, and a 46% increase in the number of incarcerated women receiving domestic and sexual violence education. Finally, in 2019 OFS provided supportive services to 4,889 children and support people (a 179% increase). To date in 2020, OFS has had 9,427 direct advocacy client visits. During the COVID pandemic specifically, OFS has had 8,176 client visits, (a 67% increase from the same time period in 2019). To date in 2020, OFS has completed 27,272 safety efforts. During the COVID pandemic specifically, OFS has completed 22,983 safety efforts (a 41% increase in safety efforts from the same time period in 2019). To date in 2020, Nashville has had 11 DV homicides.

Covid -19 pandemic related equipment needs include the following:

- 1) **Video Conferencing systems: (2) Additional all-in-one video conferencing systems are needed to keep clients and staff safe. These systems allow advocates to provide safety planning, danger assessments, resources/referrals, order of protection assistance, victims compensation assistance and other supportive services from remote locations. Those remote locations can include when the victim is at home and the advocate is at the Family Safety Center (FSC) or Jean Crowe Advocacy Center (JCAC) or vice versa. These all-in-one units can also be used room-to-room in the FSC and JCAC to avoid the need for on-site clients, advocates/navigators to be in the same room when receiving and providing services.**
- 2) **Earphones with microphones: (15). Earphones are needed for FSC and JCAC video conferencing systems. These earphones allow clients to better hear their remote advocate while also limiting what the client's children can hear. Before Covid-19, children were able to play in the FSC's trauma informed play space while their caregiver received advocacy services. With the Covid-19 pandemic, this play space is currently closed and children now accompany their caregiver into the room where the caregiver is receiving advocacy assistance. It helps both the client and accompanying children if they cannot hear the advocate questions and supportive information. Likewise, these earphones will allow advocates to better hear and converse with clients in a trauma responsive manner. In addition, earphones help ensure client confidentiality as staff work from home or in public entrances to the FSC. This number of earphones with microphones will ensure we have enough for FSC clients, OFS remote advocates and navigators.**
- 3) **Signature pads: (5) signature pads are needed in order to assist clients remotely. These signature pads allow the client to sign critical electronic forms without the on-site presence of**

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(Narrative Page 2)

an advocate. Signature pads are needed for the following types of services: Order of protection petitions, releases of information, victim's compensation applications, referrals to MOU partners, and recommendations for assignment of volunteer attorneys.

- 4) Laptop bags: (12) laptop bags are needed. With a dramatic increase in staff rotating between in office work and at-home work, laptop bags are needed to protect computers in transit.
- 5) Keyboard wrist rests: (12) wrist rests are needed for advocate staff. Now that advocates are working remotely, 100% of their work is done over the computer. In order to protect staff from related wrist injury, wrist rests are needed.
- 6) Rolling plexiglass dividers: (8) rolling plexiglass dividers are needed to assist in the separation of staff from each other as well as staff and clients. These dividers are especially helpful when staff work with clients who may become upset or angry when describing the abuse they are experiencing. Yelling and/or crying can project COVID-19 and other virus particles farther than they would normally project in a calm and quiet conversation.
- 7) Televisions, speakers and carts: 2 televisions, 4 speakers, and 2 carts are needed for the FSC. Since the onset of the Covid-19 pandemic, the FSC's training room has been converted into client spaces. This training room was transitioned to client rooms because it is near an entrance, is the largest room in the FSC, and it can accommodate all technology needs for remote advocacy while allowing children to play comfortably and/or watch a movie. With the loss of this room for staff, the FSC's remaining meetings room can only accommodate a maximum of 3-4 staff members with 6 foot distancing requirements. Fortunately, there is a very large room in the basement that connects the FSC to the Headquarters. With these two TVs and 4 speakers, in person meetings and presentations can take place with proper social distancing.

Non-Covid 19 pandemic related equipment needs include the following:

- 1) Charging cords: (20) charging cords are needed for clients. Many clients come to the FSC with little to no charge left on their cellular phone. This is not safe for the client and causes increased anxiety. A variety of charging cords are needed at the FSC and JCAC in order for clients to charge their phone while receiving services. A charged phone helps ensure clients do not feel rushed and allows clients to remain connected to the needs of their children who may be at school or with a babysitter. Additionally, being able to be reached can reduce the suspicions of offenders that clients are seeking outside assistance and support and assist clients with being able to safely call for emergency assistance when needed.
- 2) Desk, storage units, and white board: 1 desk and 2 storage units and 1 glass white board are needed for the FSC. Since opening of the FSC, OFS' has added one Assistant Director position to oversee client services at the FSC. As a result, one client support room needs to be converted into an office space. A closed-door office is needed in order to have effective and private supervision and coaching with FSC client advocacy staff. We would also purchase a glass dry erase board similar to others currently in the FSC.

*List any specific problems you are having with your current technology/equipment. If you are requesting training or public awareness materials, describe the training or public awareness campaign. If requesting funds for public awareness activities, the public awareness activities must be designed to increase victims knowledge on how to access services.*

- 1) Video Conferencing systems: The FSC needs additional video conferencing systems to ensure that remote advocacy is more seamless and assessible to clients. The alternative to these all-in-one units are hand held tablets. Initially, OFS used hand held tablets for all remote advocacy. It did not take long to realize that these tablets were highly frustrating for clients and staff alike. These all-in-one units are much easier for clients to use because it allows clients to "split screens" in order to access their email, use DocuSign and watch educational videos without losing the advocate on the screen. These all-in-one units also have a much

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larger screen – increasing the feeling of connection to the advocate and his/her supportive facial expressions. Unlike the tablets, theft is not an issue with the all-in-one units as they are large and wired into the wall. Finally, the all-in-one machines can access video conferencing not only with advocates but also the night court commissioners at ex-parte order of protection hearings. These all-in-one units allow the OFS advocates to be visible to clients' on the screen at the same time as the Night Court Commissioner – just as they would be if working in the same room together.

- 2) **Earphones with microphones:** When clients need privacy in the room where they are receiving remote assistance they are using both earphones to hear and a desk telephone to talk. Telephones need to be used because current headphones do not have a microphone. With the requested earphones with microphones clients will be able to plug the earphones into the all-in-one unit in order to listen and speak with the advocate. This allows for greater privacy and a more seamless conversation.
- 3) **Signature pads:** OFS currently has only three signature pads. While this number was sufficient early on, it is no longer enough. Clients currently must wait until another client finishes with the signature pad in order to sign their own documents such as order of protection petitions, release of information, victims' compensation applications, referrals to MOU partners, and recommendations for assignment of volunteer attorneys. These additional signature pads will be assigned to each all-in-one unit to ensure client services are not unnecessarily delayed.
- 4) **Laptop bags:** Advocates that do not have a laptop bag are carrying their laptops to and from work by hand. This creates tremendous risk that the laptop will be damaged in transit or when not in use at home.
- 5) **Wrist rests:** Currently no advocates have wrist rests. Given that remote work is all done at the computer this will create long-term strain and possible injury. Wrist rests will help relieve wrist tension as Advocates work with clients remotely from computers.
- 6) **Rolling plexiglass dividers:** Many of the FSC client support rooms have sufficient space to allow for 6 feet of distancing. Given the nature of our work however, Metro health department recommends dividers between clients and staff. The concerns expressed by Metro Health include the extended length of time advocates are in rooms with clients (70-90 minutes) and the likelihood virus droplets reaching a distance further than 6 feet when clients are expressing feelings of grief, fear or anger. These clear Plexiglas dividers will provide an extra layer of protection in preparation for returning to in-person work again.
- 7) **Televisions, speakers and carts:** The FSC has 5 meeting rooms. With 6 feet distancing requirements, one room allows for 4 people, one room allows for 3 people, one room allows for 2 people and two rooms allow for 1 person. As more and more FSC staff and partners begin to return to the office, these rooms are not sufficient for in-person meetings and trainings. Fortunately, the FSC has a large room in the basement between the FSC and Headquarters that can safely space out 20-25 people. Unfortunately, this space was not equipped with the type of technology needed for large group work. Two televisions, placed on a rolling cart with accompanying speaker systems, will allow for larger in-person meetings and trainings to take place. Without this room and accompanying technology many of our taskforces, meetings and trainings (such as, sexual assault taskforce, strangulation taskforce, strangulation taskforce, high risk intervention panel, domestic abuse death review, MOU partner meetings, and advocate training) will need to remain virtual for much longer. The lack of in-person connection for a year or more will soon result in multi-disciplinary team deterioration.

Non-Covid 19 pandemic related equipment needs include the following:

- 1) **Charging cords:** A variety of charging cords are needed at the FSC and JCAC for clients to charge their phones while receiving services. Clients are often very anxious and will rush or when they have depleting phone batteries. Having enough chargers for clients allows them to

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charge their phones during their time with an advocate; ensuring they can be reached or reach out in case of an emergency or by a suspicious/jealous offender.

- 2) **Desk, storage units and white board:** Currently, the FSC Assistant Director does not have a properly equipped closed door office. As a result, this Assistant Director has been using a client support room to support and supervise staff members. This is not a productive and healthy workspace for this Director level position and those that she manages. With this equipment, a desk, storage units, and white board would replace the sofa and lounge chairs that currently occupy this space. All existing FSC office furniture was donated by HCA several years ago and there are no extra desks and storage units to fit this small office space.

### ACTIVITIES

Provide a timeline to demonstrate that the planned purchases, training and/or public awareness activities will be completed within the 6 month project period. Specific dates for completion and specific staff responsible for completing each activity are to be included. Add additional lines as needed.

### IMPLEMENTATION TIMELINE

ACTIVITY	STAFF TO COMPLETE	COMPLETION DATE
Purchase earphones, charging cords, wrist rests, laptop bags	Assistant Director of Client Services	February 1, 2021
Initiate and confirm purchase of all-in-one units, video conferencing system, and signature pads	Financial Officer	February 1, 2021
Initiate and confirm purchase of Plexiglass dividers	Financial Officer	February 1, 2021
Initiate and confirm purchase of televisions, speakers, and carts	Financial Officer	February 15, 2021
Initiate and confirm purchase of desk, storage units, and white board	Financial Officer	February 15, 2021

### INPUTS

This section should describe the factors your project requires to conduct its activities and to achieve its goals and objectives. List agency resources that will be dedicated to this initiative.

Describe how the agency is leveraging other funds for additional support for the project.

**The following describes how OFS has leveraged past funds to help meet the needs expressed in this grant application:**

**All-in-one units & earphones:** Cares Act funds have been leveraged to date. As recommended and supported by Metro IT, OFS purchased and is currently utilizing (3) existing all-in-one units prior to this application. These units were funded by through Metro Government's General Fund. With the proven success of these units and ongoing technical support provided by the Metro IT Department, OFS is confident that the additional units funded under this grant will greatly improve the victims' experience with remote advocacy and support. The earphones with microphones will further enhance the victims experience by removing the need to also use the telephone. This will provide

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greatly enhanced privacy and reduce the audio echo that currently occurs when using two devices. The purchasing process for these all-in-one units is to go through the Metro ITS to order through our supplier, Dell. The purchasing process for the earphones is to use the Metro procurement process through our vendor (HiTouch, Staples.)

**Plexiglas dividers:** Cares Act funds have been leveraged to date. OFS has purchased (8) Plexiglas dividers prior to this application. Each of these has been assigned to areas of the building and have been an effective tool to enhance safety. As Nashville moves through its Covid-19 re-opening phases, more dividers will be needed to enhance safety in the workplace. OFS staff and Metro General Services will be responsible for the upkeep of these dividers. The purchasing process for the Plexiglas dividers is to use the Metro procurement process through our vendor (HiTouch, Staples).

**Laptop cases:** Metro funds have been leveraged in the past and will continue to be leveraged in the future. OFS now ensures that all laptops are purchased with a protective case. Unfortunately, this was not always the procedure. Prior to Covid-19, the risk of damaging these unprotected laptops was minimal since they were never taken home. Now that laptops are taken home all current laptops need a protective case for home and office. The purchasing process for these laptop cases is to use the Metro procurement process through our vendor (HiTouch, Staples.)

**Signature pads:** Donations have been leveraged. 3 signature pads were donated to OFS at the onset of the Covid-19 pandemic. As more and more clients are coming to the FSC for services, additional signature pads are needed. The purchasing process for these signature pads is thought out ITS department.

**Desk & storage:** Donations have been leveraged. OFS will be utilizing a donated office chair, two guest chairs, and art to complete the outfitting of this office. The purchasing process for the desk and storage units through the Metro General Services department.

**TVs, Carts, and Speakers:** Personnel will be leveraged. OFS and other FSC staff members lead the in-person meetings, taskforces and trainings that will be utilizing this equipment. These multi-disciplinary teams include Police, District Attorney's Office, Social Services, shelter providers, civil-legal assistance providers, sexual assault service providers, adult and child protective services, and other MOU nonprofit partners. The purchasing process for the TVs, carts, and speakers is through Diversified who Metro contracts with for all audio-visual needs.

**Note:** To date, OFS has spent \$23,288 to make needed Covid 19 adjustments at the FSC. The largest expenditures have included All-in-one units, cell phones, masks, remote notaries and cleaning supplies.

Describe how the agency ensures clients are receiving trauma informed services.

**Metro's Office of Family Safety (OFS) work focuses on Nashville's most vulnerable victims, those targeted by predators because of their gender or age such as women, children and the elderly. Many of the victims that OFS Advocates assist at Nashville's Family Justice Centers have suffered ongoing victimization, chronic trauma and egregious offenses such as attempted murder, strangulation, and rape.**

For many clients, OFS is the "first-responder" – especially for those clients that do not want to involve police (research estimates this percentage at 47%). OFS' victim centered and victim led approach assists clients with their urgent safety and medical concerns such as connecting clients

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to shelter and medical providers to examine head trauma and strangulation injuries. In addition, Advocates do unique safety planning, danger assessments and resource connection with clients in order to meet individualized safety needs. Because there is no safety net to catch this work in the absence of OFS, our advocates continue to provide services at the FSC (in person and remotely) during this pandemic. OFS is the city's safety net when it comes to crisis intervention services for victims of interpersonal violence.

