

## GRANT APPLICATION SUMMARY SHEET

**Grant Name:** VOCA Family Justice Center 24  
**Department:** OFFICE OF FAMILY SAFETY  
**Grantor:** STATE OF TENNESSEE DEPT. OF STATE  
**Pass-Through Grantor (If applicable):**  
**Total Applied For:** \$386,875.00  
**Metro Cash Match:** \$0.00  
**Department Contact:** Diane Lance  
862-6013  
**Status:** NEW

**Program Description:**

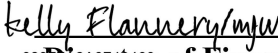


This grant provides ensures the continued provision of services provided in Nashville's Family Safety Centers (JCAC & FSC) by funding 5 advocates.

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

Historically, VOCA funds are renewed with the state.

**APPROVED AS TO AVAILABILITY OF FUNDS:**

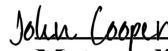

**APPROVED AS TO FORM AND LEGALITY:**

DocuSigned by:  
  
3/24/2023  
62377460169  
**Director of Finance**      **Date**  
 

DocuSigned by:  
  
3/28/2023  
A1747485000  
**Metropolitan Attorney**      **Date**

**APPROVED AS TO RISK AND INSURANCE:**

DocuSigned by:  
  
3/28/2023  
684811100  
**Director of Risk Management Services**      **Date**

DocuSigned by:  
  
3/28/2023  
F1747485000  
**Metropolitan Mayor**      **Date** 

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

### Grants Tracking Form

Part One

<input type="radio"/> Pre-Application		<input checked="" type="radio"/> Application		<input type="radio"/> Award Acceptance		<input type="radio"/> Contract Amendment	
Department	Dept. No.	Contact		Phone	Fax		
OFFICE OF FAMILY SAFETY	51	Diane Lance		862-6013			
Grant Name:	VOCA Family Justice Center 24						
Grantor:	STATE OF TENNESSEE DEPT. OF STATE	Other:					
Grant Period From:	07/01/23	(applications only) Anticipated Application Date:					
Grant Period To:	06/30/24	(applications only) Application Deadline:					
Funding Type:	STATE	Multi-Department Grant		<input type="checkbox"/> If yes, list below.			
Pass-Thru:	Select Pass-Thru -->	Outside Consultant Project:		<input type="checkbox"/>			
Award Type:	COMPETITIVE	Total Award:		\$386,875.00			
Status:	NEW	Metro Cash Match:		\$0.00			
Metro Category:	Est. Prior.	Metro In-Kind Match:		\$0.00			
CFDA #	N/A	Is Council approval required?		<input type="checkbox"/>			
Project Description:	Applic. Submitted Electronically? <input type="checkbox"/>						
This grant provides ensures the continued provision of services provided in Nashville's Family Safety Centers (JCAC & FSC) by funding 5 advocates.							
<b>Plan for continuation of service after expiration of grant/Budgetary Impact:</b>							
Historically, VOCA funds are renewed with the state.							
<b>How is Match Determined?</b>							
Fixed Amount of \$		or		% of Grant		Other: <input type="checkbox"/>	
Explanation for "Other" means of determining match:							
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:		5.00		Actual number of positions added:		0.00	
Departmental Indirect Cost Rate		29.90%		Indirect Cost of Grant to Metro:		\$115,675.63	
*Indirect Costs allowed? <input type="radio"/> Yes <input checked="" type="radio"/> No		% 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	FY24		\$386,875.00					\$386,875.00	\$115,675.63	\$0.00
Yr 2	FY__									
Yr 3	FY__									
Yr 4	FY__									
Yr 5	FY__									
<b>Total</b>		<b>\$0.00</b>	<b>\$386,875.00</b>	<b>\$0.00</b>	<b>\$0.00</b>			<b>\$386,875.00</b>	<b>\$115,675.63</b>	<b>\$0.00</b>
Date Awarded:		Tot. Awarded:		Contract#:						
(or) Date Denied:		Reason:								
(or) Date Withdrawn:		Reason:								

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

GCP Rec'd  
03/23/23

GCP Approved  
03/23/23

*VW*

**Scope of Services/Project Narrative  
FY 2024**

**Name of Project:** Interpersonal Violence Advocates for Metropolitan Government Nashville-Davidson County's Family Justice Centers

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

43% of all crimes against a person reported to police in Nashville are domestic violence offenses (TBI Crime in Tennessee, 2021 report for Nashville-Davidson County). With a national non-report rate of 47%, it is clear that the number of victims needing assistance far exceeds the number of victims seeking police assistance. For this reason, Nashville opened a court based Family Justice Center (JCAC) in 2014 and a community based Family Justice Center (FSC) in 2019 – both managed by Metro-Nashville's Office of Family Safety (OFS). In 2022 OFS provided victim advocacy for 12,419 client visits.

