

## GRANT SUMMARY SHEET

**Grant Name:** VOCA Family Justice Center 20-23 Amend. 1

**Department:** OFFICE OF FAMILY SAFETY

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

**Pass-Through Grantor  
(If applicable):** TENN. DEPT. OF FIN. & ADMIN.

**Total Award this Action:** \$0.00

**Cash Match** \$0.00

**Department Contact:** Diane Lance  
862-6031

**Status:** AMENDMENT

**Program Description:**

Please note the contract has already been executed. Due to the removal of match, we are required to sign the attached amendment. This grant provides ensures the continued provision of services provided in Nashville's Family Safety Centers (JCAC & FSC) by funding a CCR coordinator, a program manager, and 8 advocates. Amend. 1 adds section E.7. Counterpart Clause and E.8. Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment. Amend. 1 also deletes Attachment A and A-1 and replaces with new attachments for A and A-1. No changes in the funding amount to

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

Historically, VOCA funds are renewed with the state.

B.A. Initials

<sup>DS</sup>  
EF

### Grants Tracking Form

Part One

Pre-Application <input type="radio"/>		Application <input type="radio"/>		Award Acceptance <input type="radio"/>		Contract Amendment <input checked="" type="radio"/>	
Department	Dept. No.	Contact		Phone	Fax		
OFFICE OF FAMILY SAFETY	51	Diane Lance		862-6031			
<b>Grant Name:</b>	VOCA Family Justice Center 20-23 Amend. 1						
<b>Grantor:</b>	U.S. DEPARTMENT OF JUSTICE			<b>Other:</b>			
<b>Grant Period From:</b>	07/01/20	(applications only) Anticipated Application Date:					
<b>Grant Period To:</b>	06/30/23	(applications only) Application Deadline:					
<b>Funding Type:</b>	FED PASS THRU	<b>Multi-Department Grant</b>		<input type="checkbox"/> <b>If yes, list below.</b>			
<b>Pass-Thru:</b>	TENN. DEPT. OF FIN. & ADMIN.	<b>Outside Consultant Project:</b>		<input type="checkbox"/>			
<b>Award Type:</b>	COMPETITIVE	<b>Total Award:</b>		\$0.00			
<b>Status:</b>	AMENDMENT	<b>Metro Cash Match:</b>		\$0.00			
<b>Metro Category:</b>	Est. Prior.	<b>Metro In-Kind Match:</b>		\$0.00			
<b>CFDA #</b>	16.575	<b>Is Council approval required?</b>		<input type="checkbox"/>			
<b>Project Description:</b>			<b>Applic. Submitted Electronically?</b>		<input type="checkbox"/>		

Please note the contract has already been executed. Due to the removal of match, we are required to sign the attached amendment. This grant provides ensures the continued provision of services provided in Nashville's Family Safety Centers (JCAC & FSC) by funding a CCR coordinator, a program manager, and 8 advocates. **Amend. 1 adds section E.7. Counterpart Clause and E.8. Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment.** Amend. 1 also deletes Attachment A and A-1 and replaces with new attachments for A and A-1. No changes in the funding amount to Metro.

**Plan for continuation of service after expiration of grant/Budgetary Impact:**  
Historically, VOCA funds are renewed with the state.

How is Match Determined?			
<b>Fixed Amount of \$</b>		or	20.0% <b>% of Grant</b>
<b>Explanation for "Other" means of determining match:</b>			<b>Other:</b> <input type="checkbox"/>
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:**

<b>Is already in department budget?</b>		<b>Fund</b>		<b>Business Unit</b>	
<b>Is not budgeted?</b>		<b>Proposed Source of Match:</b>			

**(Indicate Match Amount & Source for Remaining Grant Years in Budget Below)**

<b>Other:</b>					
<b>Number of FTEs the grant will fund:</b>	0.00	<b>Actual number of positions added:</b>	0.00		
<b>Departmental Indirect Cost Rate</b>	29.10%	<b>Indirect Cost of Grant to Metro:</b>		\$552,609.00	
<b>*Indirect Costs allowed?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No	<b>% Allow.</b>	0.00%	<b>Ind. Cost Requested from Grantor:</b>		\$0.00 <b>in budget</b>
<b>*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)</b>					
<b>Draw down allowable?</b> <input type="checkbox"/>					
<b>Metro or Community-based Partners:</b>					

Part Two

Grant Budget

Budget Year	Metro Fiscal Year	Federal Grantor	State Grantor	Other Grantor	Local Match Cash	Match Source (Fund, BU)	Local Match In-Kind	Total Grant Each Year	Indirect Cost to Metro	Ind. Cost Neg. from Grantor
Yr 1	FY21	\$676,000.00	\$0.00	\$0.00	\$0.00		\$189,000.00	\$676,000.00	\$196,716.00	\$0.00
Yr 2	FY22	\$611,500.00	\$0.00	\$0.00	\$0.00		\$0.00	\$611,500.00	\$177,946.50	
Yr 3	FY23	\$611,500.00	\$0.00	\$0.00	\$0.00		\$0.00	\$611,500.00	\$177,946.50	
Yr 4	FY__									
Yr 5	FY__									
<b>Total</b>		\$1,899,000.00	\$0.00	\$0.00	\$0.00		\$189,000.00	\$1,899,000.00	\$552,609.00	\$0.00
<b>Date Awarded:</b>				05/10/22	<b>Tot. Awarded:</b>		\$0.00	<b>Contract#:</b>		41558-1
<b>(or) Date Denied:</b>					<b>Reason:</b>					
<b>(or) Date Withdrawn:</b>					<b>Reason:</b>					

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

GCP Rec'd  
05/23/22

GCP Approved  
05/23/22

*VW*



May 9, 2022

John Cooper, Mayor  
Metropolitan Government of Nashville and Davidson County  
1 Public Square  
Suite 100  
Nashville, TN 37201-1646

Dear The Honorable John Cooper:

Enclosed is amendment to Contract 41558. As the authorized official for your agency, you or the identified designee, must sign and date the documents in the appropriate places. If the designee is signing, OCJP must have designee authorization on file and the designee must sign the Authorized Official's name with designee's initials following the signature. An image of the signed contract is unacceptable. All signed contracts must be submitted electronically. Return the contract to the enclosed address by **June 10, 2022**. Please contact your program manager (see below) with any concerns or questions.

After the State of Tennessee has approved the Contract, a fully executed copy will be returned to your agency.

Your Program Manager is Claire Wisely. For questions or assistance regarding this contract, please contact Claire Wisely, at (615) 360-0374, or email [claire.wisely@tn.gov](mailto:claire.wisely@tn.gov).

We look forward to our continued partnership with you.

Sincerely,

A handwritten signature in black ink that reads "Jennifer Brinkman". The signature is written in a cursive, flowing style.

Jennifer Brinkman  
Director

cc: Diane S. Lance, Metropolitan Government of Nashville and Davidson County  
File

**SIGNATURE PAGE  
FOR  
GRANT NO. \_\_\_\_\_**

IN WITNESS WHEREOF, the parties have by their duly authorized representatives set their signatures.

**METROPOLITAN GOVERNMENT OF  
NASHVILLE AND DAVIDSON COUNTY**

*Diane Lance*  
Office of Family Safety

*05/01/2022*  
Date

**APPROVED AS TO AVAILABILITY  
OF FUNDS:**

DocuSigned by:  
*Kelly Flannery*  
Kelly Flannery, Director of Finance  
Department of Finance

6/10/2022  
Date

**APPROVED AS TO RISK AND INSURANCE:**

DocuSigned by:  
*Balogun Cobb*  
Director of Insurance

6/13/2022  
Date

**APPROVED AS TO FORM AND  
LEGALITY:**

DocuSigned by:  
*Nicki Eke*  
Metropolitan Attorney

6/10/2022  
Date

"See Previous Page"  
John Cooper  
Metropolitan Mayor

\_\_\_\_\_  
Date

**ATTEST:**

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

\_\_\_\_\_  
Date



## GRANT AMENDMENT

<b>Agency Tracking #</b> NA	<b>Edison ID</b> 41558	<b>Contract #</b> 41558	<b>Amendment #</b> 1		
<b>Contractor Legal Entity Name</b> Metropolitan Government of Nashville and Davidson County			<b>Edison Vendor ID</b> 4		
<b>Amendment Purpose &amp; Effect(s)</b> Revises Contract Budget and Revises Attachment A					
<b>Amendment Changes Contract End Date:</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<b>End Date:</b> 6/30/2023			
<b>TOTAL Contract Amount INCREASE or DECREASE per this Amendment</b> (zero if N/A):			<b>\$0</b>		
<b>Funding —</b>					
<b>FY</b>	<b>State</b>	<b>Federal</b>	<b>Interdepartmental</b>	<b>Other</b>	<b>TOTAL Contract Amount</b>
FY21		\$676,000.00			<b>\$676,000.00</b>
FY22		\$611,500.00			<b>\$611,500.00</b>
FY23		\$611,500.00			<b>\$611,500.00</b>
<b>TOTAL:</b>		<b>\$1,899,000.00</b>			<b>\$1,899,000.00</b>
<b>Budget Officer Confirmation:</b> There is a balance in the appropriation from which obligations hereunder are required to be paid that is not already encumbered to pay other obligations.			<i>OCR USE</i>		
<b>Speed Chart</b> FA00003247		<b>Account Code</b> County - 71301000			

**AMENDMENT 1  
OF GRANT CONTRACT 41558**

This Grant Contract Amendment is made and entered by and between the State of Tennessee, Department of Finance and Administration, Office of Criminal Justice Programs, hereinafter referred to as the "State" and Metropolitan Government of Nashville and Davidson County, hereinafter referred to as the "Grantee." It is mutually understood and agreed by and between said, undersigned contracting parties that the subject Grant Contract is hereby amended as follows:

1. The following is added as Grant Contract section E.7.
  - E.7. Counterpart Clause: This agreement may be executed in two or more dated counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same effective instrument.
2. The following is added as Grant Contract section E.8.
  - E.8. Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment. If applicable and as required by 2 CFR 200.216, Grantee is prohibited from obligating or expending loan or grant funds to procure or obtain; extend or renew a contract to procure or obtain; or enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as a critical technology as part of any system. As described in Public Law 115-232, Section 889, "covered telecommunications equipment" is as follows:
    - a. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
    - b. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
    - c. Telecommunications or video surveillance services provided by such entities or using such equipment.
    - d. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.
3. Grant Contract Attachment A is deleted in its entirety and replaced with the new attachment A attached hereto.
4. Grant Contract Attachment A-1 is deleted in its entirety and replaced with the new attachment A-1 attached hereto.

