

LEGISLATIVE TRACKING FORM

Filing for Council Meeting Date: 04/21/26

Resolution Ordinance

Contact/Prepared By: Everett Filbrun

Date Prepared: 03/13/26

Title (Caption): Office of Family Safety - VOCA 27 Grant Application

Submitted to Planning Commission? N/A Yes-Date: _____ Proposal No: _____

Proposing Department: Office of Family Safety Requested By: Office of Family Safety

Affected Department(s): Office of Family Safety Affected Council District(s): All

Legislative Category (check one):

- | | | |
|---|---|--|
| <input type="checkbox"/> Bonds | <input type="checkbox"/> Contract Approval | <input type="checkbox"/> Intergovernmental Agreement |
| <input type="checkbox"/> Budget - Pay Plan | <input type="checkbox"/> Donation | <input type="checkbox"/> Lease |
| <input type="checkbox"/> Budget - 4% | <input type="checkbox"/> Easement Abandonment | <input type="checkbox"/> Maps |
| <input type="checkbox"/> Capital Improvements | <input type="checkbox"/> Easement Accept/Acquisition | <input type="checkbox"/> Master List A&E |
| <input type="checkbox"/> Capital Outlay Notes | <input type="checkbox"/> Grant | <input type="checkbox"/> Settlement of Claims/Lawsuits |
| <input type="checkbox"/> Code Amendment | <input checked="" type="checkbox"/> Grant Application | <input type="checkbox"/> Street/Highway Improvements |
| <input type="checkbox"/> Condemnation | <input type="checkbox"/> Improvement Acc. | <input type="checkbox"/> Other: _____ |

FINANCE	Amount +/-: \$ <u>\$ 309,500.00</u>	Match: \$ <u>\$ 0.00</u>
Funding Source:	<ul style="list-style-type: none"> <input type="checkbox"/> Capital Improvement Budget <input type="checkbox"/> Capital Outlay Notes <input type="checkbox"/> Departmental/Agency Budget <input type="checkbox"/> Funds to Metro <input type="checkbox"/> General Obligation Bonds <input type="checkbox"/> Grant <input type="checkbox"/> Increased Revenue Sources 	<ul style="list-style-type: none"> <input type="checkbox"/> Judgments and Losses <input type="checkbox"/> Local Government Investment Project <input type="checkbox"/> Revenue Bonds <input type="checkbox"/> Self-Insured Liability <input type="checkbox"/> Solid Waste Reserve <input type="checkbox"/> Unappropriated Fund Balance <input type="checkbox"/> 4% Fund <input type="checkbox"/> Other: _____
Approved by OMB: <u>Aaron Pratt</u>	Approved by Finance/Accounts: _____	Date to Finance Director's Office: _____
Approved by Div Grants Coordination: <u>Juanita Paulsen</u>	APPROVED BY	
	FINANCE DIRECTOR'S OFFICE: _____	

ADMINISTRATION

Council District Member Sponsors: _____

Council Committee Chair Sponsors: _____

Approved by Administration: _____ Date: _____

DEPARTMENT OF LAW

Date to Dept. of Law: _____ Approved by Department of Law: _____

Settlement Resolution/Memorandum Approved by: _____

Date to Council: _____ For Council Meeting: _____ E-mailed Clerk

All Dept. Signatures Copies Backing Legislative Summary Settlement Memo Clerk Letter Ready to File

GRANT APPLICATION SUMMARY SHEET

Grant Name: Office of Family Safety VOCA Grant 27
Department: OFFICE OF FAMILY SAFETY
Grantor: U.S. DEPARTMENT OF JUSTICE
Pass-Through Grantor (If applicable): TN OCJP
Total Applied For: \$309,500.00
Metro Cash Match: \$0.00
Department Contact: Everett Tucker Filbrun

Status: CONTINUATION

Program Description:

This grant provides the continued provision of services provided in Nashville's Family Safety Centers (JCAC & FSC) by funding 3 advocates for the FY'27 fiscal year.

Plan for continuation of services upon grant expiration:

APPROVED AS TO AVAILABILITY OF FUNDS:

APPROVED AS TO FORM AND LEGALITY:

Jennisee Reed/mjw 3/20/2026 | 11:43 AM CDT
Director of Finance Date

Courtney Mohan 3/20/2026 | 1:43 PM CDT
Metropolitan Attorney Date

AP JD
APPROVED AS TO RISK AND INSURANCE:

Balagun Cobb 3/20/2026 | 1:27 PM CDT
Director of Risk Management Date
Services

Reddie O'Connell:mt 3/20/2026 | 1:54 PM CDT
Metropolitan Mayor Date
(This application is contingent upon approval of the application by the Metropolitan Council.)

Grants Tracking Form

Part One

Pre-Application <input type="radio"/>		Application <input checked="" type="radio"/>		Award Acceptance <input type="radio"/>		Contract Amendment <input type="radio"/>	
Department	Dept. No.	Contact				Phone	Fax
OFFICE OF FAMILY SAFETY	51	Everett Tucker Filbrun					
Grant Name:		Office of Family Safety VOCA Grant 27					
Grantor:		U.S. DEPARTMENT OF JUSTICE				Other:	
Grant Period From:		07/01/26		<small>(applications only)</small> Anticipated Application Date:			
Grant Period To:		06/30/27		<small>(applications only)</small> Application Deadline:		03/25/26	
Funding Type:		FED PASS THRU		Multi-Department Grant		<input type="checkbox"/> If yes, list below.	
Pass-Thru:		TENN. DEPT. OF FIN. & ADMIN. OCJP		Outside Consultant Project:		<input type="checkbox"/>	
Award Type:		COMPETITIVE		Total Award:		\$309,500.00	
Status:		CONTINUATION		Metro Cash Match:		\$0.00	
Metro Category:		Est. Prior.		Metro In-Kind Match:		\$0.00	
CFDA #		16.575		Is Council approval required?		<input checked="" type="checkbox"/>	
Project Description:				Applic. Submitted Electronically?		<input checked="" type="checkbox"/>	
This grant provides the continued provision of services provided in Nashville's Family Safety Centers (JCAC & FSC) by funding 3 advocates for the FY'27 fiscal year.							
Plan for continuation of service after expiration of grant/Budgetary Impact:							
How is Match Determined?							
Fixed Amount of \$		n/a		or		20.0% % of Grant	
Explanation for "Other" means of determining match:		We will be using volunteer time as the match for the grant.					
For this Metro FY, how much of the required local Metro cash match:							
Is already in department budget?				Fund		Business Unit	
Is not budgeted?				Proposed Source of Match:			
(Indicate Match Amount & Source for Remaining Grant Years in Budget Below)							
Other:							
Number of FTEs the grant will fund:				3.00		Actual number of positions added:	
Departmental Indirect Cost Rate				29.90%		Indirect Cost of Grant to Metro:	
*Indirect Costs allowed? <input type="radio"/> Yes <input checked="" type="radio"/> N % Allow.				0.00%		Ind. Cost Requested from Grantor:	
						\$0.00 in budget	
*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)							
Draw down allowable?				<input type="checkbox"/>			
Metro or Community-based Partners:							

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	FY27	\$247,600.00	\$61,900.00				\$0.00	\$309,500.00	\$92,540.50	\$0.00
Yr 2										
Yr 3										
Yr 4										
Yr 5										
Total		\$247,600.00	\$61,900.00	\$0.00	\$0.00		\$0.00	\$309,500.00	\$92,540.50	\$0.00
Date Awarded:				Tot. Awarded:				Contract#:		
(or) Date Denied:				Reason:						
(or) Date Withdrawn:				Reason:						

Contact: juanita.paulsen@nashville.gov
vaughn.wilson@nashville.gov

Rev. 5/13/13
6190



GCP Received 03/17/26

GCP Approved 03/17/26

Resolution No. _____

A resolution approving an application for a Victims of Crime Act (VOCA) grant from the State of Tennessee, Office of Criminal Justice Programs, to the Metropolitan Government, acting by and through the Office of Family Safety, for funding to supplement staffing for both Family Safety Centers.

WHEREAS, the State of Tennessee, Office of Criminal Justice Programs, is accepting applications for a Victims of Crime Act (VOCA) grant with an award of \$309,500 with no cash match required; and,

WHEREAS, The Metropolitan Government of Nashville and Davidson County is eligible to participate in this grant program; and,

WHEREAS, it is to the benefit of the citizens of The Metropolitan Government of Nashville and Davidson County that this grant application be approved and submitted.

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY:

Section 1. That the Metropolitan Government's application for a Victims of Crime Act (VOCA) grant with an award of \$309,500, a copy of which is attached hereto and incorporated herein, is hereby approved, and the Office of Family Safety is authorized to submit said application to the State of Tennessee, Office of Criminal Justice Programs.

Section 2. That this resolution shall take effect from and after its adoption, the welfare of The Metropolitan Government of Nashville and Davidson County requiring it.

APPROVED AS TO AVAILABILITY OF FUNDS:

Jenneen Reed/mjr
Jenneen Reed, Director
Department of Finance

INTRODUCED BY:

APPROVED AS TO FORM AND LEGALITY:

Courtney Mohan
Assistant Metropolitan Attorney

Member(s) of Council

TENNESSEE Grant Solicitation Packet



Victims of Crime Act (VOCA) Grants Assistance Listing Number 16.575

FY27 VOCA/SVS FJC

Project Period: 07/01/2026 - 06/30/2027

*Released on: 02/23/2026
Completed applications due: 03/25/2026*

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

IMPORTANT INFORMATION

The Victims of Crime Act (VOCA) of 1984 established the Crime Victims Fund in the U.S. Treasury. The Fund is financed by fines and penalties paid by convicted federal offenders, not from tax dollars. It includes deposits from federal criminal fines, forfeited bail bonds, penalties, and special assessments collected by U.S. Attorneys' Offices, federal U.S. courts, and the Federal Bureau of Prisons. Federal revenues deposited into the Fund also come from gifts, donations, and bequests by private parties. This fund provides the source of funding for carrying out all of the activities authorized by VOCA.

The purpose of the Victims of Crime Act (VOCA) is to support the provision of services to victims of crime throughout the Nation. Services are defined as those efforts that (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after a victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety and security. Priority is given to victims of child abuse, domestic violence, sexual assault, and victims of violent crime who were previously underserved.

VOCA is administered at the federal level through the U.S. Department of Justice, Office for Victims of Crime which annually awards a grant to each state, the District of Columbia and U.S. Territories. The Governor of each state designates the state agency that will administer the Victims of Crime Act (VOCA) victim assistance grant program. The Office of Criminal Justice Programs, in the Tennessee Department of Finance and Administration, has been designated as the state agency responsible for administering this grant program in Tennessee.

*All of OCJP Programs are required to sign and initial copies of certification, assurances, and Special Conditions.

Available Funds

- Victims of Crime Act (VOCA), Assistance Listing Number 16.575

Eligibility

Agencies applying for funding must meet both the criteria listed in this solicitation and any requirements listed below. Agencies not able to demonstrate they meet these criteria must not apply. Nonprofit agencies not solvent at the time of application are not eligible to apply for funding.

Eligible subrecipients are limited to currently funded Tennessee nonprofits or units of local government that operate one or more existing Family Justice Centers that are in compliance with the Tennessee Family Justice Center Statewide Alliance Guidelines. Applicants will be notified of their eligibility to apply by e-mail.

In alignment with established Tennessee Family Justice Center Statewide Alliance Guidelines, applicants must have all required Memoranda of Understanding (MOU) in place at the time of application and throughout the grant period. This requirement ensures that core multidisciplinary partnerships are formalized and that collaborative service delivery is central to program implementation.

To be eligible for this funding opportunity, those key agencies must include, at a minimum:

- County Government
 - Required for all FJCs
- City Government
 - Required for city-owned FJCs
 - County-owned FJCs and nonprofit FJCs must, at a minimum, have MOUs with the government of the city in which they reside.
- Local law enforcement agencies
 - All FJCs are required to have an MOU with the Sheriff's office for the county in which the FJC resides.
 - All FJCs are required to have an MOU with the city police department of the city in which the FJC resides. MOUs with additional local police departments are highly encouraged.
- Agency(ies) whose primary mission is to serve domestic violence clients
- District Attorney's Office for the judicial district in which the FJC resides; and
- Civil-legal agency

Length and Amount of Project Support

Multi-year contracts will remain contingent, as always, on the availability of federal appropriations.

Projects funded under this solicitation shall begin on July 1, 2026 and end on June 30, 2027. Applicants should refer to their organizational specific letter/e-mail from OCJP for funding amounts for this project. Applicants will complete a one-year budget, including a detailed summary of the budget, for this project.

Program Purpose

The Family Justice Center (FJC) model brings together a multidisciplinary team of professionals who work collaboratively under one roof to provide coordinated services to victims of violence. FJCs serve individuals and families affected by interpersonal violence, including domestic or intimate partner violence, child abuse, sexual assault, elder abuse, and human trafficking.

The purpose of this grant program is to support projects that enhance victim safety, improve access to comprehensive services, and strengthen collaboration among partner agencies. Funded projects should focus on developing or expanding coordinated community responses to address the needs of victims in a seamless and survivor-centered manner.

Priority consideration for personnel costs should be given to positions responsible for conducting initial client intake and providing navigation services to individuals seeking assistance. In addition, priority may be given to positions dedicated to leading or supporting Coordinated Community Response (CCR) activities within the FJC framework.

Grant Solicitation Communications

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

- Family Justice Centers

Prospective Applicants must direct all communications concerning this Grant Solicitation through the Tn Grants Portal. For additional instructions, please see the [Technical Assistance Job Aid](#).

Application Deadline

An Applicant must ensure that the State receives a completed application no later than the application deadline time and date, which is in Central Standard Time. The State will not accept late applications, and an Applicant's failure to submit its completed application by the deadline will result in disqualification of the application.