Amid the challenges of the Covid-19 pandemic, OFS has strived to maintain an environment that elicits feelings of safety, connection and dignity while minimizing triggers that may be traumatizing or stigmatizing. The check-in process at our FSC continues to be welcoming and safe. Clients are provided with masks, hand sanitizer, and snacks upon arrival and are personally escorted into one of our four clean and comfortable private rooms in order to speak confidentially with an advocate.

Since Covid-19, each client service rooms is equipped with a laminated color coded resource guide that is reviewed page-by-page with the Advocate. These Advocates are currently working remotely and appear life-size on the large video conferencing screens in order to cement feelings of one-on-one connection. On-site Navigators check-in with clients regularly to see if they can help with any on-site needs such as food, drinks, restroom, and other pressing concerns.

Each client service room also has a sound machine and the capability for dimming that lights which helps create a calming environment and increase privacy to ensure that clients can safely communicate their needs and concerns. OFS advocates provide domestic violence education via multiple mediums including videos, danger assessments, and resource connections and referrals to programs that fit the client's needs. Self-evaluation is important and this is accomplished through or client exit surveys and recommendations from our survivor advisory committee, VOICES.

OFS client surveys show that we are doing the following very well:

1. **Victims report that their sense of safety and security has increased:** My immediate sense of safety and security has increased as a result of the services I received from this agency.
2. **Victims report an increase in knowledge about victims' services.** I am more knowledgeable of the services and community resources available to victims.
3. **Victims report an increase in knowledge about the criminal justice system.** I am more knowledgeable about the criminal justice system.
4. **Victims express satisfaction with services.** I am satisfied with the services I have received through this department.
5. **Victims report an improved ability to plan for their safety.** I know more ways to plan for my safety.
6. **Victims report a decrease in the level of vulnerability by identifying a support system. (Decrease in isolation).** I have identified a support system to help me address my victimization."

Training is the backbone of our trauma informed service delivery model. We not only receive national training on the subject but provide trainings on this topic to service providers throughout Nashville and across the state including Judges, attorneys and prosecutors as well as other Family Safety Centers. Nashville's Family Safety Center is considered a national model for Family Justice Centers across the country. We speak and provide tours on this topic often for the national oversight body for Family Justice Centers, the Alliance for Hope.

Describe agency use of volunteers, including training and positions/duties volunteers are responsible for.



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In 2019, OFS utilized 49 interns and volunteers and 2 volunteer groups. The total number of intern and volunteer hours was 7,400. OFS interns and volunteers assist with direct client services, provide trauma informed play opportunities for children of FSC clients, assist with firearm and strangulation case flagging, hospitality, donation sorting and management, community outreach, research and administrative tasks.

OFS puts a tremendous emphasis on intern and volunteer training. Trainings focus on interpersonal violence and the critical role confidentiality plays in our work. Additionally, volunteers and interns are trained on safety planning, orders of protection, boundaries, advocacy basics, sexual assault, high risk indicators, documentation, and trauma informed services, and other special topics related to our work.

Interns assist with client service provision under the supervision of advocacy staff and the Resource Coordinator. They also assist with administrative work, client follow-up services, and resources and referrals. Office of Family Safety volunteers assist with the operations of our Family Safety Centers. This assistance includes but is not limited to assisting with the coordination of donations; including drop-offs, pick-ups, cataloguing, and the distribution of donations of food and floral arrangements. Additionally, volunteers work to keep Nashville's Family Safety Centers clean, bright, and welcoming for the clients we serve.

Describe the agencies in-kind and cash match that will be used to meet the required 20% match for this grant. Include the source of the match.

The Office of Family Safety will be using intern hours to cover the match. These hours will be counted at \$20 per hour (same as our rate on past grants). The Office of Family Safety will be using multiple interns to cover the 625 hours needed at \$20 per hours. We will utilize a minimum of eight (8) interns each averaging 20 hours a week for 22 weeks which will more than fulfill the required \$12,500 needed to cover the match.

Describe how OCJP funding enhances your project. How do OCJP funds benefit the project.

As previously described, OCJP VOCA funding for equipment will benefit both clients and staff. The following are the expected benefits:

- 1) Remote communication between clients and advocates will be enhanced and feel more personal (*all-in-one units*)
- 2) Privacy between client and advocate discussions will be improved and streamlined (*earphones*)
- 3) Necessary client signatures can be obtained with ease (*signature pads*)
- 4) Wear and tear on the body from increased computer work will be minimized (*wrist rests*)
- 5) Successful transition (when safe) to "in the same room" advocacy (*plexiglass dividers*)
- 6) Ability to safely have in-person meetings and trainings with 20-25 people at a time (*TVs, carts, and speakers*)
- 7) Have a properly equipped Assistant Director office for administrative tasks and advocate supervision (*desk, storage units, and white board*)

If purchasing equipment or technology, who in your agency will benefit from the purchase and how will they benefit. Provide detail in grant budget that includes descriptions on what is being purchased.

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- 1) ***all-in-one units & earphones*** – staff and clients will benefit by hearing and seeing each other better during video conferencing advocacy. Clients will feel more privacy when speaking with the advocate.
- 2) ***signature pads*** – staff and clients will benefit by not having to be in the same room together to sign necessary forms.
- 3) ***wrist rests*** – advocate staff will benefit from decreased strain on their wrists while typing at their computer during remote advocacy work
- 4) ***plexiglass dividers*** – FSC staff will benefit by ensuring in-the-same room meeting with clients maximizes safety.
- 5) ***TVs, carts, and speakers*** – FSC staff and CCR partners will benefit by using this equipment for in-person meetings and trainings. Clients will benefit indirectly by the improved teamwork that will come from in-person meetings such as high-risk intervention panel and advocate training.
- 6) ***desk, storage units, and white board*** – FSC Assistant Director and advocates will benefit from this properly outfitted office to maximize opportunities to privately coach and guide advocates in their work.

The equipment being requested helps increase OFS' options for client services ensuring that clients can have the type of remote or in-person assistance that is safe according to Metro Health Department and the individual medical vulnerabilities and concerns of clients and staff members.

### **COLLABORATION ACTIVITIES**

Collaboration is defined as a mutually beneficial and well-defined relationship entered into by two or more organizations to achieve results, they are more likely to achieve together than alone. Collaboration should describe the ongoing working relationship where ideas are exchanged a common purpose and common goals are planned and attained.

Describe any collaborations with other agencies that will enhance your project. If the agency is only purchasing equipment or technology This question does not need to be answered.

**N/A**

GRANT BUDGET				
<b>AGENCY NAME: Metro Nashville Office of Family Safety</b>				
<b>FUND SOURCE: VOCA</b>				
<b>SOLICITATION NUMBER: CFDA 16.575</b>				
<b>The grant budget line-item amounts below shall be applicable only to expense incurred during the following</b>				
<b>Applicable Period:</b>		<b>BEGIN: 01/01/2021</b>	<b>END: 06/30/2021</b>	
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup>	GRANT CONTRACT	GRANTEE MATCH	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes <sup>2</sup>	\$0.00	\$0.00	\$0.00
4, 15	Professional Fee, Grant & Award <sup>2</sup>	\$0.00	\$0.00	\$0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications <sup>2</sup>	\$50,000.00	\$0.00	\$50,000.00
11, 12	Travel, Conferences & Meetings <sup>2</sup>	\$0.00	\$0.00	\$0.00
13	Interest <sup>2</sup>	\$0.00	\$0.00	\$0.00
14	Insurance <sup>2</sup>	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals <sup>2</sup>	\$0.00	\$0.00	\$0.00
17	Depreciation <sup>2</sup>	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel <sup>2</sup>	\$0.00	\$0.00	\$0.00
20	Capital Purchase <sup>2</sup>	\$0.00	\$0.00	\$0.00
22	Indirect Cost <sup>2</sup>	\$0.00	\$0.00	\$0.00
24	In-Kind Expense <sup>2</sup>	\$0.00	\$12,500.00	\$0.00
n/a	Grantee Match Requirement (for any amount of the required Grantee Match that is <u>not</u> specifically delineated by budget line-items above)	\$0.00	\$0.00	\$0.00
25	<b>GRAND TOTAL</b>	<b>\$50,000.00</b>	<b>\$12,500.00</b>	<b>\$50,000.00</b>

<b>Total Match Amount</b>	\$12,500.00		
<b>Total Match Percentage</b>	25.0000%	STOP or RSAT	<b>Fund Source</b>

<sup>1</sup> 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: [https://www.tn.gov/content/dam/tn/finance/ocjp/Appendix\\_J\\_Policy\\_03\\_Report.xls](https://www.tn.gov/content/dam/tn/finance/ocjp/Appendix_J_Policy_03_Report.xls))

<sup>2</sup> Applicable detail follows this page if line-item is funded.

<sup>3</sup> A Grantee Match Requirement is detailed by this Grant Budget, and the maximum total amount reimbursable by the State pursuant to this Grant Contract, as detailed by the "Grant Contract" column above, shall be reduced by the amount of any Grantee failure to meet the Match Requirement.

**GRANT BUDGET LINE-ITEM DETAIL:**

AGENCY NAME: Metro Nashville Office of Family Safety

FUND SOURCE: VOCA

SOLICITATION NUMBER: CFDA 16.575

<b>SUPPLIES (includes "Sensitive Minor Equipment"), TELEPHONE, POSTAGE &amp; SHIPPING, OCCUPANCY, EQUIPMENT RENTAL &amp; MAINTENANCE, PRINTING &amp; PUBLICATION</b>	<b>AMOUNT</b>
All in one video conferencing units (2)	\$1,800.00
Desk for all in one machines (10)	\$6,000.00
Headphones w/ microphones (15)	\$250.00
Signature pads (5)	\$400.00
Laptop bags (12)	\$300.00
Keyboard wrist rest (12)	\$150.00
Rolling plexiglass dividers (8)	\$4,000.00
Televisions, speakers and cart (2)	\$22,000.00
Charging cords (20)	\$400.00
Office upgrade (desk, storage unit, marker board)	\$10,000.00
Laptops (4)	\$4,700.00
<b>TOTAL</b>	<b>\$50,000.00</b>

<b>IN-KIND EXPENSE</b>	<b>AMOUNT</b>
Volunteer Time: Intern hours billed at \$20 per hours. Will have eight interns who average 20 hours per week. Will put us over the \$12,500 needed as match	\$12,500.00
<b>TOTAL</b>	<b>\$12,500.00</b>



STATE OF TENNESSEE  
DEPARTMENT OF REVENUE  
ANDREW JACKSON STATE OFFICE BUILDING  
NASHVILLE, TENNESSEE 37242

July 23, 2014

Theodore G. Morrissey  
Assistant Metropolitan Attorney  
Metropolitan Government of Nashville  
Department of Law  
Metro Courthouse, Suite 108  
Nashville, TN 37219-6300

**Re: State Contractors/Sales and Use Tax Registration Requirement**

Dear Theodore:

Thank you for contacting the Tennessee Department of Revenue regarding the requirement under Tenn. Code Ann. § 12-3-306(a) (2013) (formerly codified at Tenn. Code Ann. § 12-4-120) that any person contracting with a state governmental entity register to collect Tennessee sales and use tax, unless the person does not make sales of tangible personal property or services, which if the sales occurred wholly within Tennessee, would be taxable under the Retailers' Sales Tax Act.

Based on the information you provided, it appears that you do not make any such sales and are accordingly not required to register to collect Tennessee sales and use tax for purposes of Tenn. Code Ann. § 12-3-306(a).

This letter does not constitute a statement of policy, confirmation of exempt status, or a letter or revenue ruling. This letter is provided solely for purposes of compliance with the statutory requirement discussed above and is based entirely on representations made to the Department. If, contrary to such representations, you do in fact make retail sales in Tennessee of taxable services, tangible personal property, or other items, you are required to register, collect, and remit Tennessee sales and use tax. Failure to do so will result in the assessment of taxes due, as well as applicable penalties and interest.

Sincerely,

A handwritten signature in cursive script that reads "Kathy Smith".

Kathy Smith, Director  
Taxpayer Services Division



**Tennessee Department of Finance and Administration**

Office of Criminal Justice Programs

312 Rosa Parks Ave, Ste. 1800

Nashville, TN 37243-1102

**High-Risk Designation Certification**

The Office of Criminal Justice Programs (OCJP) subrecipients of Department of Justice (DOJ) funds are required to disclose whether the subrecipient is designated "high risk" by a federal grant-making agency. If the subrecipient is designated "high risk" by a federal grant-making agency, currently or at any time during the course of the period of performance under this award, **the subrecipient must disclose that fact and certain related information to Office of Criminal Justice Programs (OCJP) by emailing the Program Manager.**

For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following:

1. The federal awarding agency that currently designates the recipient high risk,
2. The date the recipient was designated high risk,
3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and
4. The reasons for the high-risk status, as set out by the federal awarding agency.

The recipient agrees to comply with any additional requirements that may be imposed by the OCJP during the period of performance for this award, if the recipient is designated as "high- risk" for purposes of the DOJ high-risk grantee list.

**Name and Title of Authorized Official or Designee:** John Cooper, Mayor

**Name and Address of Authorizing Agency:** Metropolitan Government of Nashville-Davidson County  
  
Office of the Mayor  
1 Public Square, Suite 100  
Nashville, TN 37201

Authorized Signature of the Applicant Agency or Designee

Date



**Tennessee Department of Finance and Administration**  
Office of Criminal Justice Programs  
312 Rosa Parks Ave, Ste. 1800  
Nashville, TN 37243-1102

**CERTIFICATION OF MATCH SOURCE**

I certify that I understand the match obligation for this funding. No federal dollars (including pass through funds from other state departments) will be used to match the funds received.

I also certify that Metro Nashville Office of Family Safety (name of awarded agency recipient) has the following match sources:

Cash (Any cash spent on allowable expenses funded by unrestricted funds)

Source of cash match: \_\_\_\_\_

In-Kind (i.e., volunteer time, 100% donated space, donated goods given to clients)

Source of in-kind match: intern volunteer time

I further certify that I have read and understand the requirements for cash and in-kind match, including documentation of in-kind, as specified in the online [OCJP Grants Manual](#).