Required Approvals. The State is not bound by this Amendment until it is signed by the contract parties and approved by appropriate officials in accordance with applicable Tennessee laws and regulations (depending upon the specifics of this contract, said officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).

Amendment Effective Date. The revisions set forth herein shall be effective 7/11/2022. All other terms and conditions of this Grant Contract not expressly amended herein shall remain in full force and effect.

**IN WITNESS WHEREOF,**

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY:**

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**GRANTEE SIGNATURE**

**DATE**

John Cooper, Mayor

---

**PRINTED NAME AND TITLE OF GRANTEE SIGNATORY (above)**

**DEPARTMENT OF FINANCE AND ADMINISTRATION:**

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**HOWARD H. ELEY, COMMISSIONER**

**DATE**

## OFFICE OF CRIMINAL JUSTICE PROGRAMS

FUND SOURCE  
OCJP JAG Priority Area

VOCA

<b>Required Information on Authorizing Agency:</b>		<b>Implementing Agency:</b>	
Name: Metropolitan Government of Nashville and Davidson		Name: Metro Nashville Office of Family Safety	
Federal ID Number (FEIN): 62-0694743		Address: 730 2nd Ave South	
DUNS Number: 078217668		Nashville, TN 37210-2006	
SAM Expiration Date: 3/8/2023			
Fiscal Year End Date: June 30			
Will You Have Any Subcontracts? No			
Project Title: FJC			
<b>AUTHORIZED OFFICIAL - Contact Information</b>			
<b>(Name, Title, and Complete Mailing Address)</b>		<b>Phone Number:</b>	<b>E-Mail Address:</b>
John Cooper, Mayor		(615) 862-6015	diane.treadway@nashville.gov
1 Public Square		<b>EXT:</b>	
Suite 100			
Nashville, 37201-1646			
<b>PROJECT DIRECTOR - Contact Information</b>			
<b>(Name, Title, and Complete Mailing Address)</b>		<b>Phone Number:</b>	<b>E-Mail Address:</b>
Diane S. Lance, Department Head		(615) 880-3173	dianelance@jnsnashville.gov
730 2nd Ave South		<b>EXT:</b>	
Nashville, 37210-2006			
<b>FINANCIAL DIRECTOR - Contact Information</b>			
<b>(Name, Title, and Complete Mailing Address)</b>		<b>Phone Number:</b>	<b>E-Mail Address:</b>
Allison Cantway, Assistant Director of Clie		(615) 880-1159	AllisonLCantway@jnsnashville.gov
610 Murfreesboro Pike		<b>EXT:</b>	v
Nashville, 37210-2006			
<b>County/Counties Served (Type ALL if Statewide):</b>			
Davidson			
U.S. Congressional District(s): 5			



**Scope of Services/Project Narrative  
FY2021**

**Name of Project:** Victim Service Coordinator (Metropolitan Government Nashville-Davidson County)

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

44% of all crimes against a person reported to police in Nashville are domestic violence offenses (TBI Crime in Tennessee, 2018 report for Nashville-Davidson County). With a national non-report rate of 47%, our domestic violence crime numbers more than double when instances of domestic violence are calculated rather than merely counting the number of domestic violence police reports. (U.S Dept. of Justice, Bureau of Statistics, 2018 National Crime Victimization Survey).

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

For many clients, OFS is the victim's "first-responder" by a Metro entity. For those clients that do not want to involve police (research estimates this percentage at 47%), OFS VSRs assist with urgent safety and medical concerns such as connecting clients to shelter and medical providers to examine head trauma and strangulation injuries. There is no safety net to catch this work in the absence OFS VSRs, OFS VSRs and staff are the safety net.

Because domestic violence, sexual assault, human trafficking, elder and child abuse are such under-reported crimes, an increase in the number of victims seeking services is seen as a positive outcome for victim safety and offender accountability. With the 2014 opening of Nashville's court based Family Justice Center (JCAC) and the 2019 opening of Nashville's community based Family Justice Center (FSC), the growth in client numbers has been dramatic. In 2018 OFS had **6,245 FSC direct advocacy client visits** (2,744) were first time client visits to the court-based Family Safety Center), provided case management to 1 human trafficking victim, and provided domestic and sexual violence education to 81 incarcerated women. Additionally, in 2018 OFS provided supportive services to **1,750 children and support people** who came into the court-based Center.

In 2019, OFS had **7,097 direct advocacy client visits** (3,193 were first time client visits to the Family Safety Centers that year), provided case management to 40 human trafficking victims, and provided domestic and sexual violence education to 118 incarcerated women. This is a **13.6% increase** in client visits from the last year, a **3,900% increase** in the number of human trafficking clients receiving case management, and a **46% increase** in the number of incarcerated women receiving domestic and sexual violence education. Finally, in 2019 OFS provided supportive services to **4,889 children and support people** (a 179% increase).

The corresponding increase in safety efforts is also dramatic. In 2018 OFS VSRs completed 19,854 safety efforts. In 2019, OFS completed 24,328 safety efforts (a 23% increase). Safety efforts include assisting victims with Order of protection petitions, safety planning, danger assessment, smart 911, high risk case follow-up, high risk intervention panel referral, firearms identification form referral, court assistance and accompaniment, volunteer attorney referral,

education on the cycle of violence and power and control, education on the severity of strangulation, shelter referral/placement, and Metro Social services referral.

Metro's Office of Family Safety reviews 780 Lethality Assessments (LAP) and Danger Assessments per month. 54% of victims suffer strangulation (increase homicide risk by 7.5x) and 30% have been threatened with or have had a weapon used against them (increasing risk by 20x). Given that most offenders remain on bond for 3 months until their case is heard it is critical that victims have VSRs supporting them with their safety needs. In 2019, domestic violence accounted for 17% of Nashville's overall homicides. Two young children are included in this number.

In addition to impacting the targeted victim, domestic violence affects children in the home, with research showing that 1 in 15 children are exposed to domestic violence, with 90% of those children witnessing the violence first hand. In 2019, **2,018 children** living or recently living in domestic violence households came to one or both of Nashville's Family Justice Centers with their caregiver. Domestic violence in the home is a significant Adverse Childhood Experiences (ACE) factor, with physical and psychological impacts that can last a lifetime.

Nashville has been fortunate to receive VOCA grant funding in order to more fully staff both Family Justice Centers. Eight out of OFS' nineteen Victim Service Coordinators (VSRs) are funded by VOCA grants. Losing nearly half of OFS VSRs would be a severe disruption in business practices and services to clients. The result would be a significant reduction in crisis assistance for victims of interpersonal violence at the court and community based Family Justice Centers.

*\*\*The Mayor's proposed budget includes the Assistant Director position previously funded under a VOCA grant. Because there is no guarantee that the Metro Council will approve the funding of this position for FY21's budget, this grant includes two alternative positions. If the Metro Council does not approve the funding for the Assistant Director position, that position will remain VOCA grant funded (see [position descriptions in blue](#)). If the Metro Council does incorporate that position in the Metro budget, this VOCA grant would use those funds to hire a Child Trauma Specialist (see [position descriptions in red](#)). **When the Metro budget is passed, Metro's Office of Family Safety will notify OCJP via email about which of the two alternative positions will be funded by VOCA.** \*\**

**The following are specific problems addressed in this (extension) grant application.**

*Alternative positions (red vs. blue) below are dependent on final Metro budget decisions (blue = Assistant Director red = Child Trauma Specialist)*

**Problem 1:** If VOCA funded positions are terminated, there will not be enough Victim Service Coordinators (VSRs) to provide victim services at Nashville's two Family Justice Centers. With client numbers continuing to grow, services (safety efforts) would have to be dramatically reduced in order to meet demand.

**Problem 2:** If VOCA funded positions are terminated, there will not be any VSRs available to assist the trauma needs **of children accompanying an abused parent/caregiver to a Family Justice Center.**

**Problem 3:** If VOCA funding is terminated, the Assistant Director position will no longer exist. As a result, there would not be an employee to manage the quality and consistency of service

provision and data collection and meet the reporting requirements for Tennessee's Office of Criminal Justice Programs (OCJP), Alliance for Hope Affiliation (National Family Justice Center organization), and Performance Metrics required by Metro government as well as manage the onsite partnerships.

**Problem 3 (alternative):** Metro's Office of Family Safety does not have a dedicated and trained staff member to lead FSC and JCAC child programming.

**Problem 4:** If VOCA funding is terminated, there will not be enough VSRs to continue OFS' areas specialized advocacy assistance. Those specialties include language fluency, trafficking, children, orders of protection and high risk victim whose offender is on probation.