Scope of Services

The Scope of Services contains the following headers and will be evaluated based upon the following criteria:

- General Information
- Problems and Needs
- Project Purpose
- Inputs
- Outputs
- Outcomes
- Collaborative Activities
- Data Collection
- Project Summary
- Budget and Funds
- Upload Files
- Attestation

Budget Summary and Line-Item Detail

- You must complete a budget for each year of funding requested.
- Any category of expense not applicable to your budget may be left blank.
- Each fiscal year should contain specific line items and associated details for your application.
- All budgeted line items must be reasonable, necessary, and allocable directly to the project.
- Please use whole numbers.

Application Submission

- Required Materials for Submission
 - Scope of Services
 - Budget
 - Other Funds Information
 - Organizational chart and job descriptions for grant funded positions
 - Department of Revenue registration or exemption letter (Except Drug Task Forces and State and Local Law Enforcement)
 - Proof of non-profit status (non-profits only)
 - Most recent audit or a copy of the agency's Form 990 (nonprofits only)
 - Current Balance Sheet (nonprofits only)
 - Cost Allocation Plan
 - Approved indirect cost rate or De Minimis Certification (if utilizing indirect costs).
 - Letters of Support or Memorandums of Understanding (if required by the Collaboration section of the Scope of Service).
- Response Preparation Costs
 - The State will not pay any costs associated with the preparation, submittal, or presentation of any application.

GRANT SOLICITATION SCHEDULE OF EVENTS

- The following Grant Solicitation Schedule of Events represents the State's best estimate for this Grant Solicitation.

EVENT	TIME (central time zone)	DATE
1. Grant Solicitation Issued		02/23/2026
2. Application Deadline	4:30 p.m.	03/25/2026
3. Contract Start Date		07/01/2026

- Only the State has the discretion to update this Grant Solicitation at any time prior to contract award. However, prior to any such update, the State will consider whether it would negatively impact the ability of potential Applicants to meet the response deadline and revise as appropriate. If a Grant Solicitation update is issued, the State will convey the changes to all Applicants either through a posting to the OCJP website, or a push notice through the TN Grants system. Applicants should regularly check the website and their email for update notifications.

FUND SOURCE DESCRIPTIONS AND SPECIFIC REQUIREMENTS

Victim service applications will be funded in whole or in part, with funds from the Office of Victims of Crime, commonly known as VOCA funds. **Eligible crime victim assistance programs are those that are “operated by a public agency or nonprofit organization, or a combination of such agencies or organizations, or of both such agencies and organizations, and provide services to victims of crime,” and that meet the other requirements set out in 34 U.S.C § 20103(b)(1).** Services generally include those efforts that (1) respond to the emotional, psychological, or physical needs of crime victims, (2) help victims of crime to stabilize their lives after victimization, (3) help victims to understand

and participate in the criminal justice system, and (4) restore a measure of security and safety for the victim. Funds under this program shall be used by states and territories to support eligible crime victim assistance programs that provide direct services to crime victims.

VOCA Program Federal and State Requirements

VOCA establishes eligibility criteria that must be met by all organizations that receive VOCA funds. Each sub-recipient organization shall meet the following requirements:

- Public or Nonprofit Organizations: Organizations must be operated by public or nonprofit organizations, or a combination of such organizations.
- Record of Effective Services: Organizations must demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services by the community, a history of providing direct services in a cost-effective manner, and financial support from other sources.
- Volunteers: Sub-recipients must use volunteers unless the state determines there is a compelling reason to waive this requirement.
- Promote Community Efforts to Aid Crime Victims: Sub-recipients must promote, within the community, coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on state, federal, local, or Native American task forces, commissions, working groups, coalitions, and/or multi-disciplinary teams. Coordination efforts also include developing written agreements that contribute to better and more comprehensive services to crime victims.
- Help Victims Apply for Compensation Benefits: Sub-recipients must provide assistance to potential recipients of crime victim compensation benefits. Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with application forms and procedures, obtaining necessary documentation, and/or checking on claim status.
- Comply with Federal Rules Regulating Grants: Sub-recipients must comply with the applicable provisions of VOCA, the program guidelines (found at 28 C.F.R. Part 94), and the requirements of the DOJ Grants Financial Guide, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received. This includes: Financial documentation for disbursements, daily time and attendance records specifying time devoted to allowable VOCA victim services, client files, the portion of the project supplied by other sources of revenue, job descriptions, contracts for services, and other records which facilitate an effective audit.
- Maintain Civil Rights Information: Maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability, within the timetable established by the state grantee, and permit reasonable access to its books, documents, papers, and records to determine whether the sub-recipient is complying with applicable civil rights laws.
- Services to Victims of Federal Crimes: Victims of federal crimes must be provided services on the same basis as victims of state and local crimes. Federal crimes include human trafficking, bank robbery, kidnapping, etc. as well as crimes committed on federal property such as military installations, national parks and certain Indian reservations.
- No Charge to Victims for VOCA Funded Services: Services must be provided to Victims at no charge through any VOCA funded program. Any deviation from this requires prior approval by the state. The purpose of the VOCA victim assistance grant program is to provide services to all crime victims regardless of their ability to pay for services rendered or availability of insurance or other third-party payment resources.
- Substantial Financial Support from Sources Other than VOCA: A program has substantial financial support from sources other than VOCA when at least twenty-five percent (25%) of the program's funding in the year of, or the year preceding the award comes from other such sources, which may include other federal funding. **Agencies not able to demonstrate this through written documentation submitted as part of this application must not apply.**

VOCA allowable direct service costs include, but are not limited to the following per VOCA Rules, 28 CFR Part 94.119:

- Direct services for immediate emotional, psychological, and physical health and safety (28 CFR 94.119(a)) These are services that respond to immediate needs (other than medical care, except as specifically allowed) of crime victims, including, but not limited to:
 - Crisis intervention services
 - Accompanying victims to hospitals for medical examinations
 - Hotline counseling
 - Safety planning
 - Emergency food, shelter, clothing, and transportation
 - Short-term in-home care and supervision services for children and adults who remain in their own homes when the offender/caregiver is removed
 - Short-term nursing home, adult foster care, or group- home placements for adults for whom no other

safe, short term residence is available

- Window, door, or lock replacement or repair, and other repairs necessary to ensure a victim's safety
- Costs of the following, on an emergency basis (i.e., when the State's compensation program, the victim's or in the case of a minor child, the victim's parent's or guardian's) health insurance plan, Medicaid, or other health care funding source, is not reasonably expected to be available quickly enough to meet the emergency needs of a victim (typically within 48 hours of a crime): non-prescription and prescription medicine, prophylactic or other treatment to prevent HIV/AIDS infection or other infectious disease, durable medical equipment (such as wheelchairs, crutches, hearing aids, eyeglasses), and other healthcare items are allowed
- Emergency legal assistance such as for filing for restraining or protective orders, and obtaining emergency custody orders and visitation rights.

OCJP requirement: These services respond to the immediate emotional or physical needs of victims (excluding medical care), and include crisis intervention, accompaniment to hospitals for medical examinations, hotline counseling, safety planning, emergency food, clothing, transportation, shelter, emergency legal assistance, and other emergency services that are intended to restore the victim's sense of security and safety. VOCA project funds may only be used to purchase groceries for victims in emergency shelters and/or victims who need emergency provisions. Contact your OCJP Program Manager if you have any questions about what is allowable for Food and Beverage.

Direct services for personal advocacy and emotional support services (28 CFR 94.119(b)) - These include, but are not limited to:

- Working with a victim to assess the impact of a crime
- Identification of victim's needs
- Case management
- Management of practical problems created by the victimization
- Identification of resources available to the victim
- Provision of information, referrals, advocacy, and follow-up contact for continued services, as needed
- Traditional, cultural, and/or alternative therapy/healing (e.g., art therapy, yoga)

Direct services for mental health counseling and care (28 CFR 94.119(c)) - Mental health counseling care includes, but is not limited to, outpatient therapy/counseling (including, but not limited to, substance-abuse treatment so long as the treatment is directly related to the victimization) provided by a person who meets professional standards to provide these services in the jurisdiction in which the care is administered.

OCJP requirement: These are services and activities that help primary and secondary victims understand the dynamics of victimization and stabilize their lives after victimization. This may include evaluation and assessment of mental health needs and consist of out-patient therapy/counseling, group support and substance-abuse treatment (so long as the treatment is related to victimization). Prior approval from OCJP is required for any substance-abuse treatment. Therapeutic service providers must have appropriate state licensure or licensed supervision and education in Substance Abuse and/or Trauma Informed services. "Therapy" refers to intensive professional psychological/psychiatric treatment to provide emotional support in crises arising from the occurrence of crime.

Direct services for peer-support (28 CFR 94.119(d)) - Peer-support includes, but is not limited to, activities that provide opportunities for victims to meet other victims, share experiences, and provide self-help, information, and emotional support.

Direct services for the facilitation of participation in criminal justice and other public proceedings arising from the crime (28 CFR 94.119(e)) -The provision of services and payment of costs that help victims participate in the criminal justice system and in other public proceedings arising from the crime (e.g., juvenile justice hearings, civil commitment proceedings), including, but not limited to:

- Advocacy on behalf of a victim
- Accompanying a victim to offices and court
- Transportation, meals, and lodging to allow a victim who is not a witness to participate in a proceeding
- Interpreting for a non-witness victim who is Deaf or hard of hearing, or with limited English proficiency
- Providing childcare and respite care to enable a victim who is a caregiver to attend activities related to the proceeding
- Notification to victims regarding key proceeding dates (e.g., trial dates, case disposition, incarceration, and parole hearings)
- Assistance with Victim Impact Statements
- Assistance in recovering property that was retained as evidence

- Assistance with restitution advocacy on behalf of crime victims

Direct services for legal assistance (28 CFR 94.119(f)) - The provision of legal assistance services (including, but not limited to, those provided on an emergency basis), where reasonable and where the need for such services arises as a direct result of the victimization. Such services include, but are not limited to:

- Those (other than criminal defense) that help victims assert their rights as victims in a criminal proceeding directly related to the victimization, or otherwise protect their safety, privacy, or other interests as victims in such a proceeding
- Motions to vacate or expunge a conviction, or similar actions, where the jurisdiction permits such a legal action based on a person's being a crime victim
- Those actions (other than tort actions) that, in the civil context, are reasonably necessary as a direct result of the victimization

NOTE: Costs for direct legal services to victims under VOCA Victim Assistance grants (28 C.F.R. Part 94, Subpart B) made by the Office of Justice Programs' Office for Victims of Crime (OVC) and grants made by the Office on Violence Against Women ("OVW") (28 C.F.R. Part 90) are not disallowed by the Legal Services for Aliens provision of the DOJ Grants Financial Guide (ch. 3.13 "Unallowable Costs").

Direct service costs for forensic medical evidence collection examinations (28 CFR 94.119(g)) - Forensic medical evidence collection examinations for victims are allowable to the extent that other funding sources such as State appropriations are insufficient. Forensic medical evidence collection examiners are encouraged to follow relevant guidelines or protocols issued by the State or local jurisdiction. Subrecipients are encouraged to provide appropriate crisis counseling and/or other types of victim services that are offered to the victim in conjunction with the examination. Subrecipients are also encouraged to use specially trained examiners such as Sexual Assault Nurse Examiners.

OCJP requirement: These services are allowable only to the extent that other funding sources are unavailable or insufficient. Forensic medical evidence collection examiners are required to be SANE certified and must follow relevant guidelines or protocols issued by the State or local jurisdiction. T.C.A. §29-13, 118 provides that a hospital, physician, SANE program, Child Advocacy Center, or other medical facility may file a claim with the Tennessee Criminal Injuries Compensation Program for forensic medical examinations in sexual assault cases. Organizations that file for criminal injuries compensation may not request reimbursement for activities and positions funded with grant funds. Go to Criminal Injuries Compensation for more information. If forensic medical exams, equipment used in the exams, or examiners are a proposed component of the VOCA Application, consult with OCJP prior to submitting your application.

Forensic interviews may be allowable for direct services with the following parameters: (28 CFR 94.119(h))

- Results of the interview will be used not only for law enforcement and prosecution purposes, but also for identification of needs such as social services, personal advocacy, case management, substance abuse treatment, and mental health services
- Interviews are conducted in the context of a multi-disciplinary investigation and diagnostic team, or in a specialized setting such as a child advocacy center
- The interviewer is trained to conduct forensic interviews appropriate to the developmental age and abilities of children, or the developmental, cognitive, and physical or communication disabilities presented by adults.

Direct services for transportation (28 CFR 94.119(i)) - Transportation of victims to receive services and to participate in criminal justice proceedings.

Direct services for public awareness (28 CFR 94.119(j)) - Public awareness and educational presentations (including, but not limited to, the development of presentation materials, brochures, newspaper notices, and public service announcements) in schools, community centers, and other public forums that are designed to inform crime victims of specific rights and services and provide them with (or refer them to) services and assistance.

Direct services for transitional housing (28 CFR 94.119(k)) - Subject to any restrictions on amount, length of time, and eligible crimes, set by OCJP, transitional housing for victims (generally, those who have a particular need for such housing, and who cannot safely return to their previous housing, due to the circumstances of their victimization), including, but not limited to, travel, rental assistance, security deposits, utilities, and other costs incidental to the relocation to such housing, as well as voluntary support services such counseling.

OCJP requirement: Those seeking to provide transitional housing must be in compliance with the OCJP Transitional Housing requirements and complete all related tracking forms when providing this service with VOCA funding.

Direct services for relocation (28 CFR 94.119(k)) - Relocation expenses are an allowable VOCA expense where necessary for the safety and well-being of a victim, including reasonable moving expenses, security deposits on housing, rental expenses, and utility start-up costs. Prior approval from OCJP is required for relocation expenses. This includes

pro-rated costs of rent, utilities, telephone services, local travel expenses for service providers.