SUBMITTED BY:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**(Authorized Official)**



**CERTIFICATION REGARDING NON-SUPPLANTING**

(PAGE 1 of 1)

**NON-SUPPLANTING CERTIFICATION**

This is to certify that I have read, understand, and agree to ensure that federal funds will not be used to supplant or replace funds or other resources that would otherwise have been made available or previously budgeted for this project.

**Name and Title of Authorized Official:** John Cooper, Mayor

**Name and Address of Authorizing Agency:** John Cooper, Mayor

1 Public Square, Suite 100

Nashville, TN 37201

"The Authorized Official certifies that to the best of his or her knowledge and belief that the information contained in this certification is correct and in accordance with the requirements of the application guidelines. The Authorized Official also certifies that the person named below is either the person legally responsible for committing the applying agency to this certification, or is executing this certification with the informed consent of the authorizing person (named and described in attachment A)."

Supplanting defined

Federal funds must be used to supplement existing funds for program activities and must not replace State or local funds that have been appropriated for the same purpose. Supplanting shall be the subject of application review, as well as pre-award review, post-award monitoring, and audit.

Supplanting and job retention

A grantee may use federal funds to retain jobs that, without the use of the federal money, would be lost. If the grantee is planning on using federal funds to retain jobs, it must be able to substantiate that, without the funds, the jobs would be lost. Substantiation can be, but is not limited to, one of the following forms: an official memorandum, official minutes of a county or municipal board meeting or any documentation, that is usual and customarily produced when making determinations about employment. The documentation must describe the terminated positions and that the termination is because of lack of the availability of State or local funds.

**Certification:** I certify, by my signature at the end of this form, that I have read and am fully cognizant of our duties and responsibilities under this Certification. ***(Please click the box to the left)***

**NAME, TITLE, AND ADDRESS OF CERTIFYING DESIGNEE (IF DIFFERENT FROM AUTHORIZED OFFICIAL):**  
*(Please click & complete the name, title, & address form field text boxes below, if applicable)*

**Certifying Designee's Name:**

**Certifying Designee's Title:**

**Certifying Designee's Address:**

**Certifying Designee's Address:**

***Please complete all certifications, print them, and then sign & date each certification***

\_\_\_\_\_  
Authorized Signature of the Applicant Agency:

\_\_\_\_\_  
Date:

## Instructions for Completing the Certification Forms

---

- Read the Certifications thoroughly prior to completing the certification documents.
  
- Identify who will complete the certification documents, the Authorized Official or their Designee
  - **NOTE: A Designee is defined as a person who has been designated by the authorized official as responsible for completing the Certifications and has been granted permission by the Authorized Official to sign the documents with the Authorized Official's signature.**
  
  - When the Designee is completing the Certifications, the sections of the Certifications collecting the Designee's personal information must be completed in full for the Designee.
  
- The Certifications have check boxes to indicate whether the Agency certifies to the statement or whether it is not applicable. Make sure all appropriate check boxes are marked.
  
- At times, the Certification requires an explanation of why a Certification is not applicable for an agency. Agencies must then add this information to the Certification form.
  
- Agencies should review the Certifications to ensure they are completed in full, all appropriate check boxes marked, signatures and dates are present and designee information completed if necessary.
  
- Agencies should make a copy of the completed Certifications and keep them in their Agency Grant file.
  
- Completed Certification forms should be returned to OCJP along with the signed Grant Contract.

**CERTIFICATION REGARDING DEBARMENT, ET AL**

(PAGE 1 OF 3)

**Instructions for Certification Regarding Debarment, Suspension,  
Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions (Sub-  
recipients)**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certificate, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
5. The prospective lower tier participation agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause title "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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**CERTIFICATION REGARDING DEBARMENT, ET AL (CONTINUED)  
(PAGE 2 OF 3)**

US DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE OF THE COMPTROLLER

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION  
LOWER TIER COVERED TRANSACTIONS  
(SUB-RECIPIENTS)**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR part 67, section 67.510, and Participants' responsibilities. The regulations were published as part vii of the May 26, 1988 Federal Register (pages 19160-19211)

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON PREVIOUS PAGE)**

(1) The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract 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 for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

(2) Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**Name and Title of Authorized Official:** John Cooper, Mayor

**Name and Address of Authorizing Agency:** Metropolitan Government of Nashville-Davidson County  
Officer of Mayor  
1 Public Square, Suite 100  
Nashville, TN 37201

"The Authorized Official certifies that to the best of his or her knowledge and belief that the information contained in this certification is correct and in accordance with the requirements of the application guidelines. The Authorized Official also certifies that the person named below is considered to be certifying this application, and is either the person legally responsible for committing the applying agency to this certification, or is executing this certification with the informed consent of the authorizing person (named and described in attachment A)."

**X Certification:** I certify, by my signature at the end of this form, that I have read and am fully cognizant of our duties and responsibilities under this Certification. **(Please click the box to the left)**

**CERTIFICATION REGARDING DEBARMENT, ET AL (CONTINUED)**  
**(PAGE 3 OF 3)**

**NAME, TITLE, AND ADDRESS OF CERTIFYING DESIGNEE (IF DIFFERENT FROM AUTHORIZED OFFICIAL):**  
*(Please click & complete the name, title, & address form field text boxes below, if applicable)*

**Certifying Designee's Name:**

**Certifying Designee's Title:**

**Certifying Designee's Address:**

**Certifying Designee's Address:**

***Please complete all certifications, print them, and then sign & date each certification***

---

Authorized Signature of the Applicant Agency:

---

Date:

**CERTIFICATION REGARDING LOBBYING**

(PAGE 1 OF 1)

**CERTIFICATION REGARDING LOBBYING**

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OCJP for guidance, and may not proceed without the express prior written approval of OCJP.

Each person shall file the most current edition of this certification and disclosure form, if applicable, with each submission that initiates agency consideration of such person for an award of a Federal grant, or cooperative agreement over \$100,000 as defined at CFR Part 69.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more that \$100,000 for each such failure.

**Name and Title of Authorized Official:** John Cooper, Mayor  
**Name and Address of Authorizing Agency:** Metropolitan Government of Nashville-Davidson County  
Officer of Mayor  
1 Public Square, Suite 100  
Nashville, TN 37201

"The Authorized Official certifies that to the best of his or her knowledge and belief that the information contained in this certification is correct and in accordance with the requirements of the application guidelines. The Authorized Official also certifies that the person named below is either the person legally responsible for committing the applying agency to this certification, or is executing this certification with the informed consent of the authorizing person (named and described in Attachment A)."

**X Certification:** I certify, by my signature at the end of this form, that I have read and am fully cognizant of our duties and responsibilities under this Certification. ***(Please click the box to the left)***

**NAME, TITLE, AND ADDRESS OF CERTIFYING DESIGNEE (IF DIFFERENT FROM AUTHORIZED OFFICIAL):**  
*(Please click & complete the name, title, & address form field text boxes below, if applicable)*

**Certifying Designee's Name:**  
**Certifying Designee's Title:**  
**Certifying Designee's Address:**  
**Certifying Designee's Address:**

***Please complete all certifications, print them, and then sign & date each certification***

\_\_\_\_\_  
Authorized Signature of the Applicant Agency:

\_\_\_\_\_  
Date:

[Type text]

## CERTIFICATION OF CIVIL RIGHTS COMPLIANCE

(PAGE 1 OF 2)

**TENNESSEE CERTIFICATION OF COMPLIANCE  
WITH REGULATIONS FROM U. S. DEPARTMENT OF JUSTICE,  
OFFICE OF JUSTICE PROGRAMS, OFFICE FOR CIVIL RIGHTS  
FOR SUBGRANTS ISSUED BY  
THE TENNESSEE DEPARTMENT OF FINANCE AND ADMINISTRATION,  
OFFICE OF CRIMINAL JUSTICE PROGRAMS**

**INSTRUCTIONS:** Complete the identifying information below. Read this form completely, identifying the person responsible for reporting civil rights findings in certification #3. Please obtain the signature of the Authorized Official on page 2, forward a copy of this form to the person identified in #3 and return the original copy of the form to the Office of Criminal Justice Programs, William R. Snodgrass Tennessee Tower, 312 Rosa L Parks Avenue, Suite 1800, Nashville, Tennessee 37243-1102 with your signed contracts.

<b>Agency Name:</b>	<b>Metropolitan Government of Nashville Davidson County</b>	<b>Project Director's Name:</b>	<b>Diane Lance</b>
<b>Agency Address:</b>	<b>Officer of Mayor 1 Public Square, Suite 100 Nashville, TN 37201</b>	<b>Project Director's Phone:</b>	<b>615.880.3173</b>

**Grant Project Title: VOCA Victim Service Needs**

**Grant Start Date: January 1, 2021**

**Grant End Date: June 30, 2021**

**Grant Duration: 6 Months**

**Grant Amount: \$50,000**

**I. REQUIREMENTS OF SUBGRANTEE RECIPIENTS:**

All subgrantee recipients (regardless of type of entity or amount awarded) are subject to prohibitions against discrimination in any program or activity, and must take reasonable steps to provide meaningful access for persons with limited English proficiency.

1. I certify that this agency will maintain data (and submit when required) to ensure that:
  - a. all services provided by our agency are delivered in an equitable manner without discrimination on the basis of race, color, religion, national origin, age, sex or disability, or, if this agency receives funds under the Violence Against Women Act of 1994, as amended, sexual orientation or gender identity to all segments of the service population;
  - b. our employment practices comply with Equal Opportunity Requirements, 28 CFR 42.207 and 42.301 *et. Seq.*;
  - c. all projects and activities of our agency will take reasonable steps to provide meaningful access for people with limited English proficiency as required by Title VI of the Civil Rights Act, (*See also* 2000 Executive Order #13166).
  - d. I certify that this agency will register within 60 days of award start date with the [Office of Justice Programs, Office for Civil Rights online Equal Employment Opportunity \(EEO\) Program Reporting Tool](#) to submit the information requested and, if required, create and submit an EEO Utilization Report. The agency can access the tool at: <https://ocr-eeop.ncjrs.gov>.
  
2. I certify that this agency will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements which may include:
  - a. Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228);
  - b. Victims of Crime Act (34 U.S.C. § 20110(e));
  - c. Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b));
  - d. Civil Rights Act of 1964 (42 U.S.C. § 2000d);
  - e. Rehabilitation Act of 1973 (29 U.S.C. § 7 94);
  - f. Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34);
  - g. Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); and the

[Type text]

- h. Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); and
- i. Ex. Order 13,559 (Partnerships with Faith-Based and Other Neighborhood Organizations)
- j. Violence Against Women Act (VAWA) of 1994, as amended, 34 U.S.C. § 12291(b)(13)

3. I also certify that this agency will report all civil rights complaints and findings of discrimination, if any, to the Tennessee Office of Criminal Justice Programs, within the Department of Finance and Administration, in compliance with Chapter XXII of the Grant's manual, and with 28 CFR 42.202(c). Any such findings will be provided within 45 days of the complaint or finding and/or if the finding occurred **within 3 years prior to** the grant award beginning date, within 45 days of the grant award beginning date. A copy of this Certification will be provided to the person responsible for reporting civil rights complaints and findings of discrimination, as identified below:

**Name:** LaToya Townsend      **Title:** Director of Training, Outreach, and Development      **Phone:** 615.862.5159  
**Address:** 610 Murfreesboro Pike      **City & State:** Nashville, TN      **Zip Code:** 37210

"The Authorized Official certifies that to the best of his or her knowledge and belief that the information contained in this certification is correct and in accordance with the requirements of the application guidelines. The Authorized Official also certifies that the person named below is either the person legally responsible for committing the applying agency to this certification, or is executing this certification with the informed consent of the authorizing person (named and described in attachment A)."

**X Certification:** I certify, by my signature at the end of this form, that I have read and am fully cognizant of our duties and responsibilities under this Certification. ***(Please click the box to the left)***

**Name, Title, and Address of Certifying Designee (IF DIFFERENT FROM AUTHORIZED OFFICIAL):**

*(Please click & complete the name, title, & address form field text boxes below, if applicable)*

**Certifying Designee's Name:**

**Certifying Designee's Title:**

***Please complete all certifications, print them, and then sign & date each certification***

\_\_\_\_\_  
Authorized Signature of the Applicant Agency:

\_\_\_\_\_  
Date:



**CERTIFICATION REGARDING FFATA**

(PAGE 1 OF 2)

**TRANSPARENCY ACT (FFATA) EXECUTIVE COMPENSATION REPORTING**

The Federal Funding Accountability and Transparency Act (FFATA or Transparency Act - P.L.109-282, as amended by section 6202(a) of P.L. 110-252) requires the Office of Management and Budget (OMB) to maintain a single, searchable database, accessible by the public at no cost, that includes information about where and how federal funds are spent. This includes information on grants, subgrants, loans, awards, cooperative agreements and other forms of financial assistance funded with federal funds. That searchable database can be found through the internet. For more information about where and how federal funds are spent, please visit [www.USASpending.gov](http://www.USASpending.gov).

**Executive Compensation Reporting:** FFATA requires you to provide the names and total compensation of your agency's five (5) most highly compensated executives (i.e., Officers, Managing Partners, Executive Directors, or any other highly compensated employee in a management position) if you meet the following criteria:

- 80 percent or more of the Authorizing Agency's annual gross revenues are from Federal procurement contracts and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320; and
- \$25,000,000 or more in annual gross revenues are from Federal procurement contracts, and Federal financial assistance subject to the Transparency Act; and
- 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/excomp.htm>).

If Executive Compensation Reporting does **NOT** apply to your Grant Project, then please **skip** the Executive Compensation Reporting table below and proceed to page 2 to **complete the remainder of the Certification**.

If Executive Compensation Reporting **applies** to your Grant Project, then please report the name, title, and compensation of the top five executives of your organization in the table below and then proceed to page 2 to complete the remainder of the Certification.