In addition to primary victims of interpersonal violence, OFS assists secondary victims as well, including children and supportive family/friends. Research indicates that 1 in 15 children are exposed to domestic violence, with 90% of those children witnessing the violence first hand. In 2022, the parent/caregiver of **3,418 children living or recently living in abusive households** received services from the Family Safety Centers in Nashville. Domestic violence in the home is a significant Adverse Childhood Experiences (ACE) factor, with physical and psychological impacts that can last a lifetime.

Metro's Office of Family Safety's (OFS) work focuses on assisting victims of interpersonal violence. The vast majority of victims assisted by OFS's Interpersonal Violence Advocates are victims of domestic violence, sexual assault, and human trafficking. Many of the victims that OFS assists have suffered chronic and life threatening victimization and trauma from offenses such as attempted murder, strangulation, and rape. In assisting abuse victims, OFS's Interpersonal Violence Advocates provided 23,281 safety enhancements in 2022 which included the following: **3,224 individualized safety plans, domestic violence education for 2,573 client visits, strangulation education for 1,113 client visits, 1,504 Jacqueline Campbell assessments, 1,367 Order of Protection petitions and court accompaniment for 1,844 victims.** In addition to these core activities, safety enhancements provided by OFS's Interpersonal Violence Advocates include: needs assessment, high risk case follow-up, high risk intervention panel referral, Smart 911 referral, firearms identification form referral, court assistance, victims compensation application assistance volunteer attorney referral, education on the cycle of violence and power and control, education on the severity of strangulation, shelter referral/placement, Metro Social services referral, reports to child and adult welfare, and supportive services to children accompanying an abused caregiver for services.

Additionally in 2022, OFS assisted 10,679 survivors that identified domestic violence as a victimization, 28 survivors that identified labor or sex trafficking as a victimization, and 449 survivors that identified stalking as a victimization. That same year, Metro's Office of Family Safety reviewed 7,102 Lethality Assessments (LAP) and 1,087 cases were reviewed by OFS's High Risk Intervention Panel. 56% of victims suffer strangulation (increase homicide risk by 7.5x) and 38% have been threatened with or have had a weapon used against them (increasing risk by 20x). Domestic violence accounted for 18.1% of Nashville's overall homicides in 2022 with three young children being included in this number.

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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 home with domestic violence experience 1 other ACE, 82% experience 2 other ACEs, 64% experience 3 other ACEs. Only 5% of these children experience no other Adverse Childhood Experiences. 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 abusive households are also at risk of being killed. 18% of Nashville’s domestic violence homicide victims in the last 3 years were children. Of the 18 domestic violence homicides in 2022, 3 children were present during the actual homicides. Two of the three child homicide victims last year were murdered as part of a familicide.

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. These children need all of the OFS Interpersonal Violence Advocates and the interns they supervise to be trained in childhood trauma to ensure they receive what research shows traumatized children need – to feel **Safe, Seen, Soothed and Secure**. (Dan Siegal M.D. & Tina Bryson PhD, 2019)

Services for children accompanying an abused caregiver at the FSC not only benefit the children who receive play-based interactive services, but also assist 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 Interpersonal Violence Advocates 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 Interpersonal Violence Advocates and the interns they supervise help OFS more consistently reduce the trauma in the children brought to the JCAC or FSC by a caregiver 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.

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

In keeping with national trends for victims of interpersonal violence, many of OFS's clients do not want to involve police (research estimates the percentage of victims that do not want to involve police at 47%). As a result, OFS often serves as a "first-responder" to victims in immediate and often life-threatening crisis. In this capacity, OFS's Interpersonal Violence Advocates assist with urgent safety and medical concerns, such as connecting clients to shelter and medical providers to examine head trauma and strangulation injuries. Without these essential positions, there are no in-person crisis resources in the community for victims in immediate need.

Nashville has been fortunate to receive VOCA grant funding in order to adequately supplement staffing for both Family Justice Centers. Seven out of OFS's thirteen Interpersonal Violence Advocates are funded by VOCA grants. Losing over half of the OFS Interpersonal Violence Advocates 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 following are specific problems addressed in this (extension) grant application.**

Problem 1: Victims of interpersonal violence need in-person crisis support services to help with their immediate safety needs. OFS is the only drop-in crisis support provider to victims of interpersonal violence in the county.

Problem 2: Victims of interpersonal violence need immediately accessible crisis support services. Victims in distress need to be able to access services in a way that minimizes barriers and delays. Having to call for an appointment or wait for an appointment date is a significant barrier to crucial services for victims of interpersonal violence that are in immediate distress and trauma.