VOCA allowable costs for activities supporting direct services include, but are not limited to, the following per VOCA Rules, 28 CFR Part 94.120:

- Coordination of activities (28 CFR 94.120(a)) - Coordination activities that facilitate the provision of direct services, include, but are not limited to, State-wide coordination of victim notification systems, crisis response teams, multi-disciplinary teams, coalitions to support and assist victims, and other such programs, and salaries and expenses of such coordinators.
- Supervision of direct service providers (28 CFR 94.120(b)) - Payment of salaries and expenses of supervisory staff in a project, when OCJP determines that such staff are necessary and effectively facilitate the provision of direct services. This expense should be pro-rated accordingly.
- Multi-system, interagency, multi-disciplinary response to crime victim needs (28 CFR 94.120(c)) - This describes activities that support a coordinated and comprehensive response to crime victim needs by direct service providers, including, but not limited to, payment of salaries and expenses of direct service staff serving on child and adult abuse multi-disciplinary investigation and treatment teams, coordination with federal agencies to provide services to victims of federal crimes and/or participation on Statewide or other task forces, work groups, and committees to develop protocols, interagency, and other working agreements.
- Contracts for professional services (28 CFR 94.120(d)) - Contracting for specialized professional services (e.g., psychological/psychiatric consultation, legal services, interpreters), at a rate not to exceed a reasonable market rate, that are not available within the organization.

VOCA allowable subrecipient administrative costs include, but are not limited to the following per VOCA Rules, 28 CFR Part 94.121:

Personnel costs (28 CFR 94.121(a)) - Personnel costs that are directly related to providing direct services and supporting activities such as staff and coordinator salaries expenses (including fringe benefits), and a prorated share of liability insurance.

Skills training for staff (28 CFR 94.121(b)) - Training exclusively for developing the skills of direct service providers, including paid staff and volunteers, so that they are better able to offer quality direct services, including, but not limited to, manuals, books, videoconferencing, electronic training resources, and other materials and resources relating to such training.

OCJP requirement: VOCA funds designated for training are to be used exclusively for developing the skills of direct service providers so that they are better able to offer quality services to crime victims. VOCA funds can be used for training both VOCA funded and non-VOCA funded service providers who work within a VOCA subrecipient organization. **Volunteers can be included in VOCA supported training with prior approval from OCJP.** All training supported with VOCA funds must relate directly to the purpose statement of the VOCA funded grant. VOCA funds can be used to purchase material such as books, training manuals, and videos for direct service providers, within the VOCA funded organization, and can support the costs of a trainer for in-service staff development. Staff from other organizations can attend in-service training activities that are held for the subrecipient's staff.

Training-related travel (28 CFR 94.121(c)) - Training-related costs such as travel (in-State, regional, and national), meals, lodging, and registration fees for paid direct-service staff.

OCJP requirement: VOCA funds can support costs such as travel, meals, lodging, and registration fees to attend training within the state or a similar geographical area for VOCA-funded and non-VOCA-funded staff. Subrecipients are encouraged to first look for available training within their immediate geographical area. However, when needed training is unavailable within the immediate area, prior OCJP written approval is required for travel outside the state.

Expenses and reimbursements for in state and out of state travel must follow the most current Comprehensive State of Tennessee Rules and Regulations which can be found at State of Tennessee Travel Rules and Regulations.

Organizational expenses (28 CFR 94.121(d)) - Organizational expenses that are necessary and essential to providing direct services and other allowable victim services, including, but not limited to, the prorated costs of rent; utilities; local travel expenses for service providers; and required minor building adaptations necessary to meet the Department of Justice standards implementing the Americans with Disabilities Act and/or modifications that would improve the program's ability to provide services to victims.

Equipment and furniture (28 CFR 94.121(e)) - Expenses of procuring furniture and equipment that facilitate the delivery of direct services (e.g., mobile communication devices, telephones, braille and TTY/TDD equipment, computers and printers, beepers, video cameras and recorders for documenting and reviewing interviews with children, two-way mirrors, colposcopes, digital cameras, and equipment and furniture for shelters, work spaces, victim waiting rooms, and children's play areas), except that the VOCA grant may be charged only the prorated share of an item that is not used exclusively

for victim-related activities.

OCJP requirement: VOCA funds may be used to purchase furniture and equipment that provides or enhances direct services to crime victims, as demonstrated by the VOCA subrecipient. Costs must be pro-rated if the equipment is not used exclusively for victim-related activities.

Equipment expenses, which are part of an approved project, if necessary and incidental to that project, are allowable expenses. Equipment is defined as tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$10,000 or more per unit.

NOTE: "Sensitive Minor Equipment" is reported under the Supplies Line of the budget and is defined as moveable, high-risk, sensitive property items purchased with a cost between \$500.00 and \$10,000.00 such as tablets, laptops, desktop computers, printers, projectors, external computer peripherals, weapons, TVs, cameras, and small office machines.

Operating costs (28 CFR 94.121(f)): Operating costs include but are not limited to supplies; equipment use fees; property insurance; printing, photocopying, and postage; courier service; brochures that describe available services; books and other victim-related materials; computer backup files/tapes and storage; security systems; design and maintenance of web sites and social media; and essential communication services, such as web hosts and mobile device services.

OCJP requirement: Operating costs are allowable if costs are part of an approved project and are necessary to the project implementation and operation. Examples of allowable operating costs include supplies, equipment use fees when supported by usage logs, printing, photocopying, and postage, brochures which describe available services, and books and other victim related materials. Costs for a program must be pro-rated across all fund sources.

Purchasing or Leasing Vehicles: Subrecipients may use VOCA funds to purchase or lease vehicles if they can demonstrate to OCJP that such an expenditure is essential to delivering services to crime victims. **OCJP must give prior written approval for all such purchases.**

Advanced Technologies: At times, computers may increase a subrecipient's ability to reach and serve crime victims. In making such expenditures, VOCA subrecipients must describe to OCJP how the computer equipment will enhance services to crime victims, how it will be integrated into and/or enhance the subrecipient's current system, the cost of installation, the cost of training staff to use the equipment, the ongoing operational costs, and how these additional costs will be supported. Contact your OCJP Program Manager prior to any purchases of computer or telecommunications equipment. Property insurance is an allowable expense as long as VOCA funds support a pro-rated share of the cost of the insurance payments.

State grantees that authorize equipment to be purchased with VOCA funds must establish policies and procedures on the acquisition and disbursement of the equipment, in the event the subrecipient no longer receives a VOCA grant. Property records must be maintained with the following: a description of the property and a serial number or other identifying number, identification of title holder, the acquisition date, the cost and the percentage of VOCA funds supporting the purchase, the location, use, and condition of the property, and any disposition data, including the date of disposal and sale price.

Restorative Justice: This includes opportunities for crime victims to meet with perpetrators, if such meetings are requested or voluntarily agreed to by the victim, are victim-centered and have reasonably anticipated beneficial or therapeutic value to crime victims.

Repair and/or Replacement of Essential Items: VOCA funds may also be used for the repair or replacement "of items that contribute to maintaining a healthy and/or safe environment for crime victims, such as a furnace in a shelter." The cost of the repair or replacement must be pro-rated as applicable.

Public Awareness: VOCA funds may be used for presentations in public forums, such as schools and community centers, that are designed to inform crime victims of specific rights and services and refer them to services and assistance. These costs may include staff time, materials, brochures, newspaper notices and public service announcements.

VOCA Administrative Time: VOCA funds may support administrative time to complete VOCA-required time and attendance sheets and programmatic documentation, reports, and statistics; administrative time to collect and maintain crime victims' satisfaction surveys and needs assessments used to improve victim services delivery in the VOCA funded project; and the pro-rated share of audit costs.

Professional Fees: VOCA funds can be used for contracting for specialized professional services (e.g., psychological/psychiatric consultation, legal services, interpreters), at a rate not to exceed a reasonable market rate, that are not available within the organization.

Individual consultant fees, under VOCA, are limited to \$650 per day or \$81.25 per hour; this includes legal, medical,

psychological, training and accounting consultants. A subcontract with individual consultants or another entity providing direct victim services is required whenever this budget section is utilized. The subcontract must be pre-approved by OCJP and must be monitored by the agency.

Project Evaluation: VOCA funds may be used for evaluation costs of specific projects, in order to determine their effectiveness. This activity requires prior written approval from OCJP.

Unallowable VOCA costs

Please reference Chapter XV. Unallowable Costs of the OCJP Grants Manual for full explanations and restrictions regarding generic Unallowable Costs.

Generic Unallowable Costs (This list is NOT ALL-INCLUSIVE) For further clarification, contact OCJP or refer to the VOCA portion of the OCJP Grants Manual at the following link: OCJP Grants Manual:

- Construction,
- Land acquisition (Purchase of real property),
- Any expenditures that reflect supplanting,
- Compensation of federal employees,
- Travel of federal employees,
- Bonuses or commissions,
- Military type equipment,
- Lobbying,
- Fundraising (including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions),
- Corporate formation,
- State and Local taxes,
- Trainings and workshops have unallowable cost restrictions,
- Food is unallowable, except food provided directly for victim's needs,
- Legal fees,
- Cost in applying for this grant,
- Any expenses prior to the grant award date,
- First class travel,
- Management or administrative training,
- Gas or gift cards,
- Sole source contracts (without the prior written approval from the OCJP),
- Cost incurred outside the project period, and
- Administrative liability insurance.

The following services, activities, and costs **CANNOT** be supported with VOCA victim assistance grant funds:

Lobbying: In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913.

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

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

Needs Assessments, Surveys, Evaluations and Studies: With the exception of program evaluation, subrecipients may not use VOCA funds to pay for efforts conducted by individuals, organizations, task forces, or special commissions to study and/or research particular crime victim issues.

Prosecution Activities and Active Investigations of Criminal Activity: Witness notification and management activities, expert witnesses, victim and witness protection services and other activities directed at prosecuting offenders or improving the criminal justice system's effectiveness and efficiency are not allowable uses of VOCA funds.

Fundraising: Subrecipients are not permitted to use VOCA funds for fundraising.

Property Loss: VOCA assistance funds may not be used to reimburse crime victims for losses incurred as a result of the crime, such as replacement of stolen property, medical or funeral expenses, insurance deductibles or lost wages. However, VOCA-funded staff can assist victims by identifying and referring them to other agencies, such as state crime victim compensation programs, that may be able to help victims with these types of needs.

Most Medical Costs: While VOCA funds may be used for certain types of expenses such as emergency short-term nursing home shelter, most medical costs (including nursing home care, in-patient treatment, hospital and non-emergency medical or dental treatment) cannot be support with VOCA assistance funds.

Inherently Religious Activities: VOCA funding may not be used to support inherently (or explicitly) religious activities.

Dues or Membership Fees: VOCA funds may not be used for dues or membership fees to an organization conducting any type of lobbying, including advocating with government agencies for policy change.

Program Income: Program Income is unallowable without prior approval.

Supplanting: Any expenditures that reflect supplanting is unallowable. Supplanting is defined as deliberately reducing State or local funds because of the existence of Federal funds. For example, when agency funds are appropriated for a stated purpose and Federal funds are awarded for that same purpose, the agency replaces its local funds with Federal funds, thereby reducing the total amount available for the stated purpose.

Legal Services: Except as indicated in the following sentence, costs of providing legal services (that is, professional services of the kind lawfully provided only by individuals licensed to practice law) to any removable alien (see 8 U.S.C. § 1229a(e)(2)) or any alien otherwise unlawfully present in the United States are disallowed and may not be charged against the award. Costs for legal services disallowed under the preceding sentence do not include costs for legal services— (1) to obtain protection orders for victims of crime (including associated or related orders (e.g., custody orders), arising from the victimization); (2) that are associated with or relate to actions under 18 U.S.C. ch. 77 (peonage, slavery, and trafficking in persons); (3) to obtain T-visas, U-visas, or "continued presence" immigration status (see, e.g., 8 U.S.C. § 1101(a)(15)(T) & (U); 22 U.S.C. § 7105(c)(3)(A)); or (4) as to which such disallowance would contravene any express requirement of any law, or of any judicial ruling, governing or applicable to the award.

Legal Services: Costs for direct legal services to victims under VOCA Victim Assistance grants (28 C.F.R. Part 94, Subpart B) made by the Office of Justice Programs' Office for Victims of Crime (OVC) and grants made by the Office on Violence Against Women ("OVW") (28 C.F.R. Part 90) are not disallowed by the Legal Services for Aliens provision of the DOJ Grants Financial Guide (ch. 3.13 "Unallowable Costs").

PROGRAM REQUIREMENTS

Other Federal and State Program Requirements

Each sub-recipient organization shall meet the following requirements that apply to all applicants unless otherwise specified:

Confidentiality: Each agency that receives a grant from the Office of Criminal Justice Programs (OCJP) to provide direct services to victims of crime should have a confidentiality policy in place to protect confidential personally identifying information. Furthermore, confidentiality statements should be signed by all staff, volunteers, interns, board members, etc. and should state, at a minimum, that s/he will protect the personally identifying information of all persons contacting the agency for service, regardless of whether these persons actually receive services from the agency. For further confidentiality requirements, please see the **OCJP Grants Manual, Chapter XX, Retention of and Access to Records, Confidentiality Policy, and 28 C.F.R. 94.115.**

Items Requiring Pre-Approval: The following budget items must be pre-approved: capital purchases, depreciation, Sensitive Minor Equipment, furniture, clothing, and other categories specifically noted in the description.