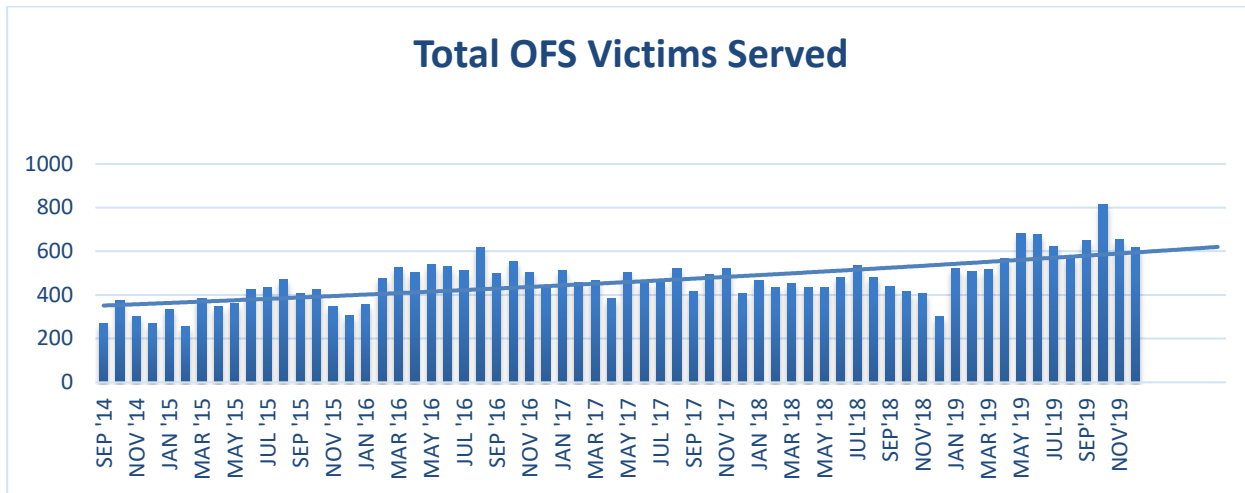
**The following are specific needs/service gaps addressed in this (extension) grant application.**

*Alternative positions (red vs. blue) below are dependent on final Metro budget decisions (blue = Assistant Director red = Child Trauma Specialist)*

**Need/Service Gap 1:** VSR positions are needed to meet current demand for services at Nashville's Family Justice Centers.

Nashville's two Family Justice Centers provide court and community based victim assistance services to victims of interpersonal violence. Nearly half of the VSRs at these two centers are funded by VOCA grants. Without these positions, Metro's Office of Family Safety and the city's Family Justice Centers would have to dramatically reduce crisis intervention services to clients - including reduction in hours of operation, depth of service provision, and the number of clients that are able to be assisted.

Due to growth in client numbers, more rather than less VSRs are needed to meet the current demand for services. Since opening the court based Center (JCAC) in September 2014 and the community based Center (FSC) in March, 2019 demand for VSR assistance continues to grow. See chart below indicating steady 16% per month increase in Family Justice Center client numbers.



In 2018 (prior to opening the FSC), the court based Center (JCAC) had 6,341 direct advocacy client visits, provided case management to 1 human trafficking victim, and provided domestic and sexual violence education to 81 incarcerated women. In addition, OFS provided supportive services to 1,750 children and support people. In 2019 (after opening the FSC), OFS had 7,199 FSC direct advocacy client visits, provided case management to 40 human trafficking victims and provided domestic violence and sexual violence education to 118 incarcerated women. In addition, OFS provided supportive services to those accompanying victims to the center, including children, family and friends (4,889) and those receiving counseling from the Metro Nashville Police Department’s Family Intervention Program (4,476).

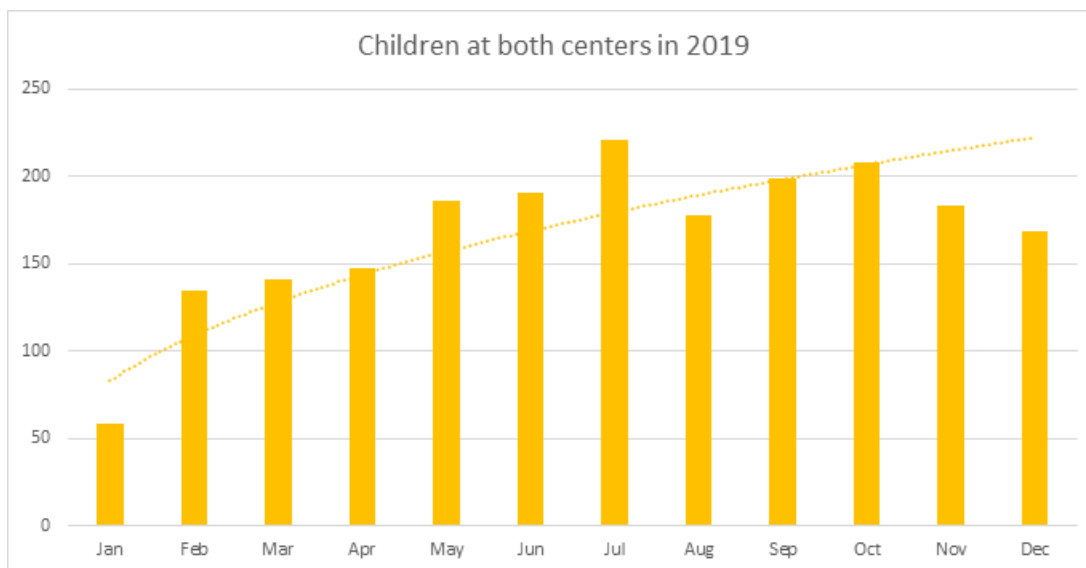
All VSRs (specialists and generalists) are trained to provide the following safety enhancing efforts remotely and on location at both Family Justice Centers and possibly Juvenile Court:

- Order of Protection petitions
- Safety planning
- Danger assessment
- Smart 911 sign-up
- Victims Compensation assistance
- High Risk Case follow-up
- High Risk Intervention Panel referral
- Firearm Identification Form referral
- 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 severity of strangulation

- Risk alerts regarding LAP/Danger Assessment, strangulation and firearm history
- Follow-up calls, texts and emails (including calls to victims whose offenders are on high risk probation – as needed)
- Case Management
- Resource Connections and referrals (including shelter, civil-legal, adult & child protective services, Metro Social Services, counseling, food, transportation, hygiene products and COVID19 related relief programs)

**Need/Service Gap 2:** VSRs are needed to assist children accompanying a caregiver in a positive and engaging way.

While we expected children to come to the new community based FSC once it opened, we were not expecting the volume that we received. Since opening the new FSC, OFS has seen a **286% increase in children needing assistance** from OFS VSRs (an increase from 525 children in 2018 to 2,028 children in 2019).



The crime of domestic violence effects children, with research showing that 1 in 15 children are exposed to domestic violence, with 90% of those children witnessing the violence first hand. In 2019, **2,018** Nashville children living or recently living in domestic violence households came to the Family Safety Centers with their caregiver. Domestic violence in the home is a significant Adverse Childhood Experience (ACE) factor, with physical and psychological impacts that can last a lifetime.

Growing up with a “battered mother” (one ACE factor) increases the number of co-occurring adverse child experiences exponentially. 95% of the children living in a domestic violence home experience 1 other ACE, 82% experience 2 other ACEs, 64% experience 3 other ACEs. Only 5% of these children experience no other adverse childhood experiencing. The highest co-occurring ACE with domestic violence is child physical abuse (58%). Child sexual abuse co-occurs at 36%,

child emotional abuse co-occurs at 31%, child emotional neglect co-occurs at 36% and child physical neglect co-occurs at 28%. Also noteworthy, is that as the number of these types of violent childhood experiences increases (such as violence against the mother), the risk of being a victim or offender of intimate partner violence and abuse also increases (*Insights into Intimate Partner violence from the Adverse Childhood Experiences (ACE) Study*, Robert Anda, MD, MS; Vincent Felitti, MD and the CDC ACE Study Group).

In addition to the risks to children outlined above, children growing up in domestic violence households are also at risk of being killed. 13% of Nashville's domestic violence homicide victims in the last 3 years were children (ages 5, 6, 8, 9, and 13). Of the 14 domestic violence homicides in 2019, 7 children were present during the actual homicides. Both (2) child homicides in 2019 were familicides.

Both Family Safety Centers have spaces for children to play. The community based Family Safety Center's play area is designed and equipped specifically for children who experience chronic and/or severe trauma. Currently, OFS does not have a VSR trained on children in trauma. When a VSR has time to spare between clients they will play with these children but that is not what is needed. These children need a VSR trained in childhood trauma to ensure they receive what research shows children in trauma need, to feel **Safe, Seen, Soothed and Secure**. (Dan Siegal M.D. & Tina Bryson PhD, 2019)

Services for children at the FSC not only benefits the children who receive those services, but assists the adult victim (e.g. the mother) as well. When a child is actively engaged in the playroom, it is more likely that child will stay in the playroom for the duration of the mother's visit. This separation allows the mother to more openly and honestly share information about the history of abuse and avoid distractions or being forced to leave because of a disruptive or needy child. As a result, OFS VSRs are better able to assess the mother's level of risk of being killed by the offender and form a more helpful safety plan and connection to resources. In addition when children enjoy their visit to the FSC, they are more eager to come back. When children are eager to come back, it increases the likelihood that the mother will return and find successful avenues to safety for herself and her children.