Problem 3: Without VOCA funding, OFS will need to significantly reduce the number of victims served and will not be able to meet growing demand.

Problem 4: Without VOCA funding, OFS will not be able to support children accompanying abused caregivers in a way that does not further expose these children to the specifics of trauma and abuse in taking place in the home.

Problem 5: Without Funding for OFS's Interpersonal Violence Advocates, outreach efforts will outpace capacity to provide services. Nashville's community based FJC (the largest FJC in the country) opened its doors only one year before COVID shut downs. As a result, OFS has been emphasizing its outreach efforts to ensure marginalized communities across the county know that the FJC exists. Without these positions, OFS will not be able to meet the increased demand that its outreach efforts create.

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

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**Need/Service Gap 1:** OFS's Interpersonal Violence Advocates positions provide the following essential 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, Smart 911 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 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 phone lines), assistance via the LiveChat function on the OFS website, case management, resource connections and referrals (including shelter, civil-legal, referrals to adult & child protective services, referrals to Metro Social Services, referrals for counseling, food, transportation, hygiene products and COVID19 related relief programs), safety and supportive service assistance with children accompanying abused caregiver.* Without these positions, OFS will not be able to meet the current and growing demand for crisis services at Nashville's two Family Justice Centers.

**Need/Service Gap 2:** OFS's intern/volunteer program assists OFS's Interpersonal Violence Advocates in their work with clients and their accompanying children. In 2022, OFS utilized 46 volunteers that provided 6,629 hours to assist Interpersonal Violence Advocates in this way. Without these volunteers and the volunteer supervision provided by Interpersonal Violence Advocates, OFS would not be able to meet client demand for services.

**PURPOSE**

**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 Interpersonal Violence Advocates to assist the growing number of victims requiring 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 grow the number of clients receiving those services (absent a pandemic or natural disaster).

**Objective 2.1:** For there to be a sufficient number of OFS's Interpersonal Violence Advocates to provide the full array of available supportive services (safety enhancing efforts) to victims of domestic violence (includes elder abuse and generational violence), sexual assault, and human trafficking.

**Objective 2.2:** For those safety efforts to be accessible to individuals with limited English Proficiency, the elderly, or those living with disabilities or in marginalized communities.

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

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**Objective 3.1:** To decrease immediate trauma of children by helping them feel Safe, Seen, Soothed and Secure while accompanying caregivers receive crisis intervention services and allow the separation needed for the adult caregiver to openly share with the Interpersonal Violence Advocate.

**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.

**Goal 5:** To have sufficient staffing resources to maintain effective relations with professional partners of the FJC's multi-disciplinary team.

**Objective 5:1:** For the Interpersonal Violence Advocates to promote seamless service provision between service providers, positive communication, and victim-centered experiences.

**Goal 6:** To have sufficient staffing resources to train and oversee volunteers' direct client service work at Nashville's two Family Justice Centers

**Objective 6:1** For Interpersonal Violence Advocates to mentor and actively train volunteers and interns with job shadowing and sufficient opportunities for quality assurance and feedback.

**ACTIVITIES**

**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 Interpersonal Violence Advocates to assist the growing number of victims needing assistance at Nashville's two Family Justice Centers.

**Activity 1:1**

- To hire open Interpersonal Violence Advocates positions as they become available.

**Activity 1:2**

- To train all new VOCA grant-funded employees and keep VOCA employee training current

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

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

**Activity 2:1** For OFS clients to be offered the full array of safety enhancement efforts (described previously) that suit their safety and language needs.

**Activity 2:2:** For OFS to ensure OFS's Interpersonal Violence Advocates remain trained and up to date on the provision of all safety enhancement offerings (described previously).

**Goal 3:** To reduce trauma and increase support experienced by children of abused caregivers at the FSC and JCAC.

**Objective 3.1:** For OFS's Interpersonal Violence Advocates to follow best practices, policies and procedures when interacting with children accompanying an abused caregiver at the FSC & JCAC.

**Activity 3.1:** For all OFS's Interpersonal Violence Advocates to be fully trained on policies and procedures related to children visiting both FJCs, including best practices and trauma-informed interactions with children that experience violence in their homes.

**Activity 3:2:** For OFS's Interpersonal Violence Advocates and the volunteers they supervise to interact with accompanying children in a manner that is trauma-informed and supports the child's feelings of safety and support.