Law Enforcement Agencies: In order for law enforcement agencies to qualify for grant funds, they must comply with the following:

- **Fingerprint Reporting Requirement:** The Agency shall ensure that they will comply with Tennessee Code Annotated (TCA) 38-3-122 and will submit all fingerprints taken to the Tennessee Bureau of Investigation (TBI).
- **TIBRS Reporting Requirement:** The Agency shall ensure that they comply with the rules and regulations of the Tennessee Bureau of Investigations (TBI) as empowered by Tennessee Code Annotated (TCA) 38-10-101 et seq. with regard to the Tennessee Incident Based Reporting System (TIBRS). The agency will at all times maintain TBI certification of their compliance with those rules and regulations.
- **National Instant Criminal Background Check System (NICS) Reporting Requirement:** The Agency shall ensure that they comply with Tennessee Code Annotated (TCA) 33-3-1115 with regard to NICS Reporting. The agency will at all times maintain compliance.
- **Death in Custody Reporting Act (DICRA) Requirement:** The Agency shall comply with PUBLIC LAW 113–242 by submitting all deaths in custody to the TBI.
- **DNA and CODIS Requirements:** The Agency shall ensure that they will comply with Tennessee Code Annotated (TCA) 40-35-321 regarding the collection of DNA.
- **Use of Force Requirement:** The Agency must have a certification from the Tennessee Association of Chiefs of Police regarding their Use of Force policies. The Agency must also comply with TCAs 38-3-121, 38-8-101, 38-8113, 38-8-128:131, and 40-6-105.

Evidence-Based Programming: Agencies should employ evidence-based programming in their grant project or use best practices (as identified in research) in the implementation of their proposed project. Framework for evidence-based programming has a logic model, or a theory of action, that guides its operation. Outputs are process measures, while outcomes communicate impact on participants or systems over time. The evidence and strong evidence steps indicate that the program is supported by at least one rigorous evaluation. Websites such as **Crime Solutions** or **Substance Abuse and Mental Health** offer resources that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Mandatory Reporting of Child Abuse and Adult Abuse: Agencies must comply with Tennessee Code Annotated, Sections 37-1-403 and 37-1-605 by reporting suspected cases of child abuse to the Department of Children's Services and with Tennessee Code Annotated 71-6-103 by reporting cases of adult abuse to the Department of Human Services as required by law.

Federal Funding Accountability and Transparency Act of 2006 (FFATA): Per Public Law 109-282, all applicants are required to register via SAM and provide employee compensation information (if applicable) to be eligible for this funding.

- **SAM Generated Unique Entity Identifier (UEI):** The Grantee will obtain a Unique Entity Identifier (SAM) and maintain its number for the term of this Grant Contract. More information about obtaining a Unique Entity Identifier can be found at **U.S. General Services Administration's Website**.
- **Executive Compensation Reporting:** FFATA requires a sub-grantee of a federal award to report the names and total compensation of the most highly compensated executives (i.e., officers, managing partners, or any other employees in management positions) if they meet the following criteria:
 - 80 percent or more of the sub-grantee's annual gross revenues from Federal procurement contracts and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320; and
 - \$25,000,000 or more in annual gross revenues 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**.)

Additional State and Federal Funds Received: The sub-recipient agrees that if it currently has a contract with OCJP and receives additional state and federal funding, outside OCJP, and those funds are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under the OCJP contract, the sub-recipient will promptly notify the OCJP program manager in writing.

Program Income: Program income, as defined by 2 CFR 200.80, means gross income earned by a non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance. **Program Income is unallowable without prior approval.**

Subject to Funds Availability: Funding is subject to the appropriation and availability of state and federal funds. In the event that the funds are not appropriated or are otherwise unavailable, the State reserves the right to terminate this

solicitation. Upon such termination, the Grantee shall have no right to recover from the State any actual, general, special, incidental, consequential, or any other damages whatsoever of any description or amount.

Tennessee Department of Revenue Registration: Pursuant to Tennessee Code Annotated (TCA) 12-3-306 all subrecipients must comply with the Retailers' Sales Tax Act compiled in TCA 67-6-8 101 et seq. All sub-recipients and therefore required to either register a sales and use account with the Department of Revenue or seek an exemption from the same. Information on the process can be found at: Sales and Use Registration

To determine eligibility click on the link above and navigate in the following manner: TNTAP < Help < TN Vendor Contract Questions.

Follow the instructions on this page to determine whether or not your agency requires as sales and use account or has a valid exemption.

If your agency is exempt please provide the exemption letter provided by the website with your application.

Applications must include sales/use registration information or exemption letter. Requests for this registration or exemption should be initiated at least two (2) business days prior to application due date. (This does not apply to Drug Task Forces (DTF) and State and Local Law Enforcement.

High Risk Designation: Requirement to disclose whether recipient is designated "high risk" by a federal grant-making agency. If the recipient is designated "high risk" by a federal grant-making agency, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to the OCJP.

For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

Applicants will be required to submit a High Risk Designation Certification if selected for funding.

State Sponsored Insurance Plan Enrollment: The subrecipient warrants that it will not enroll or permit its employees, officials, or employees of contractors to enroll or participate in a state sponsored health insurance plan through their employment, official, or contractual relationship with unless the subrecipient first demonstrates to the satisfaction of the Department of Finance and Administration that it and any contract entity satisfies the definition of a governmental or quasigovernmental entity as defined by federal law applicable to ERISA.

Limited English Proficiency Compliance with Title VI of the Civil Rights Act of 1964, which prohibits grantees from discriminating on the basis of national origin in the delivery of services or benefits, entails taking reasonable steps to ensure that persons with limited English proficiency (LEP) have access to their programs and activities. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. Grantees should contemplate how their program budget supports the costs for providing interpretation and translation services to eligible LEP persons or be able explain how language access will be provided if grant funds are not needed for this purpose.

False Claims Act: The applicant agrees that its compliance with all applicable Federal civil rights and nondiscrimination laws is material to the government's decision to make this award and any payment thereunder, including for purposes of the False Claims Act (31 U.S.C. 3729-3730 and 3801-3812), and, by accepting an award, certifies that it does not operate any programs (including any such programs having components relating to diversity, equity, and inclusion) that violate any applicable Federal civil rights or nondiscrimination laws."

Nondiscrimination Compliance: All recipients of grant funding from OCJP must be compliant with Public Chapter NO. 458, Dismantling DEI Departments Act, that prohibits discriminatory Diversity, Equity, and Inclusion (DEI) programs in Tennessee Departments and funded entities.

On July 29, 2025, the United States Attorney General released a memorandum providing guidance for federal funding recipients regarding unlawful discrimination. This guidance reinforces the requirements of nondiscrimination in federally funded programs, and mandates compliance with Title VI, Title VII, Title IX, and Equal Protection clause of the Fourteenth Amendment. The Memo prohibits discrimination in violation of those laws and prohibits discriminatory practice of DEI that violate those Titles or other federal law.

As a recipient of funding from OCJP, you are required to be in compliance with the federal and state nondiscrimination requirements and guidelines provided in The Office of the Attorney General's Memo. Applicants should consult with

their legal counsel for advice regarding legal compliance and implementation of best practice recommendations.

Written Compliance to Beneficiaries: Applicants that provide social services must give written notice to beneficiaries and prospective beneficiaries prior to the provision of services (if practicable) which shall include language substantially similar to the language in 28 CFR Part 38, Appendix C, sections (1) through (4).

A sample written notice may be found at [The Office of Criminal Justice Programs website](#). In certain instances, a faith-based or religious organization may be able to take religion into account when making hiring decisions, provided it satisfies certain requirements. For more information, see “Nondiscrimination provisions and the Religious Freedom Restoration Act.”

Hold Harmless. The Grantee agrees to indemnify and hold harmless the State of Tennessee as well as its officers, agents, and employees from and against any and all claims, liabilities, losses, and causes of action which may arise, accrue, or result to any person, firm, corporation, or other entity which may be injured or damaged as a result of acts, omissions, or negligence on the part of the Grantee, its employees, or any person acting for or on its or their behalf relating to this Grant Contract. The Grantee further agrees it shall be liable for the reasonable cost of attorneys’ fees, court costs, expert witness fees, and other litigation expenses for the State to enforce the terms of this Grant Contract.

Additional Program Requirements

For further program requirements please refer to the OCJP Grants Manual on the Office of Criminal Justice Programs website at the following link: [OCJP Grants Manual](#).

FINANCIAL REQUIREMENTS

OCJP grants are governed by the provisions of the Office of Management and Budget (OMB) Uniform Guidance applicable to financial assistance. The subrecipient must follow [OMB Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements](#) (Uniform Guidance). Additional information and guidance are contained in the fund source chapters of the [OCJP Grants Manual](#). This policy manual provides information on allowed costs, methods of payment, audit requirements, accounting systems, and financial records. Specific requirements include

Accounting Systems: A grant accounting system must be in place and financial records must accurately account for funds awarded to them. The system must have a financial management module in place that is able to record and report on the receipt, obligation, and expenditure of grant funds. This includes ability to track grant funds separately from other funds. There should be a system in place that can accurately track employee’s time charged to the grant. Accounting policies and procedures should be documented and in use, this includes payroll and purchasing policies that reflect good internal controls.

Match: There is a 20% match requirement. Federal funds may be used to pay for up to 80% of the cost of the project. Applicants may satisfy the required match with either cash contributions or in-kind contributions (from non-federal funds).

All match must be allowable and is subject to the same requirements, restrictions and conditions as the federal fund source. For example, volunteers used as project match must provide direct victim assistance services, which means that volunteer members of a Board of Directors, or volunteers who assist with fundraising, cannot be used as project match. Subrecipients must maintain records that clearly show the source, the amount, and the period during which the match was allocated. The basis for determining the value of personal services, materials, equipment, and space must be documented.

Indirect costs cannot be used as match.

Match Formula:

The formula for calculating the required match is:

Federal Funds / **80%** (Federal Share) = Total Project Costs
 Total Project Costs x **20%** (Sub-recipient Share) = Total Match Amount

Example: Please see below for calculation of match on an award of federal funds of \$100,000

\$100,000 (federal funds) / .80 = \$125,000 (Total Projects Costs)

\$125,000 (TPC) x .20 = \$25,000 (Total Match Amount)

Federal funds may be used to pay up to 80% of the cost of a project. The remaining share must be a cash match (from non-federal funds) or in-kind match (from non-federal funds)

Cash match includes actual cash spent by the sub-recipient for project related costs. Funds required to pay the non-federal portion of the cost of each project must be in addition to funds that would otherwise be available for the project.

In-kind match is a non-cash contribution recognized at conservative market value, such as the value of donated time, donated equipment, or donated space. In-kind match may include donations of expendable equipment, office supplies, workshop or classroom materials, workspace, or monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor if the services they provide are an integral and necessary part of a funded project. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the organization or the labor market. Fringe benefits may be included in the valuation. Volunteer services must be documented, and to the extent feasible, supported by the same methods used by the sub-recipient organization for its own employees such as time sheets or a log sheet with appropriate signatures.

The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality. The basis for determining the value of personal services, materials, equipment and space must be documented. Sub-recipients must maintain records that clearly show the source, the amount, and the period during which the match was allocated. Records also need to clearly show when the donated items were used. The in-kind donation cannot be recognized as match (in-kind expense) until it is used in the project. For additional information regarding Match, please refer to Chapter III. Financial Requirements. Indirect costs cannot be used as match.

Sub-recipients must maintain records that clearly show the source, the amount, and the period during which the match was allocated. Records also need to clearly show when the donated items were used. The in-kind donation cannot be recognized as match (in-kind expense) until it is used in the project. Match Waivers: Match requirements may be waived for programs that can provide documentation of need as outlined in 28 CFR 94.118(b)(3) of the VOCA Victim Assistance Final Program Guidelines. OCJP will conduct fiscal audits to ensure financial viability and the inability to match funding for those agencies requesting a match waiver and further verify non-supplanting of funds. Agencies requesting a match waiver may experience a delay in the contract start date. OCJP's policy is to approve full and partial match waivers only in very specific circumstances. VOCA provides numerous examples of match, whether cash or in-kind, which an agency can utilize. OCJP allows for match waivers based on the following conditions, wherein the agency demonstrates the waiver is due to:

- practical and/or logistical obstacles to providing match (e.g., public agencies that do not engage in private fundraising and may have limitations on soliciting contributing funds);
- local resource constraints (e.g., rural community with limited local funding availability or volunteer capacity);
- increases to VOCA funding where local funding availability has not increased to the same degree;
- past ability to provide match related to current ability to provide match.

Agencies must submit the following for consideration of a match waiver:

- Letter typed on the agency's letterhead, addressed, and sent to the director via their assigned program manager. This letter and the Match Waiver Application are to be signed by the authorized official of the agency;
- A completed Match Waiver Application and the following attachments:
 - Other Funds Table
 - Current Balance Sheet
 - Current profit/loss statement
 - Most recent Form 990
 - Most recent audit report
 - Agency's approved overall total budget for current fiscal year

Match waivers are approved on a tiered basis determined by an agency's proposed match set forth in the above letter, including cash and in-kind. Verification of ability to make match will be based on prior ability to make match, agencies past ability to spend contracted amount, and a review of other avenues of match (i.e., in-kind). Match waivers will be approved as follows:

- Demonstrated ability to make the full match; 20% match required
- Demonstrated inability to make the 20% match; partial match equal to half of the required match
- Demonstrated inability to make the 20% match; full match waiver, no match required

For additional information regarding Match, please refer to Chapter III. Financial Requirements, Match Requirements in the OCJP Grants Manual.

Indirect costs cannot be used as match.

Cost Allocation Plan: If any part of the costs to be reimbursed are joint costs involving allocation to more than one program or activity, a cost allocation plan must be submitted and approved by the subrecipient's cognizant agency. The subrecipient's cognizant agency is the agency whose funds comprise the greatest percentage of grant funds received by

the Subrecipient. Cost Allocation Plans must comply with the applicable accounting and financial standards, either Financial Accounting Standards Board (“FASB”) standards or Governmental Accounting Standards Board (“GASB”) standards. Methods used for allocating costs may differ between Subrecipients. It should be noted that grantors are not required to fully fund the costs that are charged to a particular program under an approved Cost Allocation Plan if such costs are not allowable under the contract with the Subrecipient or exceed the prescribed funding percentage or budgets.