**EXECUTIVE COMPENSATION REPORTING FOR TOP FIVE (5) EXECUTIVES OF THE AUTHORIZING, APPLICANT AGENCY**

<b>NAME OF AUTHORIZING AGENCY'S TOP FIVE EXECUTIVES:</b>	<b>TITLE OF AUTHORIZING AGENCY'S TOP FIVE EXECUTIVES:</b>	<b>TOTAL ANNUAL SALARY OF AUTHORIZING AGENCY'S TOP FIVE EXECUTIVES:</b>

[Type text]



**CERTIFICATION REGARDING Personally Identifiable Information (PII)**

(PAGE 1 OF 1)

**Requirement to report actual or imminent breach of  
Personally Identifiable Information (PII)**

The grantee agrees to assist Office of Criminal Justice Programs in complying with OMB Circular A-130.

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient)-- 1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or 2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OCJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

**Name and Title of Authorized Official:**

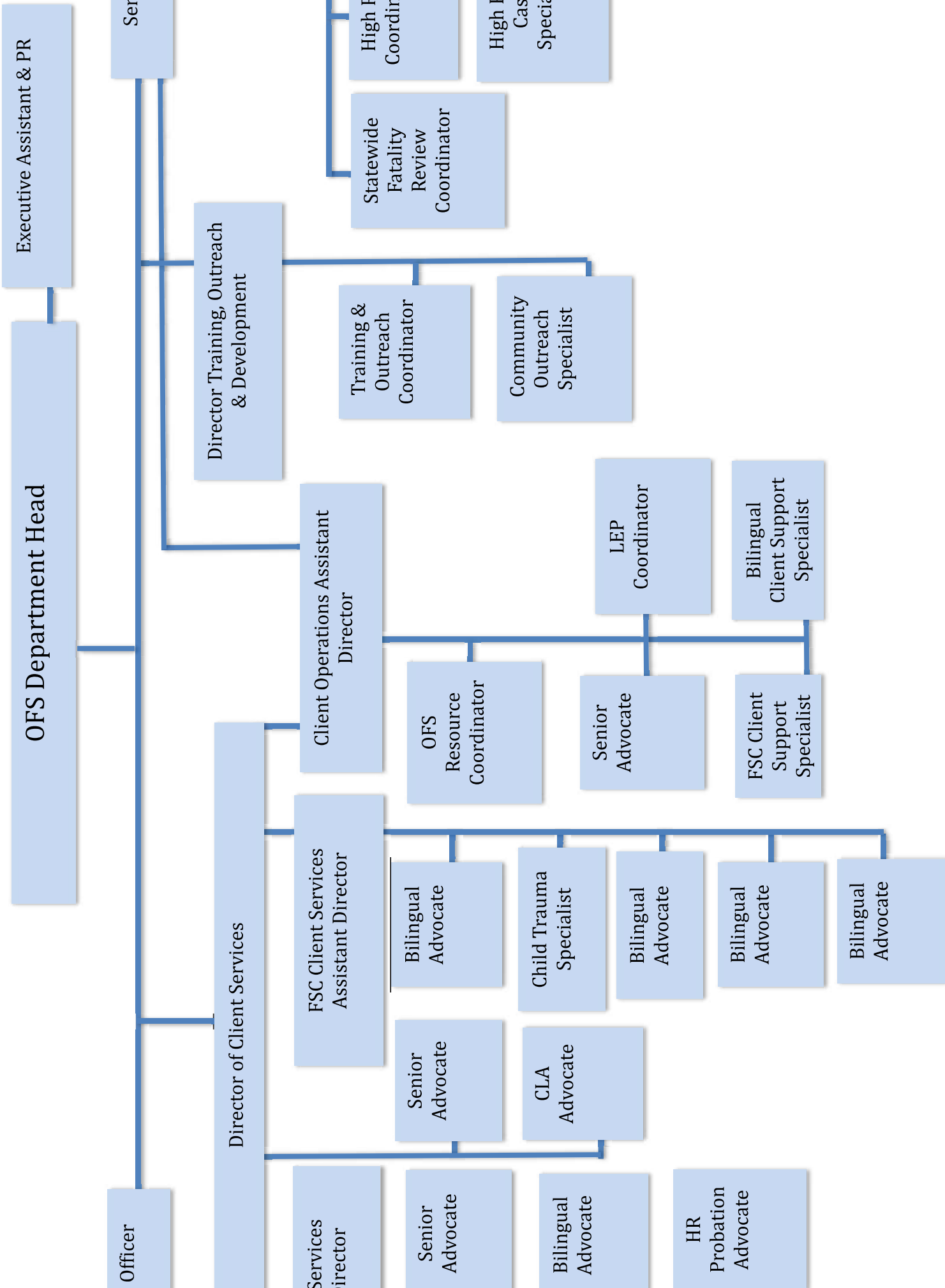
**John Cooper, Mayor**

**Name and Address of Authorizing Agency:**

**Officer of Mayor  
1 Public Square, Suite 100  
Nashville, TN 37201**

\_\_\_\_\_  
Authorized Signature of the Applicant Agency

\_\_\_\_\_  
Date



## INTERAGENCY MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is made and entered into this 22nd day of November, 2019, by and between Metropolitan Government's Office of Family Safety and AGAPE (the "Parties").

### SECTION I – BACKGROUND

**Whereas**, the mission of the Office of Family Safety is to improve victim safety and offender accountability through the coordination of services provided to domestic violence and sexual assault victims by Metropolitan Government, its Family Safety Center (FSC), Jean Crowe Advocacy Center (JCAC), and nonprofit partners;

**Whereas**, AGAPE exists to strengthen children and families with the healing love of Christ through counseling and social services.

**Whereas**, the Office of Family Safety and AGAPE wish to enter into this MOU to establish their initial partnership agreement.

**NOW, THEREFORE**, the Parties enter into this MOU.

### SECTION II – OBLIGATIONS

The Parties agree that:

- A. The Office of Family Safety will work collaboratively with AGAPE as a nonprofit partner of the FSC and JCAC.
- B. AGAPE will work cooperatively with the Office of Family Safety and its Family Safety Center partners.
- C. The Office of Family Safety will continue to provide workspace and support to AGAPE employees tasked with Order of Protection advocacy and civil-legal Order of Protection attorney assistance.
- D. AGAPE will continue be an on-site Family Safety Center partner at the FSC for 24/7 advocacy coverage of Order of Protection assistance.
- E. AGAPE Order of Protection Advocates will receive OFS advocate training, follow the same FSC procedures and materials for ex parte order of protection petitions.
- F. AGAPE and Family Safety Center Director(s) will hold monthly partnership meetings to discuss successes, concerns and direction
- G. The Office of Family Safety will list AGAPE in client referral materials for shelter and make appropriate referrals for shelter, counseling and civil-legal order of protection assistance.
- H. AGAPE will list the JCAC and FSC in its referral materials (electronic and paper).

- I. AGAPE will refer clients to the JCAC and FSC and the JCAC and FSC will refer clients to AGAPE.
- J. Office of Family Safety and AGAPE will work collaboratively on addressing the intersection between sexual and physical violence in intimate partner and family relationships and the intersection between domestic violence and sex trafficking.
- K. The Office of Family Safety will include AGAPE on its information distribution list for Metro's Community Partnership Fund (previously known as the Community Enhancement Fund).
- L. AGAPE will support (as a Family Safety Center partner) the Office of Family Safety's resource development efforts, absent a conflict.
- M. Office of Family Safety will include AGAPE on standing committees such as, FSC Advisory and Leadership Committees, High Risk Intervention Panel, Domestic Abuse Death Review, and Firearm Dispossession.
- N. AGAPE will designate specific leadership (as available) to attend, prepare and participate in Office of Family Safety Standing Committees as listed previously.
- O. AGAPE will support the training initiatives of the Office of Family Safety.
- P. Office of Family Safety and AGAPE will continue to work collaboratively to increase shelter bed availability to high risk domestic violence victims.
- Q. AGAPE will work to utilize the FSC for counseling appointments involving domestic violence and/or sexual assault victims.

### **SECTION III – TERM**

This MOU shall be effective as of the date stated above and shall terminate upon thirty (30) days written notice by either party.


### **SECTION IV – NO THIRD PARTY BENEFICIARIES**

This MOU is solely for the benefit of the Parties, and no provision of this MOU shall be deemed to confer upon any other person any remedy, claim, liability, reimbursement, cause of action or other right.

**SIGNATURE PAGE**

**INTERAGENCY MEMORANDUM OF UNDERSTANDING**

APPROVED BY:



Diane S. Lance  
Department Head, Metro Office of Family Safety

11/22/19

Date



Chandler Means  
CEO, AGAPE

11/22/2019

Date

FILED IN THE OFFICE OF THE  
METROPOLITAN CLERK

\_\_\_\_\_  
Date

## INTERAGENCY MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is made and entered into this 6 day of May, 2019, by and between the Office of Family Safety and the Davidson County Circuit Court Clerk (the "Parties").

### SECTION I – BACKGROUND

**Whereas**, the mission of the Office of Family Safety is to improve victim safety and offender accountability through the coordination of services provided to domestic violence and sexual assault victims by Metropolitan Government, its Family Safety Centers and nonprofit partners;

**Whereas**, The mission of the Davidson County Circuit Court Clerk's Office is to diligently and professionally serve the needs of the Courts, legal community and citizens of Davidson County, Tennessee, through ethical values, personal service, integrity, transparency, and technology to achieve an unmatched level of efficiency and customer satisfaction.

**Whereas**, the Office of Family Safety and the Circuit Court Clerk's Office wish to enter into this MOU to establish their initial partnership agreement.

**NOW, THEREFORE**, the Parties enter into this MOU.

### SECTION II – OBLIGATIONS

The Parties agree that:

- A. Circuit Court Clerk will attend Office of Family Safety Advisory Committee meetings, as needed and as available.
- A. Circuit Court Clerk's Office will assist with resource development efforts such as providing needed grant data within their scope of data collection.
- B. Circuit Court Clerk's Office and the Office of Family Safety will work collaboratively on improvements to the electronic Order of Protection, Order of Protection process, and collection of outcome data.
- C. Circuit Court Clerk will work with the Office of Family Safety to improve Metro's compliance mechanism for the removal of firearms under T.C.A. §§ 36-3-625(a) and 29-13-111(3).



**SECTION III – TERM**

This MOU shall be effective as of the date stated above and shall terminate upon thirty (30) days written notice by either party.

**SECTION IV – NO THIRD PARTY BENEFICIARIES**

This MOU is solely for the benefit of the Parties, and no provision of this MOU shall be deemed to confer upon any other person any remedy, claim, liability, reimbursement, cause of action or other right.

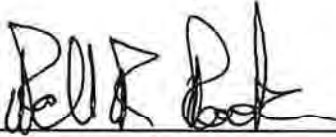
**SIGNATURE PAGE**

**INTERAGENCY MEMORANDUM OF UNDERSTANDING**

APPROVED BY:

  
\_\_\_\_\_  
Diane Lance  
Department Head, Metro Office of Family Safety

Aug-7-19  
Date

  
\_\_\_\_\_  
Richard R. Rooker  
Clerk

5-6-19  
Date

FILED IN THE OFFICE OF THE  
METROPOLITAN CLERK

\_\_\_\_\_  
Date

## INTERAGENCY MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is made and entered into this 7 day of August, 2019, by and between the Office of Family Safety and Criminal Justice Planning (the "Parties").

### SECTION I – BACKGROUND

**Whereas**, the mission of the Office of Family Safety is to improve victim safety and offender accountability through the coordination of services provided to domestic violence and sexual assault victims by Metropolitan Government, its Family Safety Centers and nonprofit partners;

**Whereas**, The goal of Criminal Justice Planning is to assist policy makers in better planning for the expected population of correctional facilities, intermediate sanctions, and other criminal justice services and programs. Criminal Justice Planning's main focus is to forecast inmate populations under correctional supervision by the use of computer modeling. Criminal Justice Planning currently presents an annual report which predicts and assesses the five-year correctional inmate population for Davidson County. Additionally, the department is available to provide accurate data and credible analysis to policy makers when making decisions for the Davidson County Justice System.

**Whereas**, the Office of Family Safety and Criminal Justice Planning wish to enter into this MOU to establish their initial partnership agreement.

**NOW, THEREFORE**, the Parties enter into this MOU.

### SECTION II – OBLIGATIONS


The Parties agree that Criminal Justice Planning will:

- A. Director of Criminal Justice Planning will attend Office of Family Safety Advisory Committee meetings.
- A. Criminal Justice Planning will assist with resource development efforts such as providing needed grant data within their scope of data collection.
- B. Criminal Justice Planning will to the best of their ability, cooperate with any associated data systems utilized by the Office of Family Safety.
- C. Criminal Justice Planning will provide domestic violence data as requested by the Office of Family Safety and support support/guide data presentation efforts.


**SIGNATURE PAGE**

**INTERAGENCY MEMORANDUM OF UNDERSTANDING**

APPROVED BY:

  
\_\_\_\_\_  
Diane Lance  
Department Head, Metro Office of Family Safety

8-7-19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Donna Blackbourne  
Director Criminal Justice Planning

5/7/19  
\_\_\_\_\_  
Date

FILED IN THE OFFICE OF THE  
METROPOLITAN CLERK

\_\_\_\_\_  
Date

## INTERAGENCY MEMORANDUM OF UNDERSTANDING

### SECTION I – BACKGROUND

This Memorandum of Understanding ("MOU") is made and entered into this 3rd day of September, 2019, by and between Metropolitan Government's Office of Family Safety and the FiftyForward (the "Parties").

**Whereas**, the mission of the Office of Family Safety is to improve victim safety and offender accountability through the coordination of services provided to domestic violence and sexual assault victims by Metropolitan Government, its Family Safety Center (FSC), Jean Crowe Advocacy Center (JCAC), and nonprofit partners;

**Whereas**, FiftyForward's mission is FiftyForward supports, champions and enhances life for those 50 and older.

**Whereas**, the Office of Family Safety and FiftyForward wish to enter into this MOU to establish their partnership agreement.