**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 VOCA staff to input all data points needed in OFS's current Access database or any future database provider contracted with OFS. Data points include but are not limited to: Demographics, victimization types, client services, safety enhancing efforts (including follow-up), client satisfaction, client return visits, and resource needs

**Goal 5:** To have sufficient staffing resources to manage the introductory needs of FSC and JCAC clients.

**Objective 5:1:** For OFS's Interpersonal Violence Advocates to promote a welcoming, victim-centered and trauma-reducing environment.

**Activity 5:1:** For OFS's Interpersonal Violence Advocates to assist with the following FJC priorities that ensure a welcoming and supportive environment: Greet and welcome clients, introduce clients to the services provided, prioritize client's stated needs, connect client to first FSC or JCAC service provider, orient client to building amenities, alert appropriate staff or volunteers 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,



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assist with data gathering and compilation, help ensure efforts are not duplicated to increase efficiency for clients, and support seamless communication between Centers and with FJC partners working to jointly assist OFS clients.

**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 Interpersonal Violence Advocates for any vacant positions	OFS Department Head	30 days and ongoing
3) Training on crisis advocacy work including safety enhancing efforts skills/expertise needed to work with high risk victims.	Training Assistant Director & OFS client services leadership	30-60 days and ongoing
4) Begin to provide Safety enhancing efforts to OFS clients	Interpersonal Violence Advocates	60 days and ongoing
5) All Interpersonal Violence Advocates trained on how to interact with children in a way that increases feelings of being Safe, Seen, Soothed and Secure.	Training Assistant Director	60 days and ongoing
6) Streamlined monthly, quarterly, and annual data entry for reporting – including Family Justice Center partner data	Interpersonal Violence Advocates	Ongoing

<p>7) Continue the process routine of quality assurance checks on database, for improved client flow and services.</p>	<p>Interpersonal Violence Advocates</p>	<p>Ongoing</p>
<p>8) Identify and assist with any database adjustments needed</p>	<p>Interpersonal Violence Advocates</p>	<p>Ongoing</p>
<p>9) Continue annual interpersonal violence advocacy training.</p>	<p>Training Assistant Director</p>	<p>Ongoing</p>

**INPUTS**

**Factors Required to Conduct Activities:**

- 1/ Patrol Officers will continue to refer and bring victims to the FJC for services.
- 2/ District Attorneys will continue to refer court victims to the JCAC and meet with victims at the JCAC for early intervention meetings and on the day of court.
- 3/ Civil Court Clerks will continue to work with OFS to ensure that OFS is able to fully assist victims with their Order of Protection petition.
- 3/ Police will 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 Interpersonal Violence Advocates in the courtroom.
- 5/ Space will need to be made available in Juvenile court in order for Interpersonal Violence Advocates to provide victim assistance as needed.
- 6/ OFS Training Coordinator will need to continue to provide onboarding and continuing training to all Interpersonal Violence Advocates, particularly on topics relating to trauma-informed care, ACEs, and brain development so that Interpersonal Violence Advocates may educate clients on these topics.
- 7/ The Family Intervention Program of the Metro Nashville Police Department needs to continue to offer therapy and crisis intervention services on-site at the Family Safety Center.

8/ OFS staff need to continue offering evidence-based services like safety planning and the Campbell Danger Assessment to decrease survivor risk. Additionally, OFS needs to ensure that all services are accessible despite language, disability and other areas of marginalization.

9/ OFS and its many professional partners will continue to ensure the community at large knows of the services provided at the FSC.

10/ OFS will continue to recruit, train and utilize interns to assist with interpersonal violence advocacy and the support of accompanying children.

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

Interpersonal Violence Advocates: 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. Since many survivors experience overlapping victimizations, all Interpersonal Violence Advocates will be trained to provide high-quality, trauma-informed services to survivors of domestic violence, sexual assault, child abuse, elder abuse, human trafficking, stalking, and any combination of these victimizations. Interpersonal Violence Advocate responsibilities include providing the following safety enhancing efforts for clients:

- Order of Protection petitions
- Safety planning
- Danger assessment
- Victims Compensation assistance
- High Risk Case follow-up
- High Risk Intervention Panel referral
- Smart 911 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)

**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; LaToya Townsend, Director of Training, Outreach, and Development; and Dolly Cook, Finance Officer. Interpersonal Violence Advocates 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 Assistant Director would be responsible for providing interpersonal violence training to the Interpersonal Violence Advocates and ensure they have the skills to be effective with even the most high-risk victims. The High Risk Programs Coordinator would oversee all LAP work (data entry and case follow-up) of the Interpersonal Violence Advocates. Senior Interpersonal Violence Advocates at both Centers are responsible for all hands-on training. Interpersonal Violence Advocates 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 Interpersonal Violence Advocates will lead/assist on. Metro Departments that are direct and indirect participants of the work being performed by OFS under this grant include police, prosecution, courts, nonprofits supporting shelter and civil legal service providers, assistance for elderly, disabled, immigrant and other marginalized and underserved victims, Metro Social Services as well as Metro Departments supporting OFS's business and operational needs such as Metro Finance, Metro Legal, IT, Security, General Services and HR. The Metropolitan Government of Nashville-Davidson County's operating budget is \$1,105,502,500. The Office of Family Safety Budget (special purpose and general funds) is \$3,576,600.