These grant funded VSRs would help OFS more consistently reduce the trauma in the children brought to the JCAC or FSC by a caregiver or DCS by,

- Providing basic necessities such as food and water, bathroom,
- Determining if the child wishes to rest, talk or play and locate the best environment for that activity,
- Helping the child feel Safe, Seen, Soothed and Secured throughout the visit,
- If safe to do so and with the parent/guardian's approval, creating a safety plan with the child
- Ensuring the child receives a warm goodbye with positive affirmations.

The goal of these efforts is to reduce the trauma these child clients are experiencing and help build resiliency and learn ways to stay safe.

*Alternative positions below (blue vs. red) are dependent on final Metro budget decisions*

**Need/Service Gap 3:** An Assistant Director of Client Operations is needed to ensure quality of services, data collection/analysis, and successful management of Family Justice Center partner relationships.

The current VOCA funded Assistant Director manages client operations for the community based center (FSC). Without this position, many aspects of Nashville's Family Justice Center work would be lost. A central component of the national model for Family Justice Centers is to increase the accessibility of services that victims need. This is accomplished through formalized partnerships and shared workspace with nonprofit partners. The Assistant Director of Client Operations manages these nonprofit relationships. This work includes onboarding, technical assistance, recognizing training needs, collecting and synthesizing partner data. Assimilating partner data is complicated by the fact that all 12 partner agencies have their own databases and methods for collection. Once the data is collected, this position is responsible for analyzing the varied data sets to discover trends, anomalies, opportunities, and concerns. The Assistant Director is also responsible for the direct supervision of 6 staff members, including VSRs, reception, and volunteer/intern coordinators.

The Office of Family Safety uses an Access database to track client services. Unfortunately, this database is no longer able to handle the number of users. For this reason, this position is also needed to oversee the anticipated acquisition of a new database. The Assistant Director will manage the rollout and training for staff, run daily and monthly data reports, and adjust data fields as needed. Not only the new database be more stable than the current database. With this in place we will be able to more fully measure the work happening within both Family Safety Centers and benefits of this collaborative model.

Quality assurance is also a critical component of this position. The Assistant Director of Client Operations is responsible for ensuring that assistance provided to clients is

- Accessible
- Helpful to their safety needs
- Consistent across centers
- Accessible
- Accurately documented
- Accomplished in a timely manner
- Adaptable in times of a public health crisis

**Need/Service Gap 3 (Alternative):** A Child Trauma Specialist is needed to create and oversee practices, policies, and procedures for children accompanying an abused caregiver or DCS worker at the FSC and JCAC. While both FJCs have play spaces for children and general policies to ensure child safety, we do not have ingrained practices beyond watching, entertaining, and overseeing children. FSC and JCAC need onsite staff experts to ensure that when children arrive they receive what research shows they need, to feel Safe, Seen, Soothed and Secure. (Dan Siegal M.D.& Tina Bryson PhD , 2019). This position will help transition our services to children from simply "watching or entertaining the kids" to providing meaningful interactions that follow best practices and national standards.

#### **Need/Service Gap 4:**

Specialty VSRs and staff are needed at the FSC and JCAC. VOCA funding is needed to maintain the following types of advocacy roles

**Community Outreach Specialist (CCR)** - The Community Outreach Specialist (CCR) will work intensively with FSC partners and experts within the nonprofit community as needed to assist marginalized victims of interpersonal violence in achieving safety and resource utilization. The position will participate in the FSC outreach and training programs with emphasis on marginalized and underserved populations; specifically immigrant, refugee, and/or LEP communities. This position also assists in the promotion collaboration with the FSC and partner agencies and departments. The CCR Coordinator will perform Navigation and Advocacy as needed to maintain skills, evaluate effectiveness of procedures for LEP individuals and other vulnerable populations, and to enhance understanding of victim experiences to supplement training and outreach efforts.

**Navigator** – A Navigator will perform many of the introductory functions at the FSC and/or JCAC. The Navigator welcomes all clients to the building, determines their most pressing needs, and connects the client to the top priority service provider. The navigator ensures that the clients (adults and children) are attended to in a timely manner and assists with any communication barriers between service providers and the client. All VSRs can also perform Navigator duties as needed. Navigators can perform all Advocate duties except those involving court preparation and accompaniment.

**Assistant Director of Client Operations** - An Assistant Director of Client Operations will ensure quality of services, data collection/analysis, and successful management of Family Justice Center partner relationships. In addition the Assistant Director will manage overall FSC/JCAC operations to ensure consistency, accessibility and grant compliance.

**Child Trauma Specialist (alternative)** – A Child Trauma Specialist will (after trained and with the assistance of collaborative partners) create and oversee best practices, policies, and procedures for children accompanying an abused caregiver or DCS worker at the FSC and JCAC.

**Anti-Trafficking Specialist** – One VSR will specialize in working with human trafficking victims. The Specialist will provide case management for sex trafficking victims through Nashville’s Cherished Hearts trafficking court program. This Specialist will also provide case management for trafficking victims needing assistance at the FSCs.

**VSR with Child Specialty** – One VSR will assist in developing of policies and procedures for children arriving to the FSC or JCAC with a caregiver. This position will focus on ensuring those policies and procedures are implemented at the JCAC. This Specialty VSR will also perform all the same responsibilities as a “General VSR.”

**VSR with Language Specialty:** Two VSRs (at minimum) will be bi-lingual with fluency in Spanish or Farsi. These Specialty VSRs will perform all the same responsibilities as a “General VSR.”

**VSR with Order of Protection Specialty** –One VSR will help identify clients for the Order of Protection hearing, provide court support, and refer high risk clients to volunteer lawyer



programs. This Specialty VSR will also perform all the same responsibilities as a “General VSR.”

**VSR with High Risk Probation Specialty:** One VSR will serve as the liaison between probation and those victims whose abusers are on probation and classified as “high risk.” This Specialty VSR will also perform all the same responsibilities as a “General VSR.”

**General VSR** – One VSR will be a generalist and perform the following safety enhancing efforts:

- Order of Protection petitions
- Safety planning
- Danger assessment
- Smart 911 sign-up
- Victims Compensation assistance
- High Risk Case follow-up
- High Risk Intervention Panel referral
- Firearm Identification Form referral
- Court preparation, support and accompaniment
- Volunteer Attorney referral for high risk clients
- Assist with accompanying children
- Education on the cycle of violence and power and control (including education to female inmates as needed)
- Education on severity of strangulation
- Risk alerts regarding LAP/Danger Assessment, strangulation and firearm history
- Follow-up calls, texts and emails to current and past clients (including calls to victims whose offenders are on high risk probation – as needed)
- Case Management
- Resource Connections and referrals (including shelter, civil-legal, adult & child protective services, and Metro Social Services)

## PURPOSE

*Alternative positions (red vs. blue) below are dependent on final Metro budget decisions (blue = Assistant Director red = Child Trauma Specialist)*

**Goal 1:** For Metro’s Office of Family Safety to continue to be able to meet the demand for services.

**Objective 1:1** For OFS to have sufficient VSRs to assist the growing number of victims needing VSR assistance at Nashville’s two Family Justice Center locations or remotely.

**Goal 2:** : Increase or maintain the number of safety efforts provided to clients (and the accessibility of those efforts) at the court and community based Family Justice Centers and the number of clients receiving those services (absent a pandemic or natural disaster).

**Objective 2.1:** For there to be a sufficient number of VSRs to provide supportive services (safety enhancing efforts) to domestic violence (includes elder abuse and generational violence), sexual assault, and trafficking victims.

**Objective 2.2:** For those safety efforts to be accessible to individuals with limited English Proficiency, elderly, or living with a disability

**Goal 3:** To facilitate best practices in child interactions with children at the FSC and JCAC.

**Objective 3.1:** To increase feelings of safety in children by helping them feel Safe, Seen, Soothed and Secure.

**Goal 4:** To have sufficient staffing resources to meet the data reporting requirements for Tennessee's Office of Criminal Justice Programs (OCJP), Alliance for Hope Family Justice Center Affiliation, and Performance Metrics required by Metro government.

**Objective 4.1:** For VOCA funded staff to assist inputting and gathering Family Justice Center client service data for quality assurance, program advancement, and data requirement needs.

**Objective 4.2:** For Assistant Director of Client Operations to manage all data collection/analysis and submissions

**Goal 5:** To have sufficient staffing resources to manage multi-disciplinary needs of clients and internal partnerships.

**Objective 5.1:** For the Navigator and other designated staff to promote seamless service provision between service providers, positive communication, and victim centered experiences.

**Objective 5.2:** For Assistant Director of Client Operations to manage all MOU partnerships within the Family Safety Center.

**Goal 6:** To have sufficient staffing resources to manage the acquisition, launch, and maintenance of a new client database and ability to work remotely for client convenience and public health requirements.

**Objective 6.1** For the Assistant Director to manage the database, data points collected, users, and remote work technology in a manner that is successful for clients, staff and partners.

**Goal 6 (alternative):** For the FSC and JCAC to follow best practices, policies, and procedures for children accompanying an abused caregiver or DCS worker.

**Objective 6.1 (alternative):** For the trained Child Trauma Specialist (working collaboratively with professional partners) to create and oversee best practices, policies,

and procedures for children accompanying an abused caregiver or DCS worker at the FSC and JCAC.

## ACTIVITIES

*Alternative positions (red vs. blue) below are dependent on final Metro budget decisions (blue = Assistant Director red = Child Trauma Specialist)*

**Goal 1:** For Metro's Office of Family Safety to continue to be able to meet the demand for services.

**Objective 1:** For OFS to have sufficient VSRs to assist the growing number of victims needing assistance at Nashville's two Family Justice Centers.