**NOW, THEREFORE**, the Parties enter into this MOU.

### SECTION II – OBLIGATIONS

The Parties agree that:

- A. The Office of Family Safety will work collaboratively with FiftyForward as a nonprofit partner of the Family Justice Center.
- B. FiftyForward will work cooperatively with the Office of Family Safety and its Family Safety Center partners.
- C. The Office of Family Safety will, as appropriate, refer clients to FiftyForward.
- D. FiftyForward will, as appropriate, refer clients to the JCAC and FSC.
- E. FiftyForward will support (as a Family Safety Center partner) the Office of Family Safety's resource development efforts, absent a conflict.
- F. Office of Family Safety and FiftyForward will work collaboratively on addressing the intersection between sexual and physical violence in intimate partner and family relationships and the intersection between domestic violence and sex trafficking.

- G. The Office of Family Safety will support the use of the JCAC and FSC for FiftyForward client use.
- H. Office of Family Safety will include FiftyForward on relevant standing committees relating to the mission of the FSC and FiftyForward.
- I. FiftyForward will place a Victory Over Crime advocate at the Family Safety Center twice a month. This advocate will serve clients that fit the mission of both parties.
- J. Office of Family Safety Center and FiftyForward will have monthly partnership meetings regarding effectiveness of this collaborative.

### **SECTION III – TERM**

This MOU shall be effective as of the date stated above and shall terminate upon thirty (30) days written notice by either party.

### **SECTION IV – NO THIRD PARTY BENEFICIARIES**

This MOU is solely for the benefit of the Parties, and no provision of this MOU shall be deemed to confer upon any other person any remedy, claim, liability, reimbursement, cause of action or other right.

**SIGNATURE PAGE**  
**INTERAGENCY MEMORANDUM OF UNDERSTANDING**

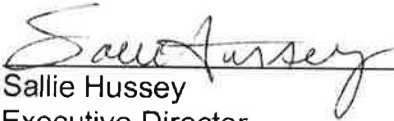
APPROVED BY:



\_\_\_\_\_  
Diane S. Lance  
Department Head  
Metro Office of Family Safety

11-25-19

\_\_\_\_\_  
Date



\_\_\_\_\_  
Sallie Hussey  
Executive Director  
FiftyForward

9/3/19

\_\_\_\_\_  
Date

FILED IN THE OFFICE OF THE  
METROPOLITAN CLERK

\_\_\_\_\_  
Date

## INTERAGENCY MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is made and entered into this 15th day of May, 2019, by and between Metro's Office of Family Safety and the Metro Public Health Department (the "Parties").

### SECTION I – BACKGROUND

**Whereas**, the mission of the Office of Family Safety is to improve victim safety and offender accountability through the coordination of services provided to domestic violence and sexual assault victims by Metropolitan Government, its Family Safety Centers and nonprofit partners;

**Whereas**, the mission of the Metro Public Health Department is to protect, improve and sustain the health and well-being of all people in Metropolitan Nashville.

**NOW, THEREFORE**, the Parties enter into this MOU.

### SECTION II – OBLIGATIONS

The Parties agree that:

- A. The Office of Family Safety will work collaboratively with the Metro Public Health Department as a Metro Department partner of the Family Safety Center.
- B. The Metro Public Health Department will work cooperatively with the Office of Family Safety.
- C. The Office of Family Safety will provide domestic violence and sexual assault trainings as requested by the Metro Public Health Department.
- D. The Metro Public Health Department will list the Jean Crowe Advocacy Center (JCAC) and Family Safety Center (FSC) in client referral materials and the JCAC and FSC will list the Metro Public Health Department in its health related referral materials.
- E. The Office of Family Safety will include the Metro Public Health Department on standing committees such as the Domestic Abuse Death Review and others.
- F. The Office of Family Safety will work collaboratively in leading Metro Government's Sexual Assault Response Systems Work Group.



**SECTION III – TERM**


This MOU shall be effective as of the date stated above and shall terminate upon thirty (30) days written notice by either party.

**SECTION IV – NO THIRD PARTY BENEFICIARIES**

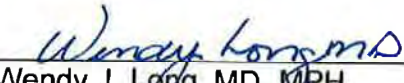
This MOU is solely for the benefit of the Parties, and no provision of this MOU shall be deemed to confer upon any other person any remedy, claim, liability, reimbursement, cause of action or other right.

**SIGNATURE PAGE**  
**INTERAGENCY MEMORANDUM OF UNDERSTANDING**

APPROVED BY:

  
\_\_\_\_\_  
Diane Lance  
Department Head, Office of Family Safety

8-7-19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Wendy J. Long, MD, MPH  
Director of Health

5/15/19  
\_\_\_\_\_  
Date

FILED IN THE OFFICE OF THE  
METROPOLITAN CLERK

\_\_\_\_\_  
Date



## **INTERAGENCY MEMORANDUM OF UNDERSTANDING**

### **Hispanic Family Foundation (HFF) and Metropolitan Government's Office of Family Safety**

This Memorandum of Understanding ("MOU") is made and entered into this 1st day of January, 2020, by and between Metropolitan Government's Office of Family Safety and the Hispanic Family Foundation ("HFF") (the "Parties").

#### **SECTION 1 – BACKGROUND**

**Whereas**, the mission of the Office of Family Safety is to improve victim safety and offender accountability through the coordination of services provided to interpersonal violence victims by Metropolitan Government, its Family Justice Centers, and its partners;

**Whereas**, The Hispanic Family Foundation's mission is to work through our platforms – Economic, Education, Social Services, Advocacy and Culture – to provide programs that strengthen the Nashville Hispanic Community.

**Whereas**, the Office of Family Safety and the Hispanic Family Foundation wish to enter into this MOU to establish their initial partnership agreement.

**NOW, THEREFORE**, the Parties enter into this MOU.

#### **SECTION 2 – OBLIGATIONS**

The Parties agree that:

- A. The Office of Family Safety will work collaboratively with HFF as a nonprofit partner of the Family Safety Center (FSC) and Jean Crowe Advocacy Center (JCAC).
- B. HFF will work cooperatively with the Office of Family Safety and its Family Safety Center partners.
- C. The Office of Family Safety will, as appropriate, refer clients to HFF and distribute HFF referral materials.
- D. HFF will, as appropriate, refer clients to the FSC and JCAC and distribute Office of Family Safety referral materials.



- E. HFF will continue providing workspace and support to the Office of Family Safety, in order to provide advocacy services to victims of interpersonal violence in the Hispanic community.
- F. The Office of Family Safety will continue to be an on-site HFF partner in order to serve HFF clients dealing with interpersonal violence.
- G. The Office of Family Safety will list HFF in client referral materials relating to social services and advocacy for the Hispanic community.
- H. HFF will list the JCAC and FSC in its referral materials (electronic and paper).
- I. The office of Family Safety will support the use of the FSC and JCAC for HFF client use.
- J. HFF will support the Office of Family Safety's resource development efforts, absent a conflict.
- K. The Office of Family Safety and HFF will work collaboratively on addressing the intersection between sexual and physical violence in intimate partner and family relationships and the intersection between domestic violence and sex trafficking.
- L. HFF will support the training initiatives of the Office of Family Safety.
- M. The Office of Family Safety will include HFF on relevant standing committees in accordance to the mission of HFF and relating to the Hispanic community in Nashville.
- N. Office of Family Safety Center and HFF will have monthly partnership meetings to discuss the effectiveness of this collaborative.
- O. HFF will support the training initiatives of the Office of Family Safety.

### **SECTION 3 - TERM**

This MOU shall be effective as of the date stated above and shall terminate upon thirty (30) days written notice by either party.

### **SECTION 4 - NO THIRD PARTY BENEFICIARIES**

This MOU is solely for the benefit of the Parties, and no provision of this MOU shall be deemed to confer upon any other person any remedy, claim, liability, reimbursement, cause of action or other right.



**SIGNATURE PAGE**

**INTERAGENCY MEMORANDUM OF UNDERSTANDING**

APPROVED BY:

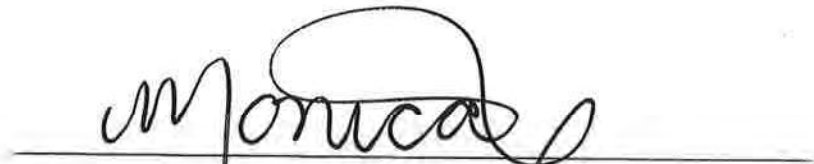


Diane S. Lance

Department Head, Metro Office of Family Safety

1-24-2020

Date



Monica Reyna

Associate Director, Hispanic Family Foundation

01/27/2020

Date

FILED IN THE OFFICE OF THE  
METROPOLITAN CLERK

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Date

2019 JUN 27 AM 9:34  
FILED METROPOLITAN CLERK

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
METROPOLITAN GOVERNMENT OF NASHVILLE-DAVIDSON COUNTY'S  
OFFICE OF FAMILY SAFETY  
AND  
THE DAVIDSON COUNTY JUVENILE COURT  
FOR THE USE OF OFFICE SPACE IN THE OFFICE OF FAMILY SAFETY**

This Memorandum Of Understanding ("MOU") is made and entered into this 27 day of JUNE, 2019 (the "Commencement Date"), by and between the Metropolitan Government of Nashville-Davidson County's Office of Family Safety ("OFS") and the Davidson County Juvenile Court ("Juvenile Court").

**WITNESSETH:**

**WHEREAS**, the Parties desire to enter into an MOU to enable Juvenile Court to use OFS office space located at 610 Murfreesboro Pike, Nashville, TN, 37210; and,

**WHEREAS**, the Parties desire to enter into an MOU to establish specific terms for the use of the property by Juvenile Court;

**NOW, THEREFORE**, the parties hereby agree as follows:

1. **Term.** There will be a probationary term of six months to ensure the partnership is functioning to all parties satisfaction. After the probationary period, the term of the MOU shall be 2 years. The term of this MOU may be extended by mutual agreement of the Parties.
2. **Termination.** Either Party may terminate this MOU upon sixty (60) days written notice to the other Party.
3. **Core Mission, Vision and Values:** All parties agree to join the Mission, Vision and Values of the Family Safety Center. They are as follows: Mission: The Family Safety Center provides a compassionate and coordinated response to interpersonal violence. **Vision:** Empowering survivors, expanding safety, and ending violence. **Values:** Supportive, Unified, Safe, Empowering, Compassionate
4. **Clientele.** Violent offenders are not permitted in the building – including those with pending domestic violence, sexual assault, strangulation, aggravated assault, homicide (and attempted), and violent crimes involving a firearm.
5. **Use of Office Space.** Juvenile Court is hereby granted the right to use office space designated by OFS. Additional office space may be considered in the future and agreed

upon by both parties by amendment of this MOU. Juvenile Court agrees to request approval from OFS before making any alterations to any of the allocated office spaces.

6. **Use of Play Pyramid.** Juvenile Court is responsible for supervising any children in the building. While the play pyramid is there for child use – it must be supervised by the agency hosting the child. Any exceptions must be approved by the Office of Family Safety FSC Assistant Director or Director.
7. **Training and Community.** All building occupants must strive to be similarly trained and actively engaged with each other. OFS hosts many trainings and opportunities to gather. Juvenile Court to the best of their ability will participate in these important activities.
8. **Policies and Procedures.** Juvenile Court will follow all FSC policies for use and enjoyment of the FSC.
9. **Data Sharing:** Juvenile Court will share activity event and attendee numbers with FSC leadership for quarterly statistics purposes. Confidential information is not needed
10. **Office Equipment.** Juvenile Court will provide its staff with the office furniture, equipment, and supplies needed to conduct work in the designated office space. Juvenile Court will provide staff with computers, electronics, and connection to WIFI, as needed.
11. **Maintenance of Premises.** OFS hereby agrees to continue to maintain the premises and provide custodial support for the space. Juvenile Court agrees to take reasonable care of the premises and provide any needed repairs for damages which may occur as a result of their use of the premises.
12. **Key Deposits.** Juvenile Court will pay key deposits, if necessary, to OFS to gain key and security access to the designated office space.
13. **Hours of Access.** Juvenile Court staff office hours will generally be held between 8:00 a.m. and 4:30 p.m., Monday through Friday, but may vary. Additionally, Juvenile Court may be authorized to hold after-hours meetings in the designated office space or other parts of the OFS property at the discretion of the OFS manager. Juvenile court staff will allow access to individuals by appointment only when it is before or after OFS regular hours of operation. The general public will not be allowed admission to the OFS before/after regular hours of operation. Doors will remain locked until OFS staff arrive and open the doors to the public.

14. **Notice.** Any notices required to be sent hereunder shall be hand delivered or sent by certified mail to the following addresses:

**Office of Family Safety:** Office of Family Safety  
Dept. Head  
610 Murfreesboro Pike  
Nashville, Tennessee 37210


**Juvenile Court:** Davidson County Juvenile Court  
Attn: Court Administrator  
100 Woodland Street  
Nashville, TN 37213

15. **No Third Party Beneficiaries.** This MOU is solely for the benefit of OFS and Juvenile Court. No provision of this MOU shall be deemed to confer upon any other person any remedy, claim, liability, reimbursement, cause of action or other right.

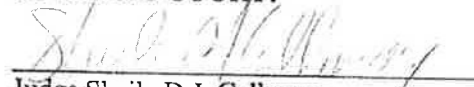
16. **Effective Date.** This MOU shall be effective as of the date first written above, upon approval of OFS and Juvenile Court.

**APPROVALS AND SIGNATURES:**

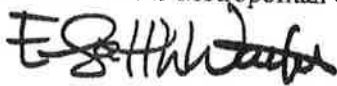
**OFFICE OF FAMILY SAFETY:**

  
\_\_\_\_\_  
Diane Lance, Dept. Head  
Office of Family Safety

**JUVENILE COURT:**

  
\_\_\_\_\_  
Judge Sheila D.J. Calloway  
Davidson County Juvenile Court

Filed in the Office of the Metropolitan Clerk:



\_\_\_\_\_  
Metropolitan Clerk

Date: JUN 27 2019



This Memorandum of Understanding ("MOU") is made and entered into this 11<sup>th</sup> day of January, 2018, by and between Metro's Office of Family Safety and Legal Aid Society of Middle Tennessee and the Cumberland (the "Parties").