Subrecipients will adhere to the CPO Policy 2013-007 for Cost Allocation Plans for Subrecipients of Federal and State Grant Monies.

Each budget object line-item expense is defined by the U.S. OMB's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E Cost Principles and CPO Policy 2013-007.

The requirements for the development and submission of indirect cost proposals and cost allocation plans are set out in Appendices III – VI of 2 C.F.R. Part 200, for subrecipients that are a state department, city, county (and subdivision thereof) and state college, university, and technology center. These subrecipients should follow the guidelines applicable to its type of organization. Institutions of Higher Education:

2 C.F.R. § 200, Appendix III for Institutions of Higher Education

2 C.F.R. § 200, Appendix V for State/Local Government Central Service Cost Allocation Plans

2 C.F.R. § 200, Appendix VII for State/Local/Tribal Indirect Cost Proposals

For additional information regarding cost allocation plans, please refer to Chapter XVI – Cost Allocation of the OCJP grants manual.

Indirect Cost Rate: Should the subrecipient request reimbursement for indirect costs, the Subrecipient must submit to the State a copy of the indirect cost rate approved by the cognizant federal agency or the cognizant state agency, as applicable. The Subrecipient will be reimbursed for indirect costs in accordance with the approved indirect cost rate and amounts and limitations specified in the grant budget. Once the subrecipient makes an election and treats a given cost as direct or indirect, it must apply that treatment consistently and may not change during the contract period. Any changes in the approved indirect cost rate must have prior approval of the cognizant federal agency or the cognizant state agency, as applicable. If the indirect cost rate is provisional during the contract period, once the rate becomes final, the subrecipient agrees to remit any overpayment of funds to the State, and subject to the availability of funds the State agrees to remit any underpayment to the subrecipient. Indirect costs cannot be used as match.

Multiple Year Contracting: Multiple year contracting reduces unneeded paperwork and duplication for OCJP, as well as the subrecipient’s office. This reduction in bureaucratic paperwork allows the subrecipient more time to spend on project implementation and evaluation, while allowing OCJP more time to provide oversight, technical assistance and evaluation of individual projects and OCJP programs. Multiple year contracts will remain contingent, as always, on the availability of federal appropriations.

Solvency: Nonprofit agencies not solvent at the time of application are not eligible to apply for funding.

Reporting Irregularities: The subrecipient is responsible for promptly notifying OCJP and the State of Tennessee Comptroller of any illegal acts or irregularities and or proposed actual actions. Please notify the State of Tennessee Comptroller Hotline at 1-800-2325454 of any irregularities that occur. Illegal acts include: conflicts of interest, falsification of records or reports, misappropriation of funds or other assets, and/or fraud, waste or abuse. For additional information, please refer to the Tennessee Comptroller of the Treasury Website.

REPORTING REQUIREMENTS

The subrecipient must collect, maintain, and provide to OCJP, data that measure the performance and effectiveness of activities under this award, in the manner, and within the timeframes, specified in the program solicitation, or as otherwise specified by OCJP. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

Complete reporting requirements can be found in the VOCA, Fund Source Chapter of the OCJP Grants Manual and in the VOCA, Reporting Table. The data collected should support the information submitted in the reports and OCJP may periodically request to see the back-up data that supports the information submitted.

Any additional reports required will be determined by the scope of the project.

Programmatic Reporting

All funds providing direct service:

- Annual Client Outcome Survey Report: This report is required at the end of each contract year, covers the period of July 1 through June 30 of the fiscal year for which the report is submitted, and is due no later than July 31st.
- Training Participant Survey Report: This report is required if you will use funds to provide training to allied professionals. This does not include community education. The report is due no later than July 31.

Note: Activity records must be kept in order to document that funded staff are providing fund specific allowable training services/activities. All training sign-in participation sheets must be available to send to OCJP upon request.

VOCA Funds:

Subgrant Award Report (SAR): This report is required for each organization that receives VOCA funding. The SAR must be completed in the online PMT system within 30 days of the start date of an award of funding, and within 30 days of the start date of each subsequent project year. Changes or revisions to the award that occur before the end of the project period must be made in the SAR within 30 days of the change taking effect. Additionally, the grantee must complete a SAR for each subgrant award of VOCA funding. For additional information regarding SAR, please refer to the following document SAR.

Subgrantee Data Report (Output Report): The VOCA Subgrantee Data Report is required to be completed in the online Performance Measurement Tool (PMT) system quarterly.

The Family Violence Prevention Services Program (FVPSA) requires OCJP to report output data for all shelter programs, **regardless of fund source**. All Domestic Violence Shelter and Dual Agencies receiving VOCA funds will be required to complete output reports for both VOCA and FVPSA. The DV Shelter Annual Output Report is required at the end of each contract year and covers the period of July 1 through June 30 of the fiscal year for which the report is submitted. The report is submitted online to OCJP by July 31.

The SAR and the Output Report are completed online utilizing the Office for Victims of Crime, Performance Measurement Tool (PMT).

Narrative Performance Report: The annual Narrative Performance Report is required to be completed annually by October 31st and covers the period of July 1 through June 30 of the fiscal year just completed. This report is emailed to the OCJP Program Manager.

Fiscal Reporting

Sub-recipient agencies must request reimbursement at least once per quarter based on expenditures incurred. However, it is recommended that agencies invoice monthly, when monthly expenditures are incurred.

Invoice for Reimbursement (Non-state Agencies): The invoice is used to request monthly reimbursement. It is strongly recommended that agencies invoice monthly, when monthly expenditures are incurred. However, subrecipient agencies can invoice quarterly. If invoicing quarterly, agencies MUST request reimbursement 30 days after the end of each quarter for all the expenses incurred during the quarter in its entirety. Funds can only be distributed to subrecipients upon receipt of a properly prepared and signed invoice. The invoices are emailed to the Office of Business and Finance of the Department of Finance and Administration.

State of Tennessee Inter/Unit Journals (State Agencies Only): This method of payment is used for grants funded to State agencies. This payment method reimburses the sub-recipient based upon actual costs incurred by the sub-recipient in carrying out the activity of the grant. As the sub-recipient incurs costs, those costs are conveyed to the funding source (OCJP) following the State of Tennessee Inter/Unit Journal process described below. Following the IU processing, deposits (reimbursement) via the recognition of revenue are made to the account of the state sub-recipient.

Quarterly Program Income Summary Report (State and Local Governments Only): Agencies should be aware of and comply with reporting Program Income as defined in the Department of Justice Financial Guide. The Quarterly Program Income Summary Report is due quarterly no later than fifteen (15) calendar days after the close of each State fiscal year quarter (July 1 - September 30), (October 1 - December 31), (January 1 - March 31), (April 1 - June 30). If the VOCA project does not earn income, then the agency may submit an annual report due no later than fifteen (15) days after the end of the fiscal year or end of the grant period.

Project Equipment Summary Report: This report is completed on an annual basis, if equipment or "Sensitive Minor Equipment" (see **OCJP Grants Manual Chapter X - Property and Equipment for definition**) is purchased with grant funds during the current fiscal year. It is due to OCJP no later than thirty (30) calendar days past the end of the State fiscal year or July 31st. For new projects, the Project Equipment Summary Report should list new or start-up equipment purchases. For multi-year projects, the Project Equipment Summary Report should specifically identify any purchases

that have been made for equipment, either totally or in part with grant money, since the last fiscal year.

Notice of Audit Report: For non-profits, the Notice of Audit should be submitted annually, 90 days after the close of the fiscal year.

Fiscal and Program Monitoring

The Office of Criminal Justice Programs program managers and fiscal monitors provide routine program and fiscal monitoring of all OCJP contracts. This monitoring provides program and fiscal contract compliance review, much needed information on how the program is actually being implemented and assists in identifying sub-recipients experiencing problems requiring corrective action. If through monitoring a problem area is identified and corrective action is requested, OCJP sub-recipients must adhere to the corrective action requirements identified in the **OCJP Grants Manual Chapter XIX. D** within the time period required.

APPLICATION EVALUATION

Review and Evaluation of Proposals

Each application will be rated, utilizing a “weighted” review tool, based on the applicant agency’s ability to provide a logical description of how their project theoretically works to benefit the target group. The project description must tie goals, activities, outputs, and outcomes together in a logical fashion. Applications will be reviewed for financial and programmatic completeness by OCJP staff with expertise in grant requirements and program design. The applications will be rated and funding will be determined through a competitive review process by a review team of professionals knowledgeable in applicable subject material. Grants will be awarded based on current funding patterns, the availability of funds, and the above-mentioned criteria.

All competitive applications will undergo a final review by OCJP Staff and applicants will be notified of approval or denial. Applicants will be notified whether their application is approved for funding prior to the start date identified in this solicitation. If an application is approved, the contract between the state and the subrecipient will be initiated. The contract must be signed by the Authorized Official and submitted to the Office of Criminal Justice Programs for approval by the Commissioner of Finance and Administration. After the Commissioner approves the contract, an executed original contract will be sent to the subrecipient.

Grant Solicitation Update

Only the State has the discretion to update this Grant Solicitation at any time prior to contract award. However, prior to any such update, the State will consider whether it would negatively impact the ability of potential Applicants to meet the response deadline and revise as appropriate. If a Grant Solicitation update is issued, the State will convey the changes to all Applicants either through a posting to the OCJP website, or a push notice through the TN Grants system. Applicants should regularly check the website and their email for update notifications.



To: Metropolitan Government of Nashville and Davidson County- Office of Family Safety

RE: OCJP funding for FY27

Date: February 23, 2026

The purpose of this letter is to clarify the status of your FY27 funding for the Family Justice Centers project from the Office of Criminal Justice Programs. The Office of Criminal Justice Programs (OCJP) has a solicitation under VOCA/SVS Family Justice Centers available for your program, current contract number 57171.

OCJP is now utilizing an online portal “TN Grants” for the purposes of accepting applications, issuing contracts, and conducting project management. As a result of these changes to our business practices we are requiring all current grantees who wish to apply for funding in FY27 to utilize this system.

We are currently issuing one-year grants to eligible subrecipients as both OCJP staff and subrecipients become familiar with the new system.

The term for your project is: July 1, 2026 – June 30, 2027.

The total amount your agency is eligible to apply for is listed below.

Federal Funds (VOCA)	State Funds (SVS)	Total
\$247,600.00	\$61,900.00	\$309,500.00

Your agency is eligible to apply for funding under our VOCA/SVS solicitation for your project area. We are utilizing State Victim Services (SVS) to make the match for your agency. **Your agency will not be required to make an agency match as a part of your project.**

NOTE: Organizations found to not be solvent at the time of application or not able to demonstrate compliance may be ineligible for funding. To be considered for funding, applicants must provide a clear, compelling response to each question or prompt in the narrative/scope of service. The narrative/scope of service should be succinct, light on acronyms, and be easy to follow for a person who is not in the field of your project.

Application should be submitted through the [applicant portal in TN Grants](#). You may contact your program manager with questions about the application process. You can view resources and training on TN Grants [here](#).

Attached you will find the supplemental document for the application. Please review this in full prior to completing the narratives/scope of services and/or budgets in TN Grants.

A direct link to your solicitation can be found here:
<https://tngrants.my.site.com/OCJPGrants/119cs000009ZZ2X>

Please refer to the supplemental information provided by your program manager and accompanying this letter as that document which will detail any additional application requirements.

OCJP FY2027 Funding Opportunity: Family Justice Centers Companion Guide

This guide is formatted to follow along with the Application to be completed in the TNGrants system to apply for FY2027 funding for existing Family Justice Centers in Tennessee. Each section highlighted in yellow corresponds with a tab of the application. Instructions, questions, and prompts found in the application are repeated here with additional context specific to FJC applicants provided. Additionally, the Problems and Needs section and the Collaboration Section include Supplemental Questions that are to be copied and pasted into the field provided in the application. If a tab of the application is not included in this guide, there is no additional guidance specific to FJC applicants, and the TNGrants instructions are sufficient.

PROBLEMS AND NEEDS

Family Justice Centers (FJCs) in Tennessee address the complex and interrelated issues of domestic violence, sexual assault, child abuse, elder abuse, and human trafficking within their local communities. Each FJC serves as a centralized hub, bringing together law enforcement, prosecutors, advocates, and social service providers to ensure coordinated, trauma-informed responses for victims and families.

Use this guide to respond to the questions in TNGrants.

1. Please describe the problem(s) as specifically as possible, using current information and local data. Statewide or national data is not acceptable. TBI, local law enforcement, or some other repository of information, such as a community needs assessment, is acceptable if it is relevant to the specific community this grant is serving. Please cite the source.

The Metropolitan Government of Nashville & Davidson County's Office of Family Safety (OFS) focuses on victims of domestic violence, sexual assault, human trafficking, child abuse, elder abuse, and stalking with two Family Justice Centers (FJCs). The purview of OFS and its FJCs is the 526 square miles of rural, suburban and inner city that make up Davidson County and the Metro Nashville Service area. As of 2024, this area has an estimated population of 729,510 people.