### **Activity 1:1**

- Replace open positions quickly as they come available at both FJCs

### **Activity 1:2**

- Train all new employees and keep current VOCA employee training current

**Goal 2:** Increase or maintain the number of safety efforts (and increase the accessibility of those efforts) provided to clients at the court and community based Family Justice Centers and the number of clients receiving those services (absent a pandemic or natural disaster).

**Objective 2.1:** For there to be a sufficient number of VSRs to provide supportive services (safety enhancing efforts) to domestic violence (includes elder abuse and generational violence), sexual assault, and trafficking victims.

**Activity 2.1:** Primary safety enhancing efforts provided by VSRs for clients who are victims of domestic violence, sexual assault, trafficking, and elder abuse include

- Order of Protection petitions
- Safety planning
- Danger assessment
- Intake/needs assessment
- Smart 911 sign-up
- Victims compensation assistance
- High risk case follow-up
- Victim support when offender on High risk probation
- High risk intervention panel referral
- Firearm identification Form referral
- Court preparation, support and accompaniment,
- Volunteer attorney referral for civil-legal assistance
- Education on the cycle of violence and power and control, strangulation, and high risk (including education to female inmates as needed)
- Order of protection assistance and victim advocacy at juvenile court as needed and when feasible

- Support and educational groups – victims support group, survivor group (Voices), and female inmate education (RISE).
- Risk alerts regarding LAP/Danger Assessment, strangulation and firearm history
- Follow-up calls, texts, and emails (including calls to victims whose offenders are on high risk probation – as needed)
- Case management – emphasis on trafficking victims
- Resource connections and referrals (including shelter, civil-legal, adult & child protective services, and Metro Social Services)
- Child oriented supportive and safety enhancing services
- Manage the LEP Coordinator position in creation of an Accessibility Plan and its implementation

**Objective 2.2:** For safety efforts to be accessible to individuals with limited English Proficiency, elderly, or living with a disability and outreach efforts to continue

**Activity 2.1:** Assist LEP Coordinator in implementing an Accessibility Assessment of the FSC & JCAC

**Activity 2.2:** Assist LEP Coordinator in creating and implementing an Accessibility plan for the FSC & JCAC

**Activity 2.3:** Revise outreach plan for next two fiscal years

**Goal 3:** To facilitate best practices in child interactions with children at the FSC and JCAC

**Objective 3.1:** For staff to follow best practices, policies and procedures when interacting with children at the FSC & JCAC

**Activity 3.1:** For Child Specialist Staff to meet OCJP training requirements on childhood trauma and interacting with children in trauma

**Activity 3.2:** For child specialist staff participate in a FSC committee of child trauma experts to help guide the policies, procedures and practices for children at the FSC and JCAC accompanying a caregiver or DCS worker

**Activity 3.3:** For child specialist staff to assist in finalizing, implementing and overseeing policies, procedures and practices for children at the FSC and JCAC

**Goal 4:** To have sufficient staffing resources to meet the data reporting requirements for Tennessee's Office of Criminal Justice Programs (OCJP), Alliance for Hope Family Justice Center Affiliation, and Performance Metrics required by Metro government.

**Objective 4:1:** For VOCA funded staff to assist inputting and gathering Family Justice Center client service data for quality assurance, program advancement, and data requirement needs.

**Activity 4.1:** For staff to input all data points needed in OFS' current Access database or any future database provider contracted with OFS. Data points include but are not limited to:

- Demographics
- Victimization types
- Client needs
- Safety enhancing efforts (including follow-up)
- Client satisfaction
- Client return visits
- Training needs

**Objective 4:2:** For Assistant Director of Client Operations to manage all data collection/analysis and submissions

**Activity 4.2:** For the Assistant Director of Client Operations to compile and submit all data reports needed for the following:

- OFS Quarterly Advisory Committee Meetings
- Alliance for Hope affiliate reporting requirements
- OCJP grant and Family Justice Center reporting requirements
- Nashville Mayor's Office monthly performance metric reporting requirements

**Goal 5:** To have sufficient staffing resources to manage multi-disciplinary needs of clients and internal partnerships.

**Objective 5:1:** For the Navigator and other designated staff to promote seamless service provision between service providers, positive communication, and victim centered experiences.

**Activity 5:1:** For the Navigator to assist with the following priorities:

- Greet and welcome clients
- Introduce clients to services provided
- Prioritize client's stated needs
- Connect client to first FSC or JCAC service provider
- Orient client to building amenities
- Alert appropriate staff if there are accompanying children
- Assist with any child safety and support needs
- Assist in preparation for all multi-disciplinary team meetings, trainings and outreach efforts
- Assist with data gathering and compilation
- Help ensure efforts are not duplicated to increase efficiency for clients

- Support seamless communication between Centers and with FJC partners

**Objective 5:2:** For Assistant Director of Client Operations to manage all MOU partnerships within the Family Safety Center.

Activity 5:1: For the Assistant Director of Client Operations to manage the following

- Ensure all MOUs are current and up to date
- Onboard new MOU partners
- Manage day-to-day of MOU partnerships
- Lead minimum of quarterly meeting with onsite MOU partners
- Provide monthly opportunities for partner relationship building
- Oversee OFS' internship program
- Manage issues and concerns that arise with partners regarding building policies, procedures, protocols
- Manage the physical facility and its ability to meet the needs of clients and partners

**Goal 6:** To have sufficient staffing resources to manage the acquisition, launch, and maintenance of a new client database and ability to work remotely for client convenience and public health requirements.

**Objective 6:1:** For the Assistant Director to manage the database, data points collected, users, and remote work technology in a manner that is successful for clients, staff and partners.

**Activity 6.1:**

- Liaison with database provider to build a system that meets the needs of both Family Justice Centers
- Adjust database to meet Department's ongoing needs
- Provide opportunity for partners to use the database while ensuring confidentiality
- Create monthly and annual data reports
- Troubleshoot, develop and manage remote advocacy capability with clients and partners

**Goal 6 (alternative):** For the FSC and JCAC to follow best practices, policies, and procedures for children accompanying an abused caregiver or DCS worker at FSC and JCAC.

**Objective 6.1 (alternative):** For the trained Child Trauma Specialist (working collaboratively with professional partners) to create and oversee best practices, policies, and procedures for children accompanying an abused caregiver or DCS worker at the FSC and JCAC.

**Activity 6.1 (alternative):** For Child Trauma Specialist to meet OCJP training requirements on childhood trauma and interacting with children in trauma

**Activity 6.2 (alternative):** For Child Trauma Specialist to form and lead a FSC committee of child trauma experts to help guide the policies, procedures and practices for children at the FSC and JCAC accompanying a caregiver or DCS worker

**Activity 6.3 (alternative):** For Child Trauma Specialist to finalize, implement and oversee policies, procedures and practices for children at the FSC and JCAC

**IMPLEMENTATION TIMELINE FOR ACCOMPLISHING KEY GRANT ACTIVITIES**

Activity/ Output	Position of Person Completing	Due Date for Completion
1) Present grant contract to the Metro Council and obtain all necessary signatures	OFS Department Head	30 days from receiving grant contract
2) Hire Victim Service Coordinators (VSR) for any vacant positions	OFS Department Head	30 days and ongoing
3) Assist the LEP Coordinator with the Accessibility Assessment, Accessibility Report and the Report's implementation	CCR	30 days and ongoing
4) Update MOUs with FJC partners	Assistant Director of Client Operations	30-60 days and ongoing
5) Training on safety enhancing efforts and able to work with high risk victims.	Training Coordinator and CCR (in part)	30-60 days and ongoing
6) Safety enhancing efforts provided to clients	All VSRs	60 days and ongoing
7) Create new outreach plan for the FSC – with special emphasis on marginalized and underserved victims of interpersonal violence	CCR	October 1, 2020

<p>8) All VSRs trained on how to interact with children in a way that increases feelings of being Safe, Seen, Soothed and Secure.</p>	<p>VSR with child specialty        (alternative is Child Trauma Specialist)</p>	<p>November 1, 2020</p>
<p>9) FSC committee of childhood trauma experts formed with policies and procedures drafted</p>	<p>Assistant Director of Client Operations with VSR with Child Specialty (in part)        (alternative is Child Trauma Specialist)</p>	<p>November 1, 2020</p>
<p>10) Revise remote advocacy procedures for basic advocacy and remote work – staff prepared</p>	<p>Assistant Director of Client Operations with VSR's input and assistance</p>	<p>December 1, 2020</p>
<p>11) Revise Navigation Procedures for the FSC</p>	<p>Navigator</p>	<p>December 1, 2020</p>
<p>12) Effective oversight of interactions with children at the FSC and JCAC to ensure meaningful interactions that follow best practices and national standards.</p>	<p>Assistant Director of Client Operations with assistance from VSR with child specialty        (alternative is Child Trauma Specialist)</p>	<p>January 15, 2021</p>
<p>13) Streamlined monthly, quarterly, and annual data reporting – including Family Justice Center partner data</p>	<p>Assistant Director of Client Operations with Navigator assistance as needed</p>	<p>January 15, 2021</p>
<p>14) Establish a documented process routine of quality assurance checks on database, for client flow, and client services</p>	<p>Assistant Director of Client Operations with Navigator assistance as needed</p>	<p>January 15, 2021</p>



<p>15) Finalize with database vendor data points needed</p>	<p>Assistant Director of Client Operations with VSR input</p>	<p>July 1, 2021</p>
<p>16) Successful data entry and data transition for new database when launched</p>	<p>Assistant Director of Client Operations with all VOCA staff assistance</p>	<p>September 2021 - and ongoing</p>
<p>17) Identify and assist with any database adjustments needed</p>	<p>Assistant Director of Client Operations with all VOCA staff assistance</p>	<p>November 1, 2020 and ongoing</p>
<p>18) Maintain all other specialty areas work including trafficking case management, orders of protection hearing preparation and assistance, Spanish or Farsi language client advocacy</p>	<p>All VOCA staff</p>	<p>July 1, 2020 and ongoing</p>

**INPUTS**

**Factors Required to Conduct Activities:**

- 1/ Officers who take out an ex parte OP in the absence of a victim will need to engage the assistance of a Victim Coordinator in order for the Victim Coordinators to have access to the victim's contact information.
- 2/ District Attorneys need to continue to meet with victims at the JCAC and bring victims to the JCAC after early intervention meetings and support the assistance of Victim Coordinators for the Cherished Hearts and Grace Empowered programs and VPIT referrals.
- 3/ Officers need to continue to bring victims that want to be present for the ex-parte order of protection to the JCAC.
- 3/ Police need to continue to perform Lethality Assessments when responding to domestic violence calls and share information with the Office of Family Safety.
- 4/ Courts need to remain supportive of the presence of Victim Coordinators in the courtroom.