**SECTION I – BACKGROUND**

This Memorandum of Understanding ("MOU") is made and entered into this 11<sup>th</sup> day of January, 2018, by and between Metropolitan Government's Office of Family Safety and Legal Aid Society of Middle Tennessee and the Cumberland (the "Parties").

**Whereas**, the mission of the Office of Family Safety is to improve victim safety and offender accountability through the coordination of services provided to domestic violence and sexual assault victims by Metropolitan Government, its Family Justice Center (Jean Crowe Advocacy Center) and nonprofit partners;

**Whereas**, the mission of Legal Aid Society of Middle Tennessee and the Cumberland is to advance, defend and enforce the legal rights of low-income and vulnerable people in order to secure for them the basic necessities of life.

**Whereas**, Legal Aid society of Middle Tennessee and the Cumberland works with a tapestry of local governmental entities, non-profit partners, grantors and donors to provide holistic legal representation and services to victims of family violence who are utilizing the court systems in Davidson County.

**NOW, THEREFORE**, the Parties enter into this MOU.

**SECTION II – OBLIGATIONS**

The Parties agree that Legal Aid Society of Middle Tennessee and the Cumberland ("Legal Aid") and the Office of Family Safety will:

- A. The Office of Family Safety will work collaboratively with the Legal Aid as a nonprofit partner of the Family Justice Center.
- B. Legal Aid will work cooperatively with the Office of Family Safety and its Family Justice Center partners.
- C. The Office of Family Safety will continue to provide work/meeting space and support to domestic violence Legal Aid attorneys, advocates and clients.
- D. Legal Aid will make good faith efforts to utilize the JCAC space prior to Order of Protection Hearings for client meetings.
- E. Legal Aid will continue to receive Civil Legal Advocacy Program referrals for high risk order of protection JCAC clients.
- F. The Office of Family Safety will list Legal Aid in client referral materials and Legal Aid will list the Jean Crowe Advocacy Center (JCAC) in its referral materials.
- G. Legal Aid will refer clients to the JCAC and the JCAC will refer clients to the Legal Aid and both parties will work collaboratively in providing court advocacy to clients at the Order of Protection hearing.
- H. Legal Aid will support (as a Family Justice Center partner) the Office of Family Safety's resource development efforts, absent a conflict.
- I. Office of Family Safety will include Legal Aid on standing committees such as, High Risk Intervention Panel, Domestic Abuse Death Review, and Firearm Dispossession.
- J. Legal Aid will designate specific leadership to attend, prepare and participate in Office of Family Safety Standing Committees as listed previously.

- M. When training attorneys, Office of Family Safety will invite Legal Aid to train on laws relating to Orders of Protection.
- N. When hiring new advocates, Legal Aid will utilize the Office of Family Safety's Domestic Violence Training curriculum and trainer upon request of OFS.
- O. Legal Aid and Office of Family Safety will (if time and resources permit) share service provision data. Note: this data includes number of clients served in court and shared client numbers. This data will not include any confidential and/or identifying information.
- P. Legal Aid will cooperate with any associated data systems utilized by the JCAC within the bounds of legal and ethical limits.
- Q. Legal Aid will provide English and Spanish safety planning brochure, divorce and order of protection materials to be distributed at the JCAC.
- R. Legal Aid will from time to time provide group court preparation trainings for domestic violence victims appearing on the Order of Protection docket. These trainings will be in person and/or by training video as time and resources permit. Any domestic violence victims who are trained individually must meet Legal Aid eligibility and resource guidelines and be accepted as a Legal Aid client.
- S. If Legal Aid acquires funding for a teleconferencing system, they will connect that system with the JCAC.
- A. Legal Aid and the JCAC will continue to maintain a collaboration form with in order to hasten the Legal Aid intake process.
- B. Legal aid will partner, when appropriate and as determined by Legal Aid, with grant writing, partner agency development, and other MOUs.
- C. The Office of Family Safety will include Legal Aid on the information distribution list for Metro's Community Partnership Fund (previously known as the Community Enhancement Fund).
- D. Legal Aid will help further the recommendations of Metro's 2013 Domestic Violence Safety Assessment.

### **SECTION III – TERM**

This MOU shall be effective as of the date stated above and shall terminate upon thirty (30) days written notice by either party.

### **SECTION IV – NO THIRD PARTY BENEFICIARIES**

This MOU is solely for the benefit of the Parties, and no provision of this MOU shall be deemed to confer upon any other person any remedy, claim, liability, reimbursement, cause of action or other right.

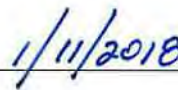
APPROVED BY:

\_\_\_\_\_  
Diane Lance  
Department Head, Office of Family Safety

\_\_\_\_\_  
Date



\_\_\_\_\_  
Gary D. Housepian  
Executive Director  
Legal Aid Society of Middle Tennessee  
and the Cumberlands



\_\_\_\_\_  
Date

FILED IN THE OFFICE OF THE  
METROPOLITAN CLERK

\_\_\_\_\_  
Date

## INTERAGENCY MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is made and entered into this 7 day of August, 2019, by and between Metropolitan Government's Office of Family Safety and the Mary Parrish Center (the "Parties").

### SECTION I – BACKGROUND

**Whereas**, the mission of the Office of Family Safety is to improve victim safety and offender accountability through the coordination of services provided to domestic violence and sexual assault victims by Metropolitan Government, its Family Safety Centers and nonprofit partners;

**Whereas**, the mission of The Mary Parrish Center is to provide survivors of interpersonal violence and their children safe, accessible and compassionate housing with individualized care that promotes healing, autonomy and hope.

**Whereas**, the Office of Family Safety and the Mary Parrish Center wish to enter into this MOU to establish their initial partnership agreement.

**NOW, THEREFORE**, the Parties enter into this MOU.

### SECTION II – OBLIGATIONS

The Parties agree that:

- A. The Office of Family Safety will work collaboratively with the Mary Parrish Center as a nonprofit partner of the Family Safety Center.
- B. The Mary Parrish Center will work cooperatively with the Office of Family Safety and its Family Safety Center partners.
- C. The Mary Parrish Center will assist and support the Office of Family Safety's efforts to form a survivor VOICES committee to guide the work of the Family Safety Center.
- D. The Mary Parrish Center will help further the recommendations of Metro's 2013 Domestic Violence Safety Assessment.
- E. The Office of Family Safety will list the Mary Parrish Center in client referral materials for those in need of transitional housing.
- F. The Mary Parrish Center will list the Jean Crowe Advocacy Center (JCAC) and the Family Safety Center (FSC) in its referral materials (electronic and paper).
- G. As appropriate, Mary Parrish will refer clients to the JCAC and FSC and the JCAC and FSC will refer clients to the Mary Parrish Center.

- H. Office of Family Safety and the Mary Parrish Center will work collaboratively on addressing the intersection between sexual and physical violence in intimate partner and family relationships and the intersection between domestic violence and sex trafficking.
- I. Mary Parrish Center will assign one Domestic Violence Coordinated Entry System employee to the FSC. This individual will coordinate housing services for domestic violence survivors throughout Nashville.
- J. The Office of Family Safety will include the Mary Parrish on its information distribution list for Metro's Community Partnership Fund.
- K. The Mary Parrish Center will support (as a Family Justice Center partner) the Office of Family Safety's resource development efforts, absent a conflict.
- L. The Mary Parrish Center will support the high risk intervention and training initiatives of the Office of Family Safety.
- M. The Mary Parrish Center will support the high risk intervention, court preparation, and training initiatives of the Office of Family Safety.

### **SECTION III – TERM**

This MOU shall be effective as of the date stated above and shall terminate upon thirty (30) days written notice by either party.

### **SECTION IV – NO THIRD PARTY BENEFICIARIES**

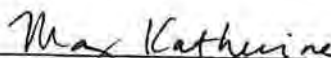
This MOU is solely for the benefit of the Parties, and no provision of this MOU shall be deemed to confer upon any other person any remedy, claim, liability, reimbursement, cause of action or other right.

**SIGNATURE PAGE**  
**INTERAGENCY MEMORANDUM OF UNDERSTANDING**

APPROVED BY:

  
\_\_\_\_\_  
Diane S. Lance  
Department Head, Metro Office of Family Safety

8-7-19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Mary Katherine Rand  
Executive Director  
The Mary Parrish Center

5/6/19  
\_\_\_\_\_  
Date

FILED IN THE OFFICE OF THE  
METROPOLITAN CLERK

\_\_\_\_\_  
Date

**SIGNATURE PAGE**  
**INTERAGENCY MEMORANDUM OF UNDERSTANDING**

APPROVED BY:



\_\_\_\_\_  
Diane S. Lance  
Department Head, Office of Family Safety

8-7-19  
\_\_\_\_\_  
Date



\_\_\_\_\_  
Chief Steve Anderson  
Metropolitan Nashville Police Department

11-28-17  
\_\_\_\_\_  
Date

FILED IN THE OFFICE OF THE  
METROPOLITAN CLERK

\_\_\_\_\_  
Date

- G. When requested, the Office of Family Safety will provide domestic violence and sexual assault training to newly assigned domestic violence detectives and recruits at the training academy.
- H. As funds permit, the Office of Family Safety will include MNPDP in national training opportunities.
- I. As appropriate, MNPDP will assist with Family Justice Center resource development efforts.
- J. MNPDP will work with the Office of Family Safety to identify opportunities to collect/share Family Justice Center efforts to outcomes data.
- K. MNPDP will provide and maintain a warrant signature pad at the Jean Crowe Advocacy Center (JCAC) and an on-site Detective, as resources allow.
- L. MNPDP will continue to share Lethality Assessment Program (LAP) information with the Office of Family Safety.
- M. The Office of Family Safety will share LAP high risk designations with the District Attorney's Office on the day of court – for prioritization purposes.
- N. MNPDP will help communicate messages from Office of Family Safety and its Advisory Committee through roll calls.
- O. MNPDP will utilize the JCAC for Orders of Protection and victim crisis intervention advocacy;
- P. The Office of Family Safety will, at the victim's request, refer clients to the Domestic Violence Division for counseling and/or the assistance of a Detective.
- Q. MNPDP Domestic Violence Division will receive Order of Protection referrals from the JCAC when there is a past or existing Order of Protection against the person seeking the petition, if the petitioner has a violent record and/or history of domestic violence arrests, and/or the petitioner seeks issuance of ex parte Order of Protections with great frequency.
- R. MNPDP will include the JCAC as a service provider to domestic violence victims needing an Order of Protection or victim advocacy services.
- S. MNPDP will work with the Office of Family Safety to improve compliance with the dispossession of firearms under T.C.A. §§ 36-3-625(a) and 39-13-111(c)(6).

### **SECTION III – TERM**

This MOU shall be effective as of the date stated above and shall terminate upon thirty (30) days written notice by either party.

### **SECTION IV – NO THIRD PARTY BENEFICIARIES**

This MOU is solely for the benefit of the Parties, and no provision of this MOU shall be deemed to confer upon any other person any remedy, claim, liability, reimbursement, cause of action or other right.



## INTERAGENCY MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is made and entered into this 7 day of August, 2018, by and between the Office of Family Safety and the Metropolitan Nashville Police Department (the "Parties").

### SECTION I – BACKGROUND

**Whereas**, the mission of the Office of Family Safety is to improve victim safety and offender accountability through the coordination of services provided to domestic violence and sexual assault victims by Metropolitan Government, its Family Justice Center (Jean Crowe Advocacy Center) and nonprofit partners;

**Whereas**, The Mission of the Metropolitan Nashville Police Department (MNPD) is to provide community-based police products to the public so they can experience a safe and peaceful Nashville; and,

**Whereas**, the Office of Family Safety and the Metropolitan Nashville Police Department wish to enter into this MOU to establish their initial partnership agreement.

**NOW, THEREFORE**, the Parties enter into this MOU.

### SECTION II – OBLIGATIONS

The Parties agree that:

- A. The Office of Family Safety and MNPD will work collaboratively under the Family Justice Center's coordinated response to domestic and sexual violence model.
- B. The MNPD Chief of Police or his designee will serve on the Office of Family Safety Advisory Committee and attend meetings.
- C. Office of Family Safety will include MNPD on standing committees such as, High Risk Intervention Panel, Domestic Abuse Death Review, and Firearm Dispossession.
- D. MNPD will designate appropriate leadership to attend, prepare and participate in Office of Family Safety Standing Committees as listed previously.
- E. Utilizing the LAP, the Office of Family Safety will continue to facilitate the High Risk Intervention Panel's weekly calls and monthly meetings.
- F. MNPD will be an active participant in Metro's multi-disciplinary high risk assessment team and come prepared with summaries of all office contact with victims and offenders that are under review, as resources allow.

## INTERAGENCY MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is made and entered into this 7 day of August, 2019, by and between Metro's Office of Family Safety and Metro Social Services (the "Parties").

### SECTION I – BACKGROUND

This Memorandum of Understanding ("MOU") is made and entered into this 7 day of August, 2019, by and between Metropolitan Government's Office of Family Safety and Metro Social Services (the "Parties").

**Whereas**, the mission of the Office of Family Safety is to improve victim safety and offender accountability through the coordination of services provided to domestic violence and sexual assault victims by Metropolitan Government, its Family Safety Centers and nonprofit partners;

**Whereas**, Metro Social Services (MSS) provides a range of services to help Davidson County residents who are in need. These services promote positive change for individuals and families in times of crisis and economic hardship.