According to 2024 crime statistics from the Tennessee Bureau of Investigation (TBI), among domestic violence victims within Nashville and Davidson County, there was a 35% growth in sexual assault, 3% growth in assaults, and 21% growth in stalking between 2023 to 2024. Additionally, 30% of all sexual assaults, 43% of all assaults, and 53% of all stalking victims in Nashville and Davidson county are also victims of domestic violence. The Metro Office of Family Safety has two established Family Justice Centers, a court-based Family Justice Center (Jean Crowe Advocacy Center) and a community-based Family Justice Center (Family Safety Center). In 2025 of the 10,165 clients that advocates assisted at both centers, 4,004 were new clients, which is a 26% increase from 2023. Since 2019 when the Family Safety Center was established, the Office of Family Safety has seen a 9% increase in new clients every year. TBI shows an average increase of 3% every year of crimes involving a domestic violence victim since 2020. In 2024, a total of 10,212 separate people in the Nashville Metro area were victims of interpersonal violence and domestic violence, with the majority being first time victims.

2. From the organization's database, please cite current demographics, service count, and other data to illustrate understanding of your agency's programs and services. Please use individuals as a method of service count, not bed nights, or the number of times a service was completed.

The Metropolitan Government of Nashville & Davidson County's Office of Family Safety (OFS) focuses on assisting victims of interpersonal violence which includes but is not limited to victims of domestic violence, sexual assault, human trafficking, and stalking. Many of these victims are also victims of other chronic and life-threatening victimizations

including attempted murder, strangulation, and rape. In the 2025 fiscal year, OFS's Interpersonal Violence Advocates saw 11,033 clients. In support of these clients, the advocates provided assistance with 1,475 orders of protection, 4,692 safety plans, conducted 1,877 danger assessments for clients, referred or provided resource connection for 5,268 clients, and provided court support for 292 clients.

Of the 11,033 clients, 9,907 clients identified domestic violence as their primary victimization, 187 identified sexual assault as their primary victimization, and 342 identified stalking as their primary victimization. OFS has seen an average 22% increase in the number of clients served each fiscal year since 2019, including both new and returning clients. 1,085 clients were identified as high risk via the danger assessment and referred to the High-Risk Intervention Panel, which supports clients at higher risk due to having suffered an assault that included strangulation or a firearm. Staying on this trend, we predict OFS will see over 13,000 clients in fiscal year 27, with approximately 1,200 of those clients being high risk and more likely to be murdered either by strangulation or use of a firearm.

3. Provide a description of existing services for victims in the service area and a description of gaps and/or barriers in services.

OFS is the Metro Department charged with direct service provision and partner coordination related to interpersonal violence. This is accomplished in OFS's court and community-based Family Safety Centers through client advocacy, training, outreach, and multi-disciplinary teams, and Family Safety Center collaboration with community-based and co-located partners.

The gaps within the community that have been identified include:

- **Reduced access to coordinated, wraparound services:** Without centrally located advocates, survivors may face fragmented service delivery and increased difficulty accessing multiple supports across agencies.
- **Increased barriers to critical stabilization resources:** Survivors may experience greater difficulty obtaining transportation, emergency housing, financial assistance, and other resources necessary for safety and stability.
- **Limited support navigating legal and criminal justice systems:** Without advocacy support, survivors may face challenges understanding their rights, accessing legal assistance, and engaging with the justice system.
- **Reduced coordinated response for high-risk cases:** The absence of advocacy referrals to the High-Risk Intervention Panel may limit multi-agency collaboration and reduce access to intensive safety planning for survivors facing the highest levels of danger.
- **Decreased access for Limited English Proficient (LEP) survivors:** Without bilingual advocates, survivors with limited English proficiency may encounter language and cultural barriers that restrict access to services and system navigation.
- **Fewer opportunities for trauma-informed advocacy and safety planning:** Survivors may have reduced access to survivor-centered guidance, emotional support, and safety planning that help promote long-term safety and stability.

To address these gaps and barriers, OFS's Interpersonal Violence Advocates provide a variety of services. These services include but are not limited to: High-risk case follow-ups and intervention panel referrals, Order of Protection assistance, Needs Assessments, court assistance, victims' compensation application assistance, assistance with shelter and emergency housing placement, reports to child and adult protective services, and

supportive services to children accompanying an abused caregiver for services. The advocates provide several referrals through metro and non-profit partners, including, firearms identification form referrals, volunteer attorney referrals, referrals for medical care for a strangulation assessment, referrals for emergency housing, connecting with organizations that provide financial resources, and connecting with on-site police detectives. Advocates also provide education and educational resources for victims on cycles of violence, power, control, and strangulation. These services are also provided by several multi-lingual advocates to address the needs of communities in the area, including Spanish, Arabic, and Pashto.

4. Will these funds remove/decrease these gaps and/or barriers? Please cite current data (from this organization and/or other relevant sources), including geographic, economic, social, etc.

OFS's ability to centrally locate Interpersonal Violence advocates at a Family Justice Center with key partners is essential to filling gaps and addressing barriers that would otherwise prevent a client's success. Using various Coordinated Community Response (CCR) efforts, advocates have multiple resources to assist victims with transportation, housing, sexual assault support, therapy sessions, legal assistance, and financial security resources. Advocates can also refer clients to and communicate with our High-Risk Intervention Panel, which provides additional resources. Advocates within the FJCs who are bilingual also assist our many Limited English Proficient (LEP) clients who require coordination with services and support navigating various systems within both the criminal justice system and the services our partners provide.

OFS's advocates not only are lynchpins in ensuring clients get access to resources through partner non-profits, but also help guide them through necessary safety enhancing services such as Order of Protection creation, interface with the court system, and with Metro Nashville Police Department and the various departments that assist in interpersonal crimes such as the Domestic Violence Division, Special Victims Division, and the Youth Services Division.

The advocates not only ensure that survivors get the resources they need during a crisis, but also provide a pathway to hold perpetrators accountable through CCR efforts and further develop resources and assistance to help survivors become self-sufficient and safe.

5. Please list the **specific counties** this program will serve and *how* each county will be served. Please include whether or not there is staff or a physical facility dedicated solely to that county.

This program will serve clients in the Metropolitan Nashville and Davidson County service area, with a population of approximately 704,963. Services are offered at Nashville's two (2) Family Justice centers: a court-based Family Justice Center (Jean Crowe Advocacy Center) and a community-based Family Justice Center (Family Safety Center). The Metro Office of Family Safety is a unit of the Metropolitan Government of Nashville and Davidson County, and all staff are located at the two FJCs. OFS partner agencies, both within the FJCs and across the county, are used for referrals from clients in the Metro Nashville and Davidson County Service Area.

6. What are the specific needs that should be addressed in order for this project to solve the above problem(s)? How will served individuals' needs be addressed with these funds?

Needs/Service Gap 1:

OFS needs highly trained Interpersonal Violence Advocates to provide services for their clients.

Of the ten (10) advocates that are under the employment of OFS, three (3) are funded by VOCA funds to provide the following services:

- **Order of Protection petition assistance**
- **Safety planning**
- **Danger/risk assessment and explanation**
- **Victims' compensation application assistance**
- **High Risk Case follow-up**
- **High Risk Intervention Panel referral**
- **Firearm Identification Form referral**
- **Strangulation education and strangulation victim support**
- **Court preparation, support, and accompaniment**
- **Volunteer attorney referral for high-risk clients**
- **Education on the cycle of violence and power and control (including education to female inmates as needed)**
- **Education on life threatening consequences of strangulation**
- **Risk alerts regarding LAP/Danger Assessment**
- **Strangulation and firearm history**
- **Follow-up calls, texts and emails (including client calls to OFS reception and phone lines), assistance via the Live Chat function on the OFS website**
- **Referrals to OFS' High Risk Case management program**
- **Basic needs assistance such as food, transportation, hygiene products**
- **Resource connections and referrals (including shelter and housing, civil-legal, referrals to adult & child protective services, Metro Social Services, MNPD and OFS' many other non-profit partners)**

Without these positions, OFS will not be able to meet the continuous rise in domestic violence cases. In the 2025 fiscal year that Office of Family Safety met with 4,183 new clients. This is 413 more clients than in the 2024 fiscal year and shows a trend of an average annual increase of 13% each fiscal year. The total number of clients requiring services from our Interpersonal Victim Advocates has remained above 7,000, averaging 4,507 over a three-year period, and continues to require continuous services. All the while, advocates are working to meet clients at a pace to keep up with a growing wait list, which has averaged 30 individuals a month waiting for services. All statistics show that a trend of growth in the coming year is most likely, and any loss of victim advocates would have catastrophic effects on breaking down barriers and filling gaps for victims in the area.

Needs/Service Gap 2:

OFS provides a continuum of care that allows survivors to access coordinated services across the Family Justice Center and its partner organizations. Interpersonal Violence Advocates guide clients through this process by offering advocacy and safety enhancements while connecting them to legal assistance, court support, counseling, housing resources, and other critical services. By coordinating these supports in one location and facilitating warm handoffs to partners, advocates help reduce barriers and ensure survivors receive timely, comprehensive assistance. This integrated approach increases stability and promotes safer, more sustainable outcomes for survivors. This continuum of care includes but is not limited to:

- **Referral and coordination with the Department of Children's Services.**
- **Referral to therapeutic services offered by the Family Intervention Program.**
- **Coordination with Metro Nashville Police Department's Interpersonal Crime Branch Division.**

- **Work with the Nashville Children’s Alliance to facilitate forensic interviews and therapy for children.**
- **Coordinating emergency housing with organizations like the Mary Parrish Center and the YWCA of Nashville and Middle Tennessee.**
- **Medical care from sexual assault and strangulation assessments through referral to the Sexual Assault Center and coordination with MNPD Special Victims Division.**
- **Civil-legal assistance and helping clients navigate the court system with help from the Legal Aid Society of Middle Tennessee and the District Attorney’s office at both Family Justice Centers.**

OFS’s advocates also provide necessary flexibility by allowing them to move from one Family Justice Center to another and to meet clients in the community, thereby providing continuity of care and guidance as survivors navigate the court system to hold perpetrators accountable.

Supplemental Questions for Collaboration Activities section:

COPY AND PASTE ALL OF THIS TEXT INTO “Question 1”.

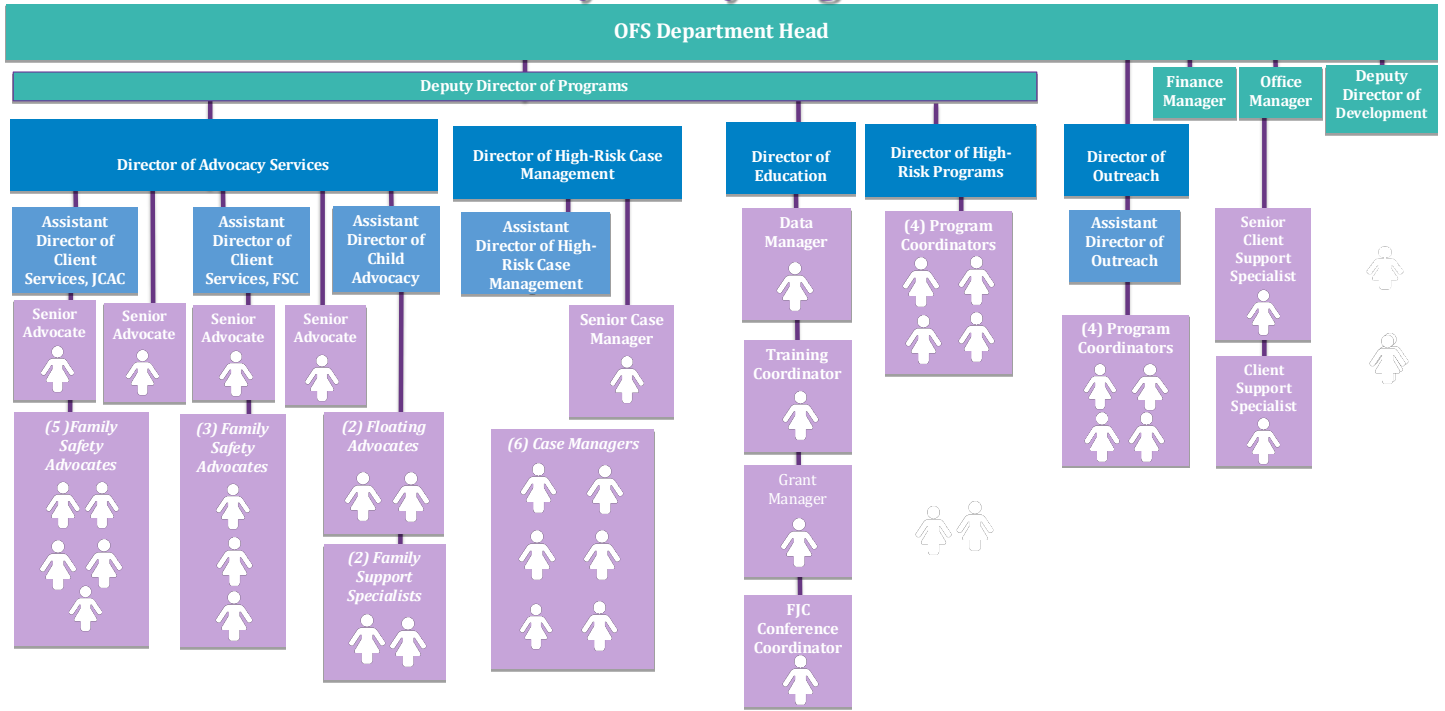
Describe the governance structure of your Family Justice Center. Describe any advisory boards, boards of directors, committees, etc. which provide oversight and guidance to the center.

Provide your response in Response 1.

Response:

The Office of Family Safety is a department of the Metropolitan Government of Nashville and Davidson County, which consists of an elected mayor as the chief executive and a 40-member council that serves as the legislative body of the government. The Office of Family Safety works collaboratively within the Leadership Committee of the Family Safety Center to enhance the FSC’s efforts to improve victims’ safety and offender accountability. The Leadership Committee consists of 10 nonprofit partners and 13 government agencies that are also part of OFS’s multidisciplinary teams. This committee meets regularly to increase capabilities across the organizations, plan Interpersonal Violence Taskforce meetings, and increase the ability to collaborate on issues and projects between partner agencies. This committee helps guide OFS’s efforts across its various multidisciplinary teams and task forces. These committee meetings culminate in an Interpersonal Violence Taskforce summit that includes OFS leadership, MNPD leadership, the Nashville DA’s office, and court representatives, who discuss recommendations, their implementation, and set priorities for the upcoming year. These committees, committees, and government bodies serve as the regulating bodies outside of the organization, while internally the Office of Family Safety is organized as shown on the graphic below:

Office of Family Safety Organization Chart



PROJECT PURPOSE

Applicants should review the descriptions of these terms in the application. Below is additional context and direction specific to FJCs.