5/ Victim Coordinators will need to work (in part) outside the normal operations of the JCAC in order to cover more “after hours” order of protection assistance needs.

6/ Metro Probation will need to remain committed to establishing a High Risk Probation Program

7/ Space will need to be made available in Juvenile court in order for Victim Coordinators to provide victim assistance.

**Grant Funded Position’s Responsibilities & Experience:**

**The Victim Service Coordinators (VCRs):** Will be non-civil Service positions. Preferred experience, knowledge, skills and abilities include: Bachelor’s Degree from an accredited college or university, previous experience working with domestic violence victims, and fluency in a foreign language desired. General VSR responsibilities include providing the following safety enhancing efforts for clients:

- Order of Protection petitions
- Safety planning
- Danger assessment
- Smart 911 sign-up
- Victims Compensation assistance
- High Risk Case follow-up
- High Risk Intervention Panel referral
- Firearm Identification Form referral
- Court preparation, support and accompaniment
- Volunteer Attorney referral for high risk clients
- Assist with accompanying children
- Education on the cycle of violence and power and control (including education to female inmates as needed)
- Education on severity of strangulation
- Risk alerts regarding LAP/Danger Assessment, strangulation and firearm history
- Follow-up calls, texts and emails to current and past clients (including calls to victims whose offenders are on high risk probation – as needed)
- Case Management
- Resource Connections and referrals (including shelter, civil-legal, adult & child protective services, and Metro Social Services)

**Specialty VSR Positions:** All Specialty VSR positions must meet criteria listed above with knowledge/experience pertaining to the designated specialty area.

- **Anti-Trafficking Specialist** – One VSR will specialize in working with human trafficking victims. The Specialist will provide case management for sex trafficking victims through Nashville’s Cherished Hearts trafficking court program. This Specialist will also provide case management for trafficking victims needing assistance at the FSCs.
- **VSR with Child Specialty** – One VSR will assist in developing of policies and procedures for children arriving to the FSC or JCAC with a caregiver. This position will focus on ensuring those policies and procedures are implemented at the JCAC.

This Specialty VSR will also perform all the same responsibilities as a “General VSR.”

- **VSR with Language Specialty:** Two VSRs (at minimum) will be bi-lingual with fluency in Spanish or Farsi. These Specialty VSRs will perform all the same responsibilities as a “General VSR.”
- **VSR with Order of Protection Specialty** –One VSR will help identify clients for the Order of Protection hearing, provide court support, and refer high risk clients to volunteer lawyer programs. This Specialty VSR will also perform all the same responsibilities as a “General VSR.”
- **VSR with High Risk Probation Specialty:** One VSR will serve as the liaison between probation and those victims whose abusers are on probation and classified as “high risk.” This Specialty VSR will also perform all the same responsibilities as a “General VSR.”

**Community Outreach Specialist (CCR)** – Is a non-civil Service position. Preferred experience, knowledge, skills and abilities include: Bachelor’s Degree from an accredited college or university, previous experience working with domestic violence victims, and fluency in Spanish or Farsi. The Community Outreach Specialist (CCR) will work intensively with FSC partners and experts within the nonprofit community as needed to assist marginalized victims of interpersonal violence in achieving safety and resource utilization. The position will participate in the FSC outreach and training programs with emphasis on marginalized and underserved populations; specifically immigrant, refugee, and/or LEP communities. This position also assists in the promotion collaboration with the FSC and partner agencies and departments. The CCR Coordinator will perform Navigation and Advocacy as needed to maintain skills, evaluate effectiveness of procedures for LEP individuals and other vulnerable populations, and to enhance understanding of victim experiences to supplement training and outreach efforts.

**Child Trauma Specialist (alternative)** – Is a non-civil Service position. Preferred experience, knowledge skills and abilities include: Masters degree Counseling or Social Work or other comparable degree with experience and/or specialized training in childhood development and trauma. The Childhood Trauma Specialist would create and oversee best practices, policies, and procedures for children accompanying an abused caregiver or DCS worker at the FSC and JCAC and assist in the performance of those best practices, policies, and procedures.

**Navigator** – Is a non-civil Service position. Preferred experience, knowledge, skills and abilities include: Bachelor’s Degree from an accredited college or university, previous experience working with domestic violence victims, and fluency in Spanish. The Navigator will perform all introductory functions at the FSC and/or JCAC. The Navigator welcomes all clients to the building, determines their most pressing needs, and connects the client to the top priority service provider. The navigator ensures that the clients (adults and children) are attended to in a timely manner and assists with any communication barriers between service providers and the client. All VSRs can also perform Navigator duties as needed

**Assistant Director of Client Services** - Is a non-civil service position. Preferred experience, knowledge, skills and abilities include: Bachelor's Degree from an accredited college or university, previous experience working with domestic violence victims. An Assistant Director of Client Operations will ensure quality of services, data collection/analysis, and successful management of Family Justice Center partner relationships. Preferred qualifications experience with data management and analytics, particularly Microsoft Access, experience working in or with both non-profits and the criminal justice system, experience working with multidisciplinary teams/collaboratives and experience working under and reporting on grants. Position will assist the director of client services in managing the day to day operations of the of the Office of Family Safety's (OFS) two Family Justice Centers - the Jean Crowe Advocacy Center (JCAC) and the Family Safety Center (FSC), including supervising VSRs and on some occasions, interns. Position will also work closely with Metro Office of Family Safety's Limited English Proficiency Coordinator in implementing Accessibility plan.

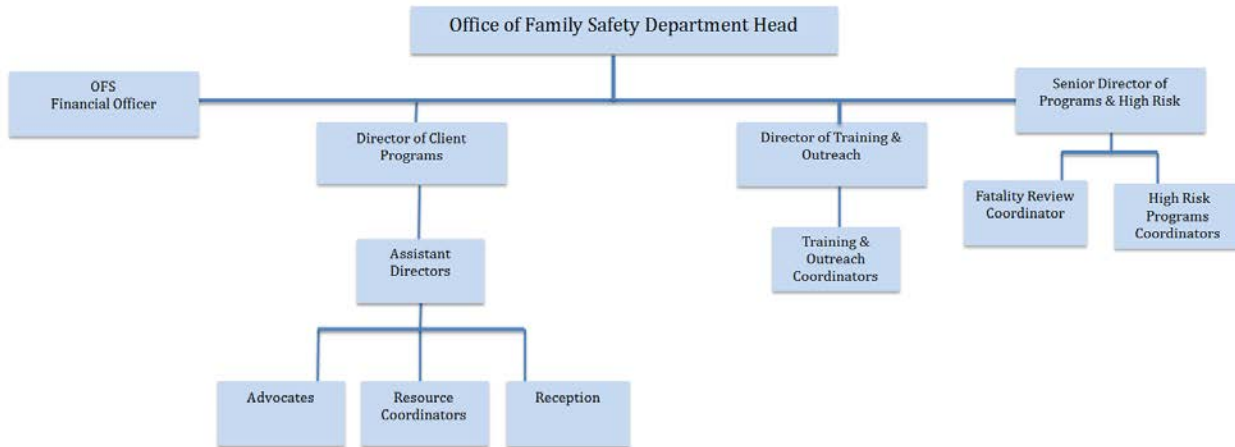
**Existing Resources that will be used for this project:**

This grant would be awarded to the Metropolitan Government of Nashville-Davidson County, specifically, the Office of Family Safety. The day-to-day operations of this grant would be managed by OFS's leadership team which includes Diane Lance, Department Head; Becky Bullard, Senior Director of Programs and High Risk Clients; LaToya Townsend, Director of Training, Outreach, and Development; Andrew Sullivan, Finance Officer; and Whitney Blanton, Direct of Client Programs. VSRs would receive direct supervision from Assistant Directors at the JCAC and FSC. The Financial Officer would be responsible for the Fiscal Management of this grant. The Training Coordinator would be responsible for providing domestic violence and sexual assault training to the Victim Coordinators and ensure they have the skills to be effective VSRs with even the most high risk victims. The High Risk Programs Coordinator would oversee all LAP data entry and management work of the VSRs. Senior VSRs at both Centers are responsible for all hands-on training. VSR workspace will be provided by the Metro Government.