**NOW, THEREFORE**, the Parties enter into this MOU.

### SECTION II – OBLIGATIONS

The Parties agree that:

- A. The Office of Family Safety will work collaboratively with the MSS as a Metro Department partner of the Family Safety Center.
- B. MSS will work cooperatively with the Office of Family Safety.
- C. MSS will continue to receive referrals from the Jean Crowe Advocacy Center (JCAC) and Family Safety Center (FSC), prioritizing high risk clients.
- D. The JCAC and FSC will receive client referrals from MSS
- E. The Office of Family Safety will provide domestic violence and sexual assault trainings as requested by MSS.
- F. MSS will list the JCAC and FSC in client referral materials and the JCAC and FSC will list MSS in its referral materials.
- G. Office of Family Safety will include MSS on standing committees such as, High Risk Intervention Panel, Domestic Abuse Death Review.
- H. MSS will designate specific leadership to attend, prepare and participate in Office of Family Safety Standing Committees as listed previously.

### **SECTION III – TERM**


This MOU shall be effective as of the date stated above and shall terminate upon thirty (30) days written notice by either party.

### **SECTION IV – NO THIRD PARTY BENEFICIARIES**

This MOU is solely for the benefit of the Parties, and no provision of this MOU shall be deemed to confer upon any other person any remedy, claim, liability, reimbursement, cause of action or other right.

**SIGNATURE PAGE**  
**INTERAGENCY MEMORANDUM OF UNDERSTANDING**

APPROVED BY:

  
\_\_\_\_\_  
Diane Lance  
Department Head, Office of Family Safety

8-7-19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Renee Pratt  
Executive Director  
Metropolitan Social Services

May 10, 2019  
\_\_\_\_\_  
Date

FILED IN THE OFFICE OF THE  
METROPOLITAN CLERK

\_\_\_\_\_  
Date

APPROVED BY:

\_\_\_\_\_  
Diane Lance  
Department Head, Office of Family Safety

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
June Turner  
Chief Executive Officer

\_\_\_\_\_  
Date 12/18/17

FILED IN THE OFFICE OF THE  
METROPOLITAN CLERK

\_\_\_\_\_  
Date

## INTERAGENCY MEMORANDUM OF UNDERSTANDING

### SECTION I – BACKGROUND

This Memorandum of Understanding (“MOU”) is made and entered into this 7 day of August, 2019, by and between Metropolitan Government’s Office of Family Safety and the Prevent Child Abuse Tennessee (PCAT) (the “Parties”).

**Whereas**, the mission of the Office of Family Safety is to improve victim safety and offender accountability through the coordination of services provided to domestic violence and sexual assault victims by Metropolitan Government, its Family Safety Center (FSC), Jean Crowe Advocacy Center (JCAC), and nonprofit partners;

**Whereas**, The PCAT mission is to prevent the abuse and neglect of children in Tennessee.

**Whereas**, the Office of Family Safety and PCAT wish to enter into this MOU to establish their partnership agreement.

**NOW, THEREFORE**, the Parties enter into this MOU.

### SECTION II – OBLIGATIONS

The Parties agree that:

- A. The Office of Family Safety will work collaboratively with PCAT as a nonprofit partner of the Family Justice Center.
- B. PCAT will work cooperatively with the Office of Family Safety and its Family Safety Center partners.
- C. The Office of Family Safety will, as appropriate, refer clients to PCAT.
- D. PCAT will, as appropriate, refer clients to the JCAC and FSC.
- E. PCAT will support (as a Family Safety Center partner) the Office of Family Safety’s resource development efforts, absent a conflict.
- F. Office of Family Safety and PCAT will work collaboratively on addressing the intersection between sexual and physical violence in intimate partner and family relationships and the intersection between domestic violence and sex trafficking.
- G. The Office of Family Safety will support the use of the JCAC and FSC for PCAT client use.
- H. Office of Family Safety will include PCAT on relevant standing committees relating to the mission of the FSC and PCAT.

- I. PCAT will, as appropriate, meet with clients engaged in their services. PCAT will answer transferred after hours calls from FSC callers seeking parenting support.
- J. Office of Family Safety Center and PCAT will have monthly partnership meetings regarding effectiveness of this collaborative.

### **SECTION III – TERM**

This MOU shall be effective as of the date stated above and shall terminate upon thirty (30) days written notice by either party.

### **SECTION IV – NO THIRD PARTY BENEFICIARIES**


This MOU is solely for the benefit of the Parties, and no provision of this MOU shall be deemed to confer upon any other person any remedy, claim, liability, reimbursement, cause of action or other right.

**SIGNATURE PAGE  
INTERAGENCY MEMORANDUM OF UNDERSTANDING**

APPROVED BY:

  
\_\_\_\_\_  
Diane S. Lance  
Department Head, Metro Office of Family Safety

8-7-19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Kristen Rector, LAPSW  
President and CEO  
Prevent Child Abuse Tennessee

5.6.19  
\_\_\_\_\_  
Date

FILED IN THE OFFICE OF THE  
METROPOLITAN CLERK

\_\_\_\_\_  
Date



## INTERAGENCY MEMORANDUM OF UNDERSTANDING

### SECTION I – BACKGROUND

This Memorandum of Understanding ("MOU") is made and entered into this 7 day of August, 2019, by and between Metropolitan Government's Office of Family Safety and the Sexual Assault Center (SAC) (the "Parties").

**Whereas**, the mission of the Office of Family Safety is to improve victim safety and offender accountability through the coordination of services provided to domestic violence and sexual assault victims by Metropolitan Government, its Family Safety Center (FSC), Jean Crowe Advocacy Center (JCAC), and nonprofit partners;

**Whereas**, The Sexual Assault Center (SAC) mission is to provide healing for children, adults and families affected by sexual assault and to end sexual violence through counseling, education, and advocacy.

**Whereas**, the Office of Family Safety and the Sexual Assault Center (SAC) wish to enter into this MOU to establish their partnership agreement.

**NOW, THEREFORE**, the Parties enter into this MOU.

### SECTION II – OBLIGATIONS

The Parties agree that:

- A. The Office of Family Safety will work collaboratively with SAC as a nonprofit partner of the Family Justice Center.
- B. SAC will work cooperatively with the Office of Family Safety and its Family Safety Center partners.
- C. The Office of Family Safety will, as appropriate, refer clients to the SAC.
- D. SAC will, as appropriate, refer clients to the Jean Crowe Advocacy Center (JCAC).
- E. SAC will support (as a Family Safety Center partner) the Office of Family Safety's resource development efforts, absent a conflict.
- F. Office of Family Safety and SAC will work collaboratively on addressing the intersection between sexual and physical violence in intimate partner and family relationships and the intersection between domestic violence, sexual assault and human trafficking.

- G. The Office of Family Safety will support the use of the JCAC and FSC for SAC client use.
- H. Office of Family Safety will include SAC on standing committees relating to the Family Safety Center and sexual violence.
- I. SAC will place a victim advocate at the FSC approximately two days a week to perform client advocacy services – with emphasis on sexual assault victims.
- J. Office of Family Safety Center and SAC will have monthly partnership meetings regarding this part-time co-location and the FSC collaborative.
- K. SAC will designate specific leadership to attend, prepare and participate in Office of Family Safety Standing Committees as listed previously.

### **SECTION III – TERM**

This MOU shall be effective as of the date stated above and shall terminate upon thirty (30) days written notice by either party.

### **SECTION IV – NO THIRD PARTY BENEFICIARIES**

This MOU is solely for the benefit of the Parties, and no provision of this MOU shall be deemed to confer upon any other person any remedy, claim, liability, reimbursement, cause of action or other right.

**SIGNATURE PAGE**  
**INTERAGENCY MEMORANDUM OF UNDERSTANDING**

APPROVED BY:



\_\_\_\_\_  
Diane S. Lance  
Department Head, Metro Office of Family Safety

8/7/19  
\_\_\_\_\_  
Date



\_\_\_\_\_  
Rachel Freeman  
President  
Sexual Assault Center

6/12/19  
\_\_\_\_\_  
Date

FILED IN THE OFFICE OF THE  
METROPOLITAN CLERK

\_\_\_\_\_  
Date

## INTERAGENCY MEMORANDUM OF UNDERSTANDING

### SECTION I – BACKGROUND

This Memorandum of Understanding ("MOU") is made and entered into this 16 day of July, 2019, by and between Metropolitan Government's Office of Family Safety and Family Safety Center and Tennessee Coalition to End Domestic & Sexual Violence (the "Parties").

**Whereas**, the mission of the Office of Family Safety is to improve victim safety and offender accountability through the coordination of services provided to domestic violence and sexual assault victims by Metropolitan Government, its Family Safety and Advocacy Centers and nonprofit partners;

**Whereas**, the mission of the Tennessee Coalition to End Domestic & Sexual Violence is to end domestic and sexual violence in the lives of Tennesseans and to change societal attitudes and institutions that promote and condone violence, through public policy advocacy, education and activities that increase the capacity of programs and communities to address such violence.

**Whereas**, the Office of Family Safety and Tennessee Coalition to End Domestic & Sexual Violence wish to enter into this MOU to establish their initial partnership agreement.

**NOW, THEREFORE**, the Parties enter into this MOU.

### SECTION II – OBLIGATIONS

The Parties agree that:

- A. The Office of Family Safety (OFS) will work collaboratively with the Tennessee Coalition to End Domestic & Sexual Violence as a nonprofit partner of the Family Safety Center (FSC).
- B. Tennessee Coalition to End Domestic & Sexual Violence will work cooperatively with the Office of Family Safety and its Family Safety Center partners.
- C. With the approval of Tennessee Coalition to End Domestic & Sexual Violence the Office of Family Safety will list the Tennessee Coalition to End Domestic & Sexual Violence in client referral materials (electronic and paper).
- D. With the approval of the Office of Family Safety, Tennessee Coalition to End Domestic & Sexual Violence will list the Family Safety Center and Jean Crowe Advocacy Center (JCAC) in its referral materials (electronic and paper).

- E. As appropriate, Tennessee Coalition to End Domestic & Sexual Violence will refer clients to the FSC and JCAC and the FSC and JCAC will refer clients to Tennessee Coalition to End Domestic & Sexual Violence and follow each agency's referral procedures and requirements.
- F. The Office of Family Safety will include the Tennessee Coalition to End Domestic & Sexual Violence on its information distribution list for Metro's Community Partnership Fund (previously known as the Community Enhancement Fund).
- G. Tennessee Coalition to End Domestic & Sexual Violence and the Office of Family Safety will support each agency's resource development efforts, absent a conflict/disagreement.
- H. Tennessee Coalition to End Domestic & Sexual Violence will support the high risk intervention and training initiatives of the Family Safety Center.
- I. Client Confidentiality requirements for the Tennessee Coalition to End Domestic & Sexual Violence, the Office of Family Safety, the Family Safety Center and Jean Crowe Advocacy Center will be followed.

### **SECTION III – TERM**

This MOU shall be effective as of the date stated above and shall terminate upon thirty (30) days written notice by either party.

### **SECTION IV – NO THIRD PARTY BENEFICIARIES**

This MOU is solely for the benefit of the Parties, and no provision of this MOU shall be deemed to confer upon any other person any remedy, claim, liability, reimbursement, cause of action or other right.

**SIGNATURE PAGE**

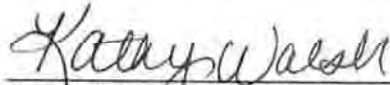
**INTERAGENCY MEMORANDUM OF UNDERSTANDING**

APPROVED BY:



\_\_\_\_\_  
Diane S. Lance  
Department Head  
Metro Office of Family Safety

8-7-19  
\_\_\_\_\_  
Date



\_\_\_\_\_  
Kathy Walsh  
Executive Director  
Tennessee Coalition to End Domestic & Sexual Violence

7-16-19  
\_\_\_\_\_  
Date

FILED IN THE OFFICE OF THE  
METROPOLITAN CLERK

\_\_\_\_\_  
Date

**Clinical Affiliation Agreement  
Between  
Vanderbilt University  
And  
Nashville and Davidson County Office of Family Safety**

This Clinical Affiliation Agreement ("Agreement") is entered into by and between Vanderbilt University, a Tennessee not-for-profit corporation (hereinafter referred to as "Vanderbilt"), and Nashville and Davidson County Office of Family Safety located in Nashville, Tennessee (hereinafter referred to as "Agency").

Pursuant to this Agreement, the Agency and Vanderbilt agree to cooperate in the implementation of a program of clinical instruction and training at the Agency for nursing students of the Vanderbilt University School of Nursing (hereinafter referred to as "School of Nursing")

**I. Term and Termination**

- A. This Agreement shall become effective February 1, 2019 and shall continue until amended, modified or terminated.
- B. This Agreement may be terminated by either party at any time upon not less than thirty (30) days prior written notice by certified mail, return receipt requested to the other party, (the address of each party is provided in Section VI, Notices), provided that any student from the School of Nursing who is currently participating in a clinical training program at Agency when notice of termination will be permitted to complete his or her program at Agency as previously scheduled. This Agreement shall be terminated immediately if either party's certification or license to operate is repealed or suspended by any governmental licensing or certifying agency.
- C. This Agreement cannot be amended, modified, supplemented or rescinded except in writing signed by the parties hereto.

**II. Responsibilities of School of Nursing**

- A. Assume responsibility, in coordination with Agency, for the assignment of students and the planning of the Program. No student shall be assigned to Agency without the prior consent of School of Nursing.
- B. Inform students to maintain the confidentiality of all information which relates to or identifies a particular patient, including but not limited to the name, address, medical treatment or condition, financial status, or any other personal information which is deemed to be confidential in

accordance with applicable state and federal law and standards of professional ethics.

- C. Provide assurance that health insurance is in effect for students during the term of their assignment at Agency.
- D. Ensure that students are certified in Basic Life Support Health Care Provider CPR.
- E. Ensure that students have received the following immunizations:
  - 1. PPD tuberculin skin test or chest x-ray within one year of clinical experience.
  - 2. Positive serology of immunity to Rubella and Rubeolla or MMR vaccination.
  - 3. Hepatitis B vaccinations or waiver indicating refusal.
  - 4. Positive serology of immunity to varicella or immunization.
  - 5. Annual flu vaccine to cover designated flu season.
- F. Provide training and education programs to all students on the OSHA/Blood Borne Pathogens and HIPAA regulations prior to their clinical rotation.