Goals reflect what the Family Justice Center is working to achieve at the highest level. These should be broad, such as: *Improve safety and wellbeing for survivors of domestic and sexual abuse* or *Increase the coordination among the services for survivors of domestic violence, sexual assault, and human trafficking*. Goals and Objectives are commonly confused. A goal generally should not contain multiple pieces or include any specific actions or methods.

Goal 1 Title: Enhance Safety of Victims

Benefits: For Metro's Office of Family Safety to enhance the safety of victims of interpersonal violence.

Goal 2 Title: Effective Engagement

Benefits: Engage in effective collaboration with professional partners and the FJC's multidisciplinary teams to expand services to victims and improve systems impacting victim safety and offender accountability.

Objectives are statements that describe the results the FJC intends to see and help track progress toward the goals. Objectives show **how** the Center will impact the community, improve service delivery, strengthen collaboration, and enhance outcomes for survivors. These are strategies, target populations, and measured improvements. Example: *Increase victim knowledge on the criminal and civil justice systems and the dynamics of domestic and sexual violence* or *Provide opportunities for meaningful collaboration, problem solving and systems works across service providers in the sector*.

Objective 1.1 Name: Meet Demand

Description: For OFS Interpersonal Violence Advocates to assist the growing number of victims requiring assistance at Nashville's two (2) Family Justice Center locations.

Objective 1.2 Name: Accessible On-Site Services

Description: Provide accessible safety efforts to clients at the court and community-based Family Justice Centers.

Objective 2.1 Name: Referral Process

Description: For the Interpersonal Violence Advocates to promote seamless referrals and service provision between service providers, positive communication, and victim-centered experiences.

Objective 2.2 Name: Court Based Advocacy

Description: For Interpersonal Violence Advocates to provide supportive services (safety enhancing efforts) to court-based victims of domestic violence including elder abuse and generational violence, sexual assault, and human trafficking.

Objective 2.3 Name: Welcoming Environment

Description: For OFS's Interpersonal Violence Advocates to assist with the following FJC priorities that ensure a welcoming and supportive environment.

Activities are the day-to-day actions the FJC staff carry out to support survivors and strengthen

coordinated community response.

These will include the detailed actions needed for providing multi-disciplinary, trauma-informed services on-site. Examples: conduct intake, provide information on services available at the FJC, facilitate warm hand-offs to partner agencies, complete safety planning.

These may also include detailed actions needed for coordinating services and systems work in the community. Examples: host bi-monthly CCR meetings, lead collaborative case reviews, provide outreach and education.

All activities listed should directly support the program's goals and objectives. Most or all of the responsibilities of your fully grant-funded staff should be represented here. For partially-funded staff, the responsibilities relevant to their work on the grant should be represented here. Compare this section to their job descriptions.

Agencies are responsible for completing and documenting completion of all activities listed. Activities listed here can be limited to the work performed with the grant funding.

Prevention education (primary prevention) work is NOT allowable under the VOCA fund source for this opportunity.

Activity 1.1.1 Name: Training

Position: Interpersonal Violence Advocate

Description: Train all three VOCA grant-funded employees in up-to-date, trauma informed methods and keep VOCA employee training current with trends to meet the needs of the community. This also includes knowledge of all safety enhancements that can be used to assist clients, including training on the use of the Campbell Danger Assessment, strangulation identification and response, and high-risk safety planning.

Activity 1.1.2 Name: Accessibility

Position: Interpersonal Violence Advocate

Description: Ensure all VOCA grant-funded employees are aware of all services and partners services across the two Family Justice Centers in order to ensure that clients understand what is available to them at both Family Justice Centers and in the broader community.

Activity 2.1.1 Name: Referral Safety Enhancements

Position: Interpersonal Violence Advocate

Description: Ensure OFS clients are offered the full array of safety enhancement efforts offered by partner services that suit their safety needs. Partner Safety Enhancement efforts include:

- **Order of Protection assistance**
- **Provision of food and clothing**
- **Provision of transportation**
- **Needs assessments**
- **High-risk case follow-ups**
- **High Risk Intervention Panel referrals**
- **Firearms identification form referrals**
- **Victim's compensation application assistance**
- **Education on the cycle of violence and power and control**
- **Education on the severity of strangulation**
- **Shelter/housing referrals/placement, referrals to Metro and non-profit partners**
- **Reports to child and vulnerabl adult services**

Activity 2.2.1 Name: Court Based Enhancements

Position: Interpersonal Violence Advocate

Description: Ensure OFS clients have access to the full array of court-based safety enhancement efforts that suit their safety needs. Court-based safety enhancement efforts include:

- **Order of Protection assistance**
- **Needs assessments**
- **Education on the cycle of violence and power and control**
- **Education on the severity of strangulation**
- **Court accompaniment and support**
- **Volunteer attorney referrals**
- **Assistance with Early Intervention meetings**
- **Court safety planning**
- **Assistance with order of protection extensions and modifications.**

Activity 2.3.1 Name: Trauma Informed Care

Position: Interpersonal Violence Advocate

Description: All OFS Advocates will provide a trauma-informed, welcoming place by staying with the OFS Advocacy Standard Operating Procedure of:

- **Greet and welcome clients**
- **Introduce clients to the services provided**
- **Conduct needs assessments**
- **Connect clients to first FSC or JCAC service providers**
- **Orient client to building amenities**
- **De-escalation: Using calm communication, validation, and supportive presence to help reduce immediate emotional distress or heightened reactions.**
- **Grounding: Helping clients reconnect to the present moment through simple sensory or breathing techniques when they feel overwhelmed, dissociated, or triggered.**
- **Regulation: Supporting clients in slowing their nervous system and restoring a sense of safety so they can think clearly, make decisions, and engage with services.**
- **Alert appropriate staff or volunteers if there are accompanying children**
- **Assist in preparation for all multi-disciplinary team meetings**
- **Help ensure efforts are not duplicated to increase efficiency for clients**
- **Support seamless communication between Centers and with FJC partners working to jointly assist OFS clients.**

INPUTS:

1. Describe the project's use of evidence-based practices. Please describe these practices and how we can verify they are evidence-based.

The Office of Family Safety's FJCs are designated as "Model Family Justice Centers" by the Alliance for Hope International, as they meet all evidence-based best practice standards. OFS's Interpersonal Violence Advocates use these various evidence-based practices in providing clients with the necessary care and support they need. This includes use of the Danger Assessment Screening based on the Jacqueline Campbell Danger Assessment that has been shown to help police, advocates, and case managers respond to survivors of intimate partner violence and provide them the necessary resources after the incident. This, combined with survivor lead and trauma informed safety planning, helps ensure clients are aware of the resources available to them, trained on risks of strangulation and firearms, and passed on to professionally trained case managers to help their transition.

2. Does your project provide direct services to clients? If so, please detail how your organization will create awareness of the services that this project will provide.

Yes, this project provides direct services to clients. OFS will promote awareness through its robust Outreach and Training Programs, including training sessions available across the nation, social media, awareness events, and community services offered by community advocates. In 2025, OFS had representatives at 180 separate events across 25 counties in the middle Tennessee area, and provided 207 live trainings to 8,642 individuals, 62% of these training attendees were from the Nashville-Davidson County area.

Additionally, in 2025 OFS attended 186 community events and distributed materials and information to 10,850 individuals. OFS was mentioned in local news media 44 times in 2025, with our social media engagement reaching 71,807 individuals. OFS has also created recurring events for clients, including back-to-school events, holiday support events, and food drives.

3. Sustainability plan: Describe how the organization will plan for sustaining this project in the future if funding decreases or discontinues. Be specific in identifying additional funding sources and strategies to support the program long-term.

VOCA funds are necessary to sustain three advocate positions that allow us to meet the needs of the increasing number of clients we currently see and are projected to see. OFS's sustainability plans include increased budget requests to Metro Nashville and Davidson County government to fund these positions as an alternative to state and federal grants. As a national model for community- and court-based Family Justice Centers with Alliance for Hope affiliation status, the Office of Family Safety continues to seek additional grant opportunities to fund the positions necessary to meet demand and rising numbers.

4. Budget Information: Provide a list of every item listed in the proposed budget and the estimated cost. Then provide a 1 - 2 sentence summary that specifies how the item is relevant to the project and how/where it would be used.

Proposed budget items are:

Salary, Benefits, & Taxes: \$279,000 for salary and fringe benefits.

- **OFS is requesting funding for salary and fringe benefits for three (3) Interpersonal Violence Advocates to be funded 100% by VOCA.**

Travel, Conferences, & Meetings: \$29,500 for travel, conferences, and meetings.

- **OFS is requesting funds for travel to statewide meetings, trainings, and/or National conferences. These funds are to ensure OFS's Interpersonal Violence Advocates and/or those that manage them remain trained and up to date on trends in the field and the provision of all safety enhancement offerings.**

Supplies: \$1,000 for supplies

- **OFS is requesting money to help fund necessary office supplies to allow advocates to have the tools and materials needed to complete their duties.**

OUTPUTS: You will click "Yes" and enter custom outputs into TN Grants one at a time. You should only add projected outputs based on the work of staff funded by this grant. Please use the language below for these outputs but include only those relevant to this project. Do not enter a range for the Output Quantity. You MAY

add additional outputs. For clarification on the services listed below, please see [OVC Performance Measurement Dictionary and Terminology Resource](#).

- Number of Domestic and/or Family Violence victims served in the year: **800 per year**
- Number of Elder Abuse victims served in the year: **60 per year**
- Number of Adult Sexual Assault victims served in the year: **50 per year**
- Number of Stalking/Harassment victims served in the year: **40 per year**
- Number of Teen Dating Victimization victims served in the year **N/A**
- Number of Child Sexual Abuse/Assault victims served in the year **N/A**
- Number of Human Trafficking victims served in the year **N/A**
- Projected number of individuals who will be assisted with a victim compensation application annually through this project **N/A**

Information and Referral services annually through this project:

- Information about the criminal justice process: **1000 per year**
- Information about victim rights, how to obtain notifications, etc.: **200 per year**
- Referral to other victim service programs: **400 per year**
- Referral to other services, supports and resources (includes legal, medical, faith-based organizations, address confidentiality programs, etc.): **800 per year**

Personal Advocacy/Accompaniment services annually through this project:

- Victim advocacy/accompaniment to emergency medical care
- Victim advocacy/accompaniment to medical forensic exam
- Law enforcement interview advocacy/accompaniment
- Individual advocacy (e.g., assistance in applying for public benefits, return of personal property or effects)
- Performance of medical or nonmedical forensic exam or interview or medical evidence collection
- Immigration assistance (e.g., special visas, continued presence application, and other immigration relief)
- Intervention with employer, creditor, landlord, or academic institution
- Child or dependent care assistance (includes coordination of services)
- Transportation assistance (includes coordination of services)
- Interpreter services: **50 per year**

Emotional Support or Safety service annually through this project:

- Crisis intervention (in-person, includes safety planning, etc.): **950 per year**
- Hotline/crisis line counseling
- On-scene crisis response (e.g., community crisis response)
- Individual counseling (very rare for an FJC as this is licensed counselors only)
- Support groups (facilitated or peer)
- Other Therapy (traditional, cultural, or alternative healing; art, writing, or play therapy, etc.)
- Emergency financial assistance

Shelter/Housing services annually through this project:

- Relocation assistance (includes assistance with obtaining housing)

Criminal Justice/Civil Justice System Assistance services annually through this project:

- Notification of criminal justice events: **200 per year**
- Victim impact statement assistance
- Assistance with restitution
- Civil legal assistance in obtaining protection or restraining order
- Civil legal assistance with family law issues

- Other emergency justice-related assistance
- Immigration assistance
- Prosecution interview advocacy/accompaniment: **Note: While we do not accompany victims during the prosecutor's meeting, we do meet with nearly all victims immediately after their meeting with the prosecution, before and on the day of court.**
- Law enforcement interview advocacy/accompaniment
- Criminal advocacy/accompaniment
- Other legal advice and/or counsel

OUTCOMES

Outcomes describe the difference the project will make for its participants and/or the community as a whole. Short-term outcomes typically represent changes in knowledge, attitudes, or awareness. The outcomes for a project should be **measurable** based upon a set of defined criteria. Project outcomes should tie back to the goals and objectives. Outcomes answer "What impact will the project make on its target population?"

Required outcomes of all OCJP VOCA-funded projects. Add each of these five individually in the Outcomes section.

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 organization."

Victims report an increase in knowledge about victim services.

"I am more knowledgeable of the services and community resources available to victims."

Victims report an increase in knowledge about the criminal justice system.

"I am more knowledgeable about the criminal justice system."

Victims express satisfaction with services.

"I am satisfied with the services I have received through this organization."

Victims report an improved ability to plan for their safety (required only for shelters).

"I know more ways to plan for my safety."

Applications must include at least one of the outcomes listed below. Only add those that you will include in your client survey.

Victims experience a decrease in the frequency and/or intensity of crime-related symptoms (Change in psychological functioning).

"My crime-related symptoms (e.g., Sleeplessness, nervousness, fear or anxiety, etc.) are less frequent or less severe since I became involved with the organization."

Victims express an understanding of their victimization and its effect on their lives. (Increase in knowledge about victimization).