**Operating Budget & Advocacy Impact:**

This grant would fund significantly less than 80% of this entire project. Numerous Metro Departments are currently engaged in various aspects of this project that VSRs will lead/assist on. Metro Departments that are direct participants of the work being performed under this grant are the Office of Family Safety, Police Domestic Violence Division, District Attorney's Office, Metro Health Department, Metro General Hospital, Metro Courts, and Sheriff's Department. Metro Finance, Metro Legal, IT, Security, General Services and HR are indirect supporters of this project – contributing to the successful work of all Metro employees. An ICJR grant is expected to contribute to the High Risk Probation portion of this project as well. **The Metropolitan Government of Nashville-Davidson County's operating budget is \$2,331,618,000. The Office of Family Safety Budget (special purpose and general funds) is \$3,262,500.**

**Organizational Chart:**



This grant would be awarded to the Metro Nashville Police Department and implemented and fiscally and operationally managed by Metro’s Office of Family Safety (OFS). The Department Head of Metro’s Office of Family Safety oversees all employees of Metro Government’s Office of Family Safety. The Mayor oversees the Department Head. The Department’s Financial Officer, High Risk (LAP) Manager, Training Manager, and Director of Client Programs report directly to the Department Head. The remaining positions are supervised by one of three Assistant Directors. The Victim Coordinators funded under this grant would be directly supervised by the JCAC Director and/or High Risk Program Manager. Counseling Victim Coordinators will receive supervision from Police Domestic Violence Division therapist(s). One Victim Coordinator will have some supervision responsibilities over programming and staff. It is our intention to sub-contract 2-3 positions to Nashville’s two shelter providers.

**SUSTAINABILITY PLAN**

projections and requests in hopes of additional city funding to sustain essential services. Nashville is also well positioned for other federal grants such as Justice for Families, as a National model for community and court based Family Justice Centers with affiliation status by the Alliance for Hope.

**DATA COLLECTION PROCEDURE**

Metro’s Office of Family Safety has submitted a budget request for a new database system and will soon enter the procurement process. A new database system is vital to our continued growth and the high quality of services that we currently provide. This system will track the client data that we collect – including client demographics, victimizations experienced, services rendered, resources provided, and referrals made to partner agencies. It will also give us the ability to interpret the data that we have collected in order to continuously improve our performance metrics.

This database will be a vast improvement on our current Access-based database system, which has been unable to keep pace with our significant growth in the past year. This database frequently crashes and locks the entirety of our staff out of the system, wasting valuable staff time. A new database will not only be much more stable, but it will also allow us to track and analyze data in more nuanced and efficient ways.

This new system will also allow us to track the performance data that we collect from all of our partner agencies, which is vital to the success of our new Family Safety Center. These partners

include the Metro Nashville Police Department, the Family Intervention Program, the Nashville Children's Alliance, and our ever-growing list of nonprofit partner agencies operating out of the Family Safety Center in order to better serve clients. Having a centralized data collection system will allow us to track clients who receive services from multiple agencies, thus streamlining service delivery. This system will maintain client confidentiality and continue to drive our data-driven services, which will align us with national Family Safety Center best practices.

## **COLLABORATION ACTIVITIES**

Metro's Office of Family Safety (OFS) is the lead Family Justice Center department. As such, coordination and collaboration with Metro and non-profit partners is essential. The following are OFS's collaborative partners:

- **Legal Aid of Middle Tennessee and the Cumberlandds (LAS) (Contact: DarKenya Waller).**
  - a. **Collaboration:** LAS is a FSC onsite partners. One LAS VSR and one attorney at the Family Safety Center providing assistance to clients on and off site. LAS provides a fast-tracked referral process for OFS clients and manages the volunteer attorney program that OFS VSRs refer high risk clients to for assistance at the Order of Protection hearing. LAS receives direct appropriation funds from OFS. LAS is a MOU partner and a member of FSC's leadership team.
- **YWCA of Middle Tennessee: (Sharon Roberson).**
  - a. **Collaboration:** All JCAC and FSC after-hours calls roll over to the YWCA hotline. The YWCA holds a support group at the JCAC weekly. The YWCA is Metro's hotline partner for the implementation of the LAP, Maryland Model and receive a portion of Metro's Arrest grant sub-contracted funds. 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, LAP. The YWCA receives direct appropriation funds from OFS. The YWCA is a MOU partner and member of the FSC's leadership team.
- **Mary Parrish Center (contact: Mary Katherine Rand)**
  - a. **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 from OFS. Mary Parrish is a MOU partner and a member of FSC's leadership team.
- **Agape (contact: Chandler Means)**
  - a. **Collaboration:** Agape provides all after hours order of protection advocacy services at the FSC, funded in part by Metro's Community Enhancement Fund. Morning Star Sanctuary is a MOU partner and a member of FSC's leadership team.
- **Sexual Assault Center (SAC): (contact: Rachel Freeman)**
  - a. **Collaboration:** SAC is a team member of Metro's SART team and a member of a committee reviewing Metro's response to sexual assault cases and the strategic

Planning team for the Family Justice Center Build. Sexual Assault Center has one onsite employee. SAC is a MOU partner.

- **You Have the Power (YHTP): (contact: Cathy Gurley,)**
  - a. **Collaboration:** YHTP is a member of the Office of Family Domestic Abuse Death Review Team. YHTP is a MOU partner.
- **Nashville Children’s Alliance (NCA): (contact: Dawn Harper)**
  - a. **Collaboration:** NCA is a fully co-located partner of the FSC, a MOU partner and a member of the FSC’s leadership team.
- **Department of Children Services (DCS) (Contact: Carla Aaron)**
  - a. **Collaboration:** A substantial portion of DCS will be fully co-located at the FSC and is a member of FSC’s leadership team.
- **The following Metro Departments are also primary MOU partners of the JCAC:** Metro Nashville Police Department, Sheriff’s Office, District Attorney’s Office, Metro Legal, Circuit Court Clerk, General Sessions Court Clerk, Criminal Justice Planning, and Court Administrators and are represented on the Office of Family Safety/JCAC Advisory Committee. (Diane Lance can connect to these Department Heads and elected officials: 615-862-6013).

## INTENDED OUTCOMES (Results)

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

## INTENDED OUTPUTS (Products)

### PROJECT SERVICES TO REACH OUTPUTS

The Office of Family safety will continue providing court preparation and accompaniment, safety planning, domestic violence education, lethality assessments, resource connection, and Order of Protection (OP) assistance to clients of the Family Safety Center and the Jean Crowe Advocacy

Center located in Nashville- Davidson County. Monthly OFS client numbers will continue to be collected. Quarterly FSC client numbers will also continue to be collected.

**VOCA Required Outputs**

**Projected number of individuals who will receive services based on the presenting victimization type during the reporting period.**

<b>Victimization Type</b>	<b>Number</b>
Adult Physical Assault (Simple Assault)	0
Adult Sexual Assault and Rape	33 per year
Burglary	0
Domestic Violence	250 per year
Stalking/Harassment	33 per year
Survivors of Homicide Victims	5 per year
Teen Dating Victimization	0
Violation of a Court (Protective) Order	0
Vandalism	0
Trespassing	0
Other	0
If other, please explain:	

**Projected number of individuals who will be assisted with a victim compensation application annually through this project:**

35

**Information and Referral services annually through this project:**

Information about the criminal justice process	333
Information about victim rights, how to obtain notifications, etc.	67
Referral to other victim service programs	333
Referral to other services, supports and resources (includes legal, medical, faith-based organizations, address confidentiality programs, etc.)	333



**Personal Advocacy/Accompaniment services annually through this project:**

Law enforcement interview advocacy/accompaniment	0
Interpreter services	50

**Emotional Support or Safety services annually through this project:**

Crisis intervention (in-person, includes safety planning, etc.)	333
Hotline/crisis line counseling	0
On-scene crisis response (e.g., community crisis response)	0
Individual counseling	0
Support groups (facilitated or peer)	0
Other Therapy (traditional, cultural, or alternative healing; art, writing, or play therapy, etc.)	0
Emergency financial assistance	0

**Shelter/Housing services annually through this project:**

Emergency shelter or safe house	0
Transitional housing	0
Relocation assistance (includes assistance with obtaining housing)	0

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

Notification of criminal justice system (including orders of protection hearings) events (e.g., case status, arrest, court proceedings, case disposition, release, etc.)	167
Victim impact statement assistance	0
Assistance with restitution (includes assistance in requesting and when collection efforts are not successful)	0
Prosecution interview advocacy/accompaniment (includes accompaniment with prosecuting attorney and with victim/witness)	0

**Additional Annual Outputs**

Domestic violence victims will be assisted by the VOCA grant funded VSRs per year. Victims assisted is defined by victims	67
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**ATTACHMENT A  
APPLICATION FOR FUNDING  
GRANT PROJECT NARRATIVE  
(Narrative Page 26)**

receiving one or more of the following safety enhancing services provided by the VOCA funded VSR: <ul style="list-style-type: none"><li>• A minimum of 750 safety enhancing efforts</li></ul>	
Exit surveys completed by victims assisted by the VOCA funded VSR will report an increased understanding of the dynamics of domestic violence, knowledge of justice system, understanding of risk and safety planning, and awareness of community resources. Exit surveys completed by clients assisted by the VOCA funded VSR will be color coded to distinguish from surveys completed by victims that did not receive VOCA funded advocacy services. Survey results will be input on a spreadsheet.	35%

**UPON COMPLETION OF THIS SCOPE OF SERVICE/NARRATIVE SAVE A COPY AND SUBMIT IT ALONG WITH YOUR BUDGET FORM TO OCJP VIA THE E-MAIL NOTED IN SOLICITATION.**