### **III. Responsibilities of Agency**

- A. To accept students for clinical experiences in the areas for which placement has been mutually reviewed, planned and arranged. These clinical experiences are to be negotiated between the parties on a semester-to-semester basis.
- B. Retain full responsibility for patient care services provided by Agency, and for maintaining a sufficient level of staff support to carry out all service functions and patient care services. In no event shall students be used by Agency to perform services in lieu of staff.
- C. Provide orientation to students assigned to Agency for educational experiences.
- D. Provide immediate first aid for injuries or illnesses, such as needle sticks that occur at Agency. The cost of such immediate first aid will be the responsibility of the student.
- E. Designate a staff member to serve as liaison between Agency and School of Nursing.
- F. Supervision of student(s) will be provided by a designated preceptor to be agreed upon by the School of Nursing and the Agency.



- G. Provide a reasonable amount of storage space for apparel and personal effects of participating students.

#### **IV. Mutual Responsibilities**

- A. Confer on problems related to the educational experiences to be provided under this Agreement if any problems arise.
- B. Students are not considered employees of the School of Nursing or of Agency; and therefore, students shall not be entitled to monetary compensation or to employee benefits including workers compensation benefits of Agency or Vanderbilt.
- C. Either party may request withdrawal of a student from an assignment. Such withdrawal shall be upon the terms and conditions agreed to by both parties after consultation between the parties. Agency may immediately remove any student who poses a threat, disruption, or danger to the Agency. Agency may suspend student from assignment temporarily for any reason until a permanent solution is reached regarding the student's status.
- D. The faculty of the School of Nursing and Agency will evaluate the student's performance of the clinical experience in mutual consultation.
- E. The School of Nursing shall procure or cause the student to procure professional liability insurance in a minimum amount of \$1,000,000 per occurrence and \$3,000,000 annual aggregate. Proof of this insurance coverage is to be provided upon request.
- F. Each party agrees to notify the other party as soon as possible in writing of any incident, occurrence or claim arising out of or in connection with this Agreement which could result in a liability or claim of liability to the other party. Further, the notified party will have the right to investigate said incident or occurrence and the notifying party will cooperate fully in this investigation.
- G. Each party agrees not to use the other's name or programs in any advertising, promotional material, press release, publication, public announcement, or through other media, written or oral, without the prior written consent of the other party.
- H. Neither party shall assign, subcontract, or transfer any of its rights or obligations under this Agreement to a third party without the prior written consent of the other party.

- I. Each party shall be considered to be an independent party and shall not be construed to be an agent or representative of the other party, and therefore, has no liability for the acts or omissions of the other party.
- J. The parties shall perform under this Agreement in compliance with all applicable federal and state laws, including without limitation, the provisions of Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967 and 1975 and the Americans with Disabilities Act of 1990, and Title VI of the Civil Rights Act of 1964, and in compliance with applicable standards of the Joint Commission.
- K. The parties agree that the sole remedy for breach of this Agreement is to terminate the Agreement as outlined herein.

**V. HIPAA Requirements**

The parties acknowledge that performance under this Agreement by each party must comply with the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. § 1320d ("HIPAA"), the Health Information Technology Act of 2009, as codified at 42 U.S.C.A. prec. § 17901 ("HITECH Act"), and any current and future regulations promulgated under HIPAA or the HITECH Act (HIPAA, HITECH Act and any current and future regulations promulgated under either are referred to as the "Regulations"). Each party warrants that it is familiar with the requirements of the Regulations, and will comply with all the Regulations in connection with their respective performance under this Agreement. The parties will each cooperate with the respective privacy officials and other compliance officers of the other party as necessary for both parties to comply with the Regulations and will sign any documents that are reasonably necessary to maintain compliance with the Regulations. For purposes of HIPAA, the parties agree that the student shall be considered a member of the Agency's workforce, as that term is defined at 45 C.F.R. § 160.103, when participating in a clinical experience under this Agreement at the Agency. This designation is not intended to be an indication that a student is an employee of the Agency. The parties acknowledge that this Agreement does not create any employment relationship between a student and the Agency.

**VI. Notices**

All notices or other communication provided for in this Agreement shall be given to the parties addressed as follows:

Agency: Patricia Davis  
Director of OSF Client Programs  
Nashville-Davidson County Office of Family Safety  
100 James Robertson Pkwy

Nashville, TN 37201

School of Nursing: Jacque Holling  
Senior Contract Specialist, Ofc. of Clinical Placement  
Vanderbilt University School of Nursing  
461 21<sup>st</sup> Avenue South  
Nashville, TN 37240

With copy to: Vanderbilt University Office of General Counsel  
Attn: General Counsel  
2100 West End Avenue  
Suite 750  
Nashville, TN 37203

Either party may change its address or contact person for purposes of this section by written notification to the other party, which change shall be effective upon receipt by such other party.

**VII. Governing Law and Jurisdiction**

This Agreement shall be governed in all respects by, and be construed in accordance with, the laws of the State of Tennessee. Jurisdiction and venue shall be Davidson County, Tennessee.

**VIII. Counterpart Signature**

This Agreement may be executed in one or more counterparts (facsimile transmission or otherwise), each counterpart shall be deemed an original and all of which shall constitute but one Agreement.


**IX. Entire Agreement**

This Agreement supersedes all previous contracts or agreements between the parties and constitutes the entire understanding and agreement among the parties hereto with respect to the subject matter hereof, and shall be binding upon and inure to the benefit of the respective successors and assigns of the parties hereto. No waiver of any provision of this Agreement shall be valid unless such waiver is in writing and signed by the parties hereto.

**[Signature page to follow]**

In witness whereof, the parties hereto have caused this Agreement to be executed by their duly authorized representatives on the last signature date specified below.


**Vanderbilt University**

  
\_\_\_\_\_  
Mavis N. Schorn, PhD, CNM, FACNM, FAAN                      9-6-2019  
Senior Associate Dean for Academics                      Date  
School of Nursing

**Nashville and Davidson County Office of Family Safety**

**Recommended by:**

  
\_\_\_\_\_  
Patricia Davis    9/19/19  
Director, Office of Family Safety Client Programs                      Date

  
\_\_\_\_\_  
Deane S. Lance    9/19/19  
OFS Dept. Head

## INTERAGENCY MEMORANDUM OF UNDERSTANDING

### SECTION I – BACKGROUND

This Memorandum of Understanding ("MOU") is made and entered into this 3 day of May, 2019, by and between Metropolitan Government's Office of Family Safety and the You Have the Power (YHTP) (the "Parties").

**Whereas**, the mission of the Office of Family Safety is to improve victim safety and offender accountability through the coordination of services provided to domestic violence and sexual assault victims by Metropolitan Government, its Family Safety Center (FSC), Jean Crowe Advocacy Center (JCAC), and nonprofit partners;

**Whereas**, You Have the Power is dedicated to raising awareness about crime and justice issues through victim advocacy, community education programs, brochures, and documentaries. Based in Nashville, it is funded through private donations and grants;

**Whereas**, the Office of Family Safety and You Have the Power wish to enter into this MOU to establish their initial partnership agreement.

**NOW, THEREFORE**, the Parties enter into this MOU.

### SECTION II – OBLIGATIONS

The Parties agree that:

- A. The Office of Family Safety will work collaboratively with You Have the Power as a nonprofit partner of the FSC and JCAC.
- B. You Have the Power will work cooperatively with the Office of Family Safety and its Family Safety Center partners.
- C. The Office of Family Safety will, as appropriate, refer clients to You Have the Power.
- D. You Have the Power will, as appropriate, refer clients to list the FSC and JCAC.
- E. The Office of Family Safety will include You Have the Power on its information distribution list for Metro's Community Partnership Fund.
- F. You Have the Power will support (as a Family Justice Center partner) the Office of Family Safety's resource development efforts, absent a conflict.
- G. Office of Family Safety will include You Have the Power on standing committees such as, High Risk Intervention Panel, Domestic Abuse Death Review, and Firearm Dispossession.

CAB

- H. You Have the Power will designate specific leadership to attend, prepare and participate in Office of Family Safety Standing Committees as listed previously.
- I. You Have the Power will support the high risk intervention, court preparation, and training initiatives of the Office of Family Safety.
- J. Office of Family Safety and YHTP will share printed educational and referral materials.
- K. Office of Family Safety and YHTP will work collaboratively on all committees and events relating to the Children's Memory Garden.

### **SECTION III – TERM**

This MOU shall be effective as of the date stated above and shall terminate upon thirty (30) days written notice by either party.

### **SECTION IV – NO THIRD PARTY BENEFICIARIES**

This MOU is solely for the benefit of the Parties, and no provision of this MOU shall be deemed to confer upon any other person any remedy, claim, liability, reimbursement, cause of action or other right.

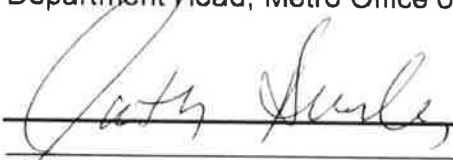
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**SIGNATURE PAGE**  
**INTERAGENCY MEMORANDUM OF UNDERSTANDING**

APPROVED BY:

  
\_\_\_\_\_  
Diane S. Lance  
Department Head, Metro Office of Family Safety

8-7-19  
Date

  
\_\_\_\_\_  
Cathy Gurley  
Chief Executive Officer  
You Have the Power

Date May 3, 2019

FILED IN THE OFFICE OF THE  
METROPOLITAN CLERK

\_\_\_\_\_  
Date

## INTERAGENCY MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is made and entered into this 7 day of August, 2019, by and between Metropolitan Government's Office of Family Safety and the YWCA of Middle Tennessee (the "Parties").

### SECTION I – BACKGROUND

**Whereas**, the mission of the Office of Family Safety is to improve victim safety and offender accountability through the coordination of services provided to domestic violence and sexual assault victims by Metropolitan Government, its Family Safety Center (FSC) and Jean Crowe Advocacy Center (JCAC) and nonprofit partners;

**Whereas**, the Mission of the YWCA Nashville & Middle Tennessee is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all;

**Whereas**, the Office of Family Safety and the YWCA wish to enter into this MOU to establish their initial partnership agreement.

**NOW, THEREFORE**, the Parties enter into this MOU.

### SECTION II – OBLIGATIONS

The Parties agree that:

- A. The Office of Family Safety will work collaboratively with the YWCA as a nonprofit partner of the Family Safety Center.
- B. The YWCA will work cooperatively with the Office of Family Safety and its Family Safety Center partners.
- C. The Office of Family Safety will provide workspace and support to YWCA employees facilitating support groups at the JCAC and FSC.
- D. The YWCA will continue be an on-site Family Safety Center partner at the JCAC and FSC and for its hotline to receive after hours calls.
- E. The Office of Family Safety will list the YWCA in referral materials for shelter.
- F. The YWCA will list the JCAC and FSC in its referral materials (electronic and paper).
- G. The YWCA will refer clients to the JCAC and FSC and the JCAC and FSC will refer clients to the YWCA.



- H. The YWCA will receive calls emerging from the LAP and with sufficient resources, use the LAP or Jacqueline Campbell Danger Assessment to assess risk on crisis calls throughout the YWCA service area of Middle Tennessee
- I. Office of Family Safety and the YWCA will work collaboratively on addressing the intersection between sexual and physical violence in intimate partner and family relationships and the intersection between domestic violence and sex trafficking.
- J. The Office of Family Safety will work collaboratively with the YWCA in the direct appropriations process or community partnership fund process.
- K. The YWCA will support (as a Family Safety Center partner) the Office of Family Safety's resource development efforts, absent a conflict.
- L. Office of Family Safety will include the YWCA on standing committees such as, High Risk Intervention Panel, Domestic Abuse Death Review.
- M. The YWCA will designate specific leadership to attend, prepare and participate in Office of Family Safety Standing Committees as listed previously.
- N. The YWCA will support the high risk intervention and training initiatives of the Office of Family Safety.
- O. Office of Family Safety and the YWCA will continue to work collaboratively to increase shelter bed availability to high risk domestic violence victims.

### **SECTION III – TERM**

This MOU shall be effective as of the date stated above and shall terminate upon thirty (30) days written notice by either party.

### **SECTION IV – NO THIRD PARTY BENEFICIARIES**

This MOU is solely for the benefit of the Parties, and no provision of this MOU shall be deemed to confer upon any other person any remedy, claim, liability, reimbursement, cause of action or other right.

**SIGNATURE PAGE**  
**INTERAGENCY MEMORANDUM OF UNDERSTANDING**

APPROVED BY:

  
\_\_\_\_\_  
Diane S. Lance  
Department Head, Metro Office of Family Safety

8-7-19  
Date

  
\_\_\_\_\_  
Sharon K. Roberson  
Executive Director  
YWCA of Middle Tennessee

6/14/19  
Date

FILED IN THE OFFICE OF THE  
METROPOLITAN CLERK

\_\_\_\_\_  
Date

**Other Funds – Application Attachment**

**Agency Name: Metro Nashville Office of Family Safety**

**Date: 11/04/2020**

**Other Funds Table Instructions:**

Use the table below to list **all** funds (federal, state, local, and private) which are dedicated to the program. This should also include any appropriations received from units of State or local government as well.

Provide the grant funding source name (i.e., TN Department of Finance and Administration), the time period of the funding (start and end date of the funds), the amount of funds, and the purpose of the funds. Add additional lines as needed.

<b>Grant Funding Source</b>	<b>Time Period of Funding</b>	<b>Federal, State, Local, or Private</b>	<b>Amount of Funding</b>	<b>Purpose of Funds</b>
Department of Justice ICJR	10/1/2018 – 9/30/2021	Federal	\$745,325	Enhancing services to high risk intimate partners and trafficking victims
Department of Justice Office for Victims of Crime	10/1/2019 – 9/30/2021	Federal	\$200,000	Enhancing language access for Nashville Family Safety Center
State of Tennessee OCJP STOP	7/1/2020-6/30/2023	State	\$300,000	Statewide fatality review coordinator
State of Tennessee OCJP VOCA	7/1/2020-6/30/2023	State	\$1,899,000	Family Justice Center enhancement