"I now know how being a victim may affect important aspects of my life."

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."

Victims report that their quality of life is improved because set goals have been accomplished. (Increase in victims' perceived quality of life).

"This organization helped me achieve the goals I set out to accomplish."

COLLABORATION ACTIVITIES

Question on Application: Please list the agencies your agency will collaborate with on this project and provide details on how your agencies collaborate. Do NOT simply provide a list of agencies without an explanation for how your agencies support each other.

The Office of Family Safety of Metro Nashville and Davidson County has several on-site partners and collaborators across the community.

1. Government Partners:

a. Department of Children Services (DCS)

Collaboration: DCS's investigative division is fully co-located at the FSC, with DCS leadership as a part of the FSC's leadership team. Advocates work closely with DCS by working with advocates to work with clients through the various processes to provide needed services. The Office of Family Safety has specific advocates that interface with DCS as Domestic Violence liaisons to help build systems and processes to help clients.

b. Metro Nashville Police Department

Collaboration: MNPD's Interpersonal Violence Branch and Family Intervention Program are fully co-located FSC partners. MNPD is an MOU partner and a member of FSC's leadership team. The Metro Interpersonal Violence Branch consists of the Special Victims Investigation Division, the Youth Services Division, and the Domestic Violence Division. Advocates both provide referrals to these divisions and assist clients through walk-ins as necessary, since the investigators are co-located in the building.

c. Office of the District Attorney General

Collaboration: The DA office has two office suites at the FSC for its domestic violence, sexual assault, and child sex abuse prosecutors and investigators. This proximity allows them to plan and coordinate services with their cases with all agencies and partners in the building. The DA's office utilizes the JCAC daily to plan cases for the day, meet with victims as they come into the office after meeting with an advocate, and to collaborate with OFS's Interpersonal Violence Advocates to better meet the safety needs of victims. The DA's office is a MOU partner and member of the FSC's leadership team.

d. Davidson County Sheriff's Office

Collaboration: The Sheriff's Office provides all security for the FSC and JCAC.

e. General Sessions & Circuit Court

Collaboration: General Sessions and Circuit Court allows victims to utilize the JCAC during in-court hours and to receive the assistance by OFS Interpersonal Violence Advocates during court and for Order of Protection assistance. OFS typically meets quarterly with General Sessions Court Probation and BIP's to review high risk probation cases and offer the victim's perspective on the offender's lethality and any information about non-compliance with probation.

2. Nonprofit Partners

a. Legal Aid of Middle Tennessee and the Cumberland (LAS)

Collaboration: LAS is an FSC onsite and remote partner. LAS provides onsite legal assistance at the FSC and in court, as well as volunteer attorney assignment to high-risk OFS

clients referred by Interpersonal Violence Advocates. LAS is an MOU partner and a member of FSC's leadership team. This collaboration ensures clients have access to civil legal support from an attorney should they be interested and qualified. This provides free civil legal representation for high-risk interpersonal violence victims through the CLA Program. This program creates a streamlined process for victims to apply for free legal representation for their Order of Protection (OP) hearing. Without these volunteer attorneys, victims are left representing themselves alone in court, often responding to direct questions by their offender or the offender's attorney.

b. YWCA of Middle Tennessee

Collaboration: The YWCA is Metro's hotline partner for the implementation of the LAP, Maryland Model. The YWCA prioritizes shelter space for LAP high-risk clients. The YWCA is a member of the High Risk Intervention Panel, Domestic Abuse Death Review Team, and the LAP. The YWCA is a MOU partner and member of the FSC's leadership team. This partnership ensures clients are served by interpersonal violence advocates.

c. Mary Parrish Center

Collaboration: Mary Parrish Center assists in organizing the Office of Family Safety Survivor Committee to assist with Family Justice Center strategic planning. Mary Parrish Center has one employee located at the FSC to assist with housing. Mary Parrish receives Community Partnership funds and American Rescue Plan funds from OFS. Mary Parrish is a MOU partner and a member of FSC's leadership team.

d. Agape/Morningstar

Collaboration: Agape provides all after-hours order of protection advocacy services at the FSC, funded in part by Metro's Community Partnership and American Rescue Plan funds. Morning Star Sanctuary is a MOU partner and a member of FSC's leadership team.

e. Sexual Assault Center (SAC)

Collaboration: SAC is a team member of Metro's Sexual Assault Repone Team and a member of a committee reviewing Metro's response to sexual assault cases. The Sexual Assault Center has one onsite employee and receives direct appropriation funds. SAC is a MOU Partner.

3. Multi-Disciplinary Partners

a. Nashville Children's Alliance:

Collaboration: The Nashville Children's Alliance is a co-located MOU partner that provides services for children of clients who experience domestic violence including therapy, forensic interviews, and support sessions. The Nashville Children's Alliance is also a contribution member of the Child Protective Investigative Team and is an MOU partner.

b. Metro Nashville Social Services

Collaboration: Metro Nashville Social Services are a part of the High-Risk Intervention Panel and the Domestic Abuse Death Review Team & Suspicious Death Review Team, and is an MOU partner.

c. Juvenile Courts

Collaboration: The Juvenile Courts provide representatives to the High-Risk Intervention Panel.

d. Metro Nashville Health Department:

Collaboration: The Metro Nashville Health Department is a member of the Domestic Abuse Death Review Time & Suspicious Death Review Team and is an MOU partner.

- e. **Vanderbilt University:**
Collaboration: Vanderbilt University is a member of the Domestic Abuse Death Review Team & Suspicious Review Team and is an MOU partner.
- f. **Our Kids:**
Collaboration: Our Kids is a member of the Child Protective Investigative Team and is an MOU partner.
- g. **Adult Protective Services:**
Collaboration: Adult Protective services is a member of the of the Vulnerable Adult Protective Investigative Team and an MOU partner.
- h. **You Have the Power (YHTP)**
Collaboration: YHTP is a member of the Office of Family Domestic Abuse Death Review Team. YHTP is a MOU partner.
- i. **Partners that are a part of each CCR that are a part of government partners previously listed include the Department of Children’s Services, Metro Nashville Police Department’s Interpersonal Violence Branch, and the District Attorney’s Office.**

Additionally, in this section, applicants should describe the approach of the FJC in collaborating with partner agencies. Responses could include the value of strong partnerships in your operations, strategies in building and maintaining relationships, approaches to conflict resolution, which personnel are most involved in working with partners, plans for development in these area, etc.

Supplemental Question for Collaboration Activities section:

COPY AND PASTE ALL OF THIS TEXT INTO “Question 1”.

According to the Tennessee Family Justice Center Statewide Alliance Guidelines, Family Justice Centers and their partners (in addition to other appropriate agencies and individuals) shall maintain an active and ongoing Coordinated Community Response (CCR) team. Explain how your organization meets this requirement and what the CCR serves to accomplish. Provide information on any relevant multi-disciplinary teams which the FJC oversees or provides leadership.

The Office of Family Safety has several Coordinated Community Response Teams including:

1. High-Risk Intervention Panel (HRIP)

- a. **HRIP is coordinated by OFS and is a multi-disciplinary team that works to identify and better respond to high-risk intimate partner domestic violence, sexual assault, and human trafficking cases. The team consists of partners from MNPd, the DA’s Office, Juvenile Courts, Metro Social Services, and multiple non-profits. In 2025, the Panel conducted 1,213 case reviews and met 64 times. HRIP also flags specific risk factors for abusers and victims and noted 365 high-risk incidents where children were present or where the abuser had a history of harming children.**

2. Domestic Abuse Death Review Team (DADRT) & Suspicious Death Review Team

- a. **DADRT and the Suspicious Death Review Team is coordinated by OFS and includes MNPd, the DA’s Office, Metro Health Dept., Metro Social Services, Vanderbilt University, multiple non-profits, community members, and survivors. In 2025, the Team met 11 times to review all 17 homicides from 2025 and an in-depth review of a homicide and murder-suicide. In 2025, the Suspicious Death Review Team met 3 times to review cases potentially staged as suicides, accidents, or overdoses.**

3. Statewide Fatality & High-Risk DV Committee

- a. **The Statewide Committee is coordinated by OFS and includes 23 members**

representing over a dozen communities across Tennessee that work to assess and provide guidance to prevent DV homicides across the state.

4. Vulnerable Adult Protective Investigative Team (VAPIT)

- a. **The District Attorney's Office in collaboration with the Office of Family Safety, the Office Vulnerable Adult Prosecutor, the Metro Nashville Police Department VAPIT unit, and Adult Protective services to review cases.**

5. Child Protective Investigative Team (CPIT)

- a. **This CCR Team is coordinated by the co-located partner Nashville Children's Alliance by bringing Metro Nashville Police Department Youth Services Division, the District Attorney's Child Abuse Unit, the Department of Children's Services, and Our Kids to review cases involving children who were physical abuse, sexual abuse, and neglect.**

DATA COLLECTION:

1. What database or system of collection will be utilized to collect information?
OFS will use its current access-based database system, designed by Metro IT, until the permanent client database is established. Metro Procurement has selected Apricot for this new case management database.
2. Who will collect the data and ensure that it is accurate?
Interpersonal Violence Advocates will track data daily related to the number of clients served, victimizations, demographics, and services provided. The Assistant Director of Client Operations will lead weekly quality assurance processes to identify and correct potential errors or omissions in data collection. The Assistant Director of Client Operations will also run reports monthly to provide an additional layer of screening for data integrity.
3. How will grant-funded activities be documented?
VOCA-funded staff will be funded 100% by OCJP grant funds. A signed Certification of Time Charged to a Single Federal Award form will be used for 100% funded staff.
4. Describe how the organization will use the data collected to evaluate the goals of the project and the work performed, and plan accordingly.
The Assistant Director of Client Operations will provide client services statistics monthly to the OFS Department Head and Executive Leadership team to track progress on goals. At these monthly meetings, any issues with data or the completion of outcomes will be noted, and the Assistant Director of Client Operations will provide coaching to Interpersonal Violence Advocates as needed. Client surveys are implemented daily by advocates and reviewed monthly by the Assistant Director of Client Operations and the Executive Leadership team. This data is used to evaluate services provided to clients by staff and partners.
5. Does the organization have policies and procedures regarding sharing data/information?
OFS complies with OCJP and VOCA confidentiality guidelines and does not share information not covered by the most recent releases. All clients served receive a notice of confidentiality rights and procedures. OFS will share anonymized data with on-site and drop-in partners at the quarterly FSC Leadership Meeting to evaluate the overall services provided at the Family Safety Center. On-site partners will also provide OFS with anonymized client data for the OFS Annual Report.

UPLOAD FILES

Attach Letters of Support or MOUs (if required by the Collaboration section.)

MOUs for all required-MOU partners should be uploaded. They must be signed, recent, and show sufficient detail of the partnership.

APPLICATION FOR VOCA/SVS

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY



Director
Department of Office of Family Safety

March 17th, 2026

Date

GRANT BUDGET			
AGENCY NAME: VSSG			
FUND SOURCE: VOCA STATE VICTIM SERVICES FUNDING			
SOLICITATION IDENTIFICATION TITLE: FAMILY JUSTICE CENTER			
The grant budget line-item amounts below shall be applicable only to expense incurred during the following Applicable Period: BEGIN: 07/01/2026 END: 06/30/2027			
EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
Salaries, Benefits & Taxes ²	\$309,200.00	\$0.00	\$309,200.00
Professional Fee, Grant & Award ²	\$0.00	\$0.00	\$0.00
Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications ²	\$300.00	\$0.00	\$300.00
Travel, Conferences & Meetings ²	\$0.00	\$0.00	\$0.00
Interest ²	\$0.00	\$0.00	\$0.00
Insurance ²	\$0.00	\$0.00	\$0.00
Specific Assistance To Individuals ²	\$0.00	\$0.00	\$0.00
Depreciation ²	\$0.00	\$0.00	\$0.00
Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
Capital Purchase ²	\$0.00	\$0.00	\$0.00
Indirect Cost ²	\$0.00	\$0.00	\$0.00
In-Kind Expense ²	\$0.00	\$0.00	\$0.00
GRAND TOTAL	\$309,500.00	\$0.00	\$309,500.00

¹ Each expense object line-item is defined by the U.S. OMB's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E Cost Principles (posted on the Internet at:

<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E>) and CPO Policy 2013-007 (posted online at <https://www.tn.gov/aenegerservices/procurement/central-procurement-office--cpo-/librarv-.html>).

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

GRANT BUDGET LINE-ITEM DETAIL:

AGENCY NAME: VSSG

FUND SOURCE: VOCA STATE VICTIM SERVICES FUNDING

SOLICITATION IDENTIFICATION TITLE: FAMILY JUSTICE CENTER

SALARIES, BENEFITS & TAXES	AMOUNT
Summary of individual positions that will support project activities. Review Instructions for examples.	
Position 1: Inter Personal Violence Crisis Advocate, 12 month salary and fridge, 100% time on project	\$103,066.67
Position 2: <i>Inter Personal Violence Crisis Advocate, 12 month salary and fridge, 100% time on project</i>	\$103,066.67
Position 3: <i>Inter Personal Violence Crisis Advocate, 12 month salary and fridge, 100% time on project</i>	\$103,066.66
TOTAL	\$309,200.00

Note: Benefits must be calculated at the same or lesser percentage as the salary for each position.

SUPPLIES (includes "Sensitive Minor Equipment"), TELEPHONE, POSTAGE & SHIPPING, OCCUPANCY, EQUIPMENT RENTAL & MAINTENANCE, PRINTING & PUBLICATION	AMOUNT
Supplies: <i>Pens, notebooks, and creation, interpretation, and printing of client materials</i>	\$300.00
Sensitive Minor Equipment: <i>Grant funded positions will use rental equipment onsite and will share the cost of those equipments.</i>	
TOTAL	\$300.00

TOTAL **\$309,500.00**