GRANT BUDGET				
Metro Nashville Office of Family Safety				
VOCA				
PROJECT TITLE: Family Justice Center				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following Applicable Period: BEGIN: 7/01/2020 END: 6/30/2021				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup>	GRANT CONTRACT	GRANTEE MATCH	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes <sup>2</sup>	\$636,000.00	\$0.00	\$636,000.00
4, 15	Professional Fee, Grant & Award <sup>2</sup>	\$0.00	\$0.00	\$0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications <sup>2</sup>	\$34,000.00	\$169,000.00	\$203,000.00
11, 12	Travel, Conferences & Meetings <sup>2</sup>	\$6,000.00	\$0.00	\$6,000.00
13	Interest <sup>2</sup>	\$0.00	\$0.00	N/A
14	Insurance <sup>2</sup>	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals <sup>2</sup>	\$0.00	\$0.00	\$0.00
17	Depreciation <sup>2</sup>	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel <sup>2</sup>	\$0.00	\$0.00	\$0.00
20	Capital Purchase <sup>2</sup>	\$0.00	\$0.00	\$0.00
22	Indirect Cost <sup>2</sup>	\$0.00	\$0.00	\$0.00
24	In-Kind Expense <sup>2</sup>	\$0.00	\$0.00	\$0.00
n/a	Grantee Match Requirement (for any amount of the required Grantee Match that is <u>not</u> specifically delineated by budget line-items above)	\$0.00	\$0.00	\$0.00
25	<b>GRAND TOTAL</b>	<b>\$676,000.00</b>	<b>\$169,000.00</b>	<b>\$845,000.00</b>

<sup>1</sup> Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*.  
(posted on the Internet at: [http://www.tn.gov/assets/entities/finance/ocip/attachments/Appendix\\_J\\_Policy\\_03\\_Report.xls](http://www.tn.gov/assets/entities/finance/ocip/attachments/Appendix_J_Policy_03_Report.xls))

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

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

**GRANT BUDGET LINE-ITEM DETAIL:**

Metro Nashville Office of Family Safety  
VOCA  
PROJECT TITLE: Family Justice Center

<b>SALARIES, BENEFITS &amp; TAXES</b>	<b>AMOUNT</b>
Position 1: Victim Service Coordinator, 12 month salary and fringe, 100% time on project	\$ 69,000.00
Position 2: Victim Service Coordinator, 12 month salary and fringe, 100% time on project	\$ 69,000.00
Position 3: Victim Service Coordinator, 12 month salary and fringe, 100% time on project	\$ 69,000.00
Position 4: Victim Service Coordinator, 12 month salary and fringe, 100% time on project	\$ 69,000.00
Position 5: Victim Service Coordinator, 12 month salary and fringe, 100% time on project	\$ 69,000.00
Position 6: Victim Service Coordinator, 12 month salary and fringe, 100% time on project	\$ 69,000.00
Position 7: Victim Service Coordinator, 12 month salary and fringe, 100% time on project	\$ 69,000.00
Position 8: Victim Service Coordinator, 12 month salary and fringe, 100% time on project	\$ 69,000.00
Position 9: VOCA manager, 12 month salary and fringe, 100% time on project	\$ 84,000.00
<b>TOTAL</b>	<b>\$ 636,000.00</b>

<b>SUPPLIES (includes "Sensitive Minor Equipment"), TELEPHONE, POSTAGE &amp; SHIPPING, OCCUPANCY, EQUIPMENT RENTAL &amp; MAINTENANCE, PRINTING &amp; PUBLICATION</b>	<b>AMOUNT</b>
Outreach materials for the FSC, JCAC and OFS such as social media, printed materials and videos	\$28,000.00
Standard office supplies	\$6,000.00
<b>MATCH: Occupancy: Based on annual bond payments - client space at the FSC - value of the rental space is \$31.51. OFS will use 5,364 sq/ft for the match requirement</b>	<b>\$169,000.00</b>
<b>TOTAL</b>	<b>\$203,000.00</b>

<b>TRAVEL, CONFERENCES &amp; MEETINGS</b>	<b>AMOUNT</b>
Travel to other FJC's In Tennessee (appropriate mileage rates apply)	\$6,000.00
<b>TOTAL</b>	<b>\$6,000.00</b>



**Amended Budget plan From October 1, 2021 thru June 30, 2022**

Agency Name: Metropolitan Government of Nashville and Davidson County			Contract Number: 41558								
Line Item	Total Original Project			Paid amount 07-01-2021 till 09-30-2021				Total Amended Project			Net available B-E
	Federal Amount	GRANTEE MATCH	TOTAL PROJECT	Allowable Reimbursement YTD	Allowable Match YTD	Total Actual Expenditures YTD	Adjustment Required	Revised Federal	Revised Grantee Match	Total Revised Project	
Salaries, Benefits & Taxes	\$583,000.00	\$0.00	\$583,000.00	\$79,397.70	\$19,849.43	\$99,247.13	\$0.00	\$583,000.00	\$19,849.43	\$602,849.43	\$484,725.80
Professional Fee, Grant & Award	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	\$22,500.00	\$0.00	\$22,500.00	\$331.61	\$82.90	\$414.51	\$0.00	\$22,500.00	\$82.90	\$22,582.90	\$21,337.46
Travel, Conferences & Meetings	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00	\$5,775.10
Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Specific Assistance To Individuals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Depreciation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Non-Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Capital Purchase	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
In-Kind Expense	\$0.00	\$152,875.00	\$152,875.00	\$0.00	\$24,915.41	\$24,915.41	(\$19,932.33)	\$0.00	\$24,915.41	\$24,915.41	\$0.00
<b>GRAND TOTAL</b>	<b>\$611,500.00</b>	<b>\$152,875.00</b>	<b>\$764,375.00</b>	<b>\$79,729.31</b>	<b>\$44,847.74</b>	<b>\$124,577.05</b>	<b>(\$19,932.33)</b>	<b>\$611,500.00</b>	<b>\$44,847.74</b>	<b>\$656,347.74</b>	<b>\$511,838.36</b>

GRANT BUDGET				
Metro Nashville Office of Family Safety				
VOCA				
PROJECT TITLE: Family Justice Center				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period:		BEGIN: 7/01/2022	END: 6/30/2023	
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup>	GRANT CONTRACT	GRANTEE MATCH	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes <sup>2</sup>	\$599,000.00	\$0.00	\$599,000.00
4, 15	Professional Fee, Grant & Award <sup>2</sup>	\$0.00	\$0.00	\$0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications <sup>2</sup>	\$8,500.00	\$0.00	\$8,500.00
11, 12	Travel, Conferences & Meetings <sup>2</sup>	\$4,000.00	\$0.00	\$4,000.00
13	Interest <sup>2</sup>	\$0.00	\$0.00	N/A
14	Insurance <sup>2</sup>	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals <sup>2</sup>	\$0.00	\$0.00	\$0.00
17	Depreciation <sup>2</sup>	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel <sup>2</sup>	\$0.00	\$0.00	\$0.00
20	Capital Purchase <sup>2</sup>	\$0.00	\$0.00	\$0.00
22	Indirect Cost <sup>2</sup>	\$0.00	\$0.00	\$0.00
24	In-Kind Expense <sup>2</sup>	\$0.00	\$0.00	\$0.00
n/a	Grantee Match Requirement (for any amount of the required Grantee Match that is <u>not</u> specifically delineated by budget line-items above)	\$0.00	\$0.00	\$0.00
25	<b>GRAND TOTAL</b>	<b>\$611,500.00</b>	<b>\$0.00</b>	<b>\$611,500.00</b>

<sup>1</sup> Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*. (posted on the Internet at: [http://www.tn.gov/assets/entities/finance/ocjp/attachments/Appendix\\_J\\_Policy\\_03\\_Report.xls](http://www.tn.gov/assets/entities/finance/ocjp/attachments/Appendix_J_Policy_03_Report.xls))

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

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

**GRANT BUDGET LINE-ITEM DETAIL:**

Metro Nashville Office of Family Safety  
VOCA  
PROJECT TITLE: Family Justice Center

<b>SALARIES, BENEFITS &amp; TAXES</b>	<b>AMOUNT</b>
Position 1: Victim Service Coordinator, 12 month salary and fringe, 100% time on project	\$ 73,000.00
Position 2: Victim Service Coordinator, 12 month salary and fringe, 100% time on project	\$ 73,000.00
Position 3: Victim Service Coordinator, 12 month salary and fringe, 100% time on project	\$ 73,000.00
Position 4: Victim Service Coordinator, 12 month salary and fringe, 100% time on project	\$ 73,000.00
Position 5: Victim Service Coordinator, 12 month salary and fringe, 100% time on project	\$ 73,000.00
Position 6: Victim Service Coordinator, 12 month salary and fringe, 100% time on project	\$ 73,000.00
Position 7: Victim Service Coordinator, 12 month salary and fringe, 100% time on project	\$ 73,000.00
Position 8: VOCA manager, 12 month salary and fringe, 100% time on project	\$ 88,000.00
<b>TOTAL</b>	<b>\$ 599,000.00</b>

<b>SUPPLIES (includes "Sensitive Minor Equipment"), TELEPHONE, POSTAGE &amp; SHIPPING, OCCUPANCY, EQUIPMENT RENTAL &amp; MAINTENANCE, PRINTING &amp; PUBLICATION</b>	<b>AMOUNT</b>
Outreach materials for the FSC, JCAC and OFS such as social media, printed materials and videos	\$4,500.00
Standard office supplies	\$4,000.00
<b>TOTAL</b>	<b>\$8,500.00</b>

<b>TRAVEL, CONFERENCES &amp; MEETINGS</b>	<b>AMOUNT</b>
Travel to Statewide FJC's (appropriate mileage rates apply), hosting or attending meetings, trainings, and/or National conferences	\$4,000.00
<b>TOTAL</b>	<b>\$4,000.00</b>