This grant would be awarded to, implemented by, 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, Senior Director of Programs, Outreach, and Development report directly to the Department Head and the Assistant Director of Training reports to the Senior Director of Programs. The Interpersonal Violence Advocates funded under this grant would be directly supervised by the Assistant Directors of Client Services.

**SUSTAINABILITY PLAN**

OFS makes 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 is currently concluding 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)**

- a. **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 receives direct appropriation funds from OFS. LAS is a MOU partner and a member of FSC's leadership team.

- **YWCA of Middle Tennessee**

- a. **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 receives direct appropriation funds from OFS. The YWCA is a MOU partner and member of the FSC's leadership team.

- **Mary Parrish Center**

- 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 and American Rescue Plan funds from OFS. Mary Parrish is a MOU partner and a member of FSC's leadership team.

- **Agape / Morningstar**
  - a. **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.
- **Sexual Assault Center (SAC)**
  - a. **Collaboration:** SAC is a team member of Metro's Sexual Assault Response 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 and receives direct appropriation funds. SAC is a MOU partner.
- **You Have the Power (YHTP)**
  - 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)**
  - a. **Collaboration:** NCA is a fully co-located partner of the FSC, a MOU partner, and a member of the FSC's leadership team. NCA receives Community Partnership and American Rescue Plan funds from OFS
- **Department of Children Services (DCS)**
  - a. **Collaboration:** DCS's investigative division is fully co-located at the FSC. DCS is a member of FSC's leadership team.
- **Metro Police Department**
  - a. **Collaboration:** MNPd's Interpersonal Violence Branch and Family Intervention Program are fully co-located FSC partners. MNPd receives ARP funding from OFS is an MOU partner and a member of FSC's leadership team.
- **Office of the District Attorney General**
  - a. **Collaboration:** The DA office has two office suites at the FSC for its domestic violence, sexual assault, and child sex abuse prosecutors and investigators. In addition, the DA's office utilizes the JCAC on a daily basis to meet with cases and to collaborate with OFS's Interpersonal Violence Advocates to better meet the safety needs of victims. The DA's office is an MOU partner and member of the FSC's leadership team.
- **Davidson County Sheriff's Office**
  - a. **Collaboration:** The Sheriff's Office provides all security for the FSC and JCAC.
- **General Sessions & Circuit Court**
  - a. **Collaboration:** General Sessions and Circuit Court allow victims to utilize the JCAC during in-court hours and to receive the assistance of OFS Interpersonal Violence Advocates during court and for Order of Protection assistance.

### 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, interpersonal 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.**

Victimization Type	Number
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	3 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:**

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

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

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

Law enforcement interview advocacy/accompaniment	0
Interpreter services	50 per year

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

Crisis intervention (in-person, includes safety planning, etc.)	333 per year
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



**ATTACHMENT A**  
**APPLICATION FOR FUNDING**  
**GRANT PROJECT NARRATIVE**  
**(Narrative Page 15)**

**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 per year re: orders of protection
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 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. We accompany all victims to their prosecution meetings but do not join the meeting

**Additional Outputs**

<p>Domestic violence victims will be assisted by the VOCA grant-funded Interpersonal Violence Advocates per year. Victims assisted is defined by victims receiving one or more of the following safety enhancing services provided by the VOCA funded Interpersonal Violence Advocate:</p> <ul style="list-style-type: none"> <li>• A minimum of 750 safety enhancing efforts</li> </ul>	<p>67 per year minimum</p>
<p>Exit surveys completed by victims assisted by the VOCA-funded Interpersonal Violence Advocates 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 Interpersonal Violence Advocates will have VOCA check boxes to distinguish from surveys completed by victims that did not receive VOCA-funded advocacy services. Survey results will be input on a spreadsheet.</p>	<p>35%</p>

**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				
AGENCY NAME: Metro Nashville Office of Family Safety				
FUND SOURCE: VOCA				
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: 07/01/2023 END: 06/30/2024				
POLICY 03 Object Line-Item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup>	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes <sup>2</sup>	\$385,500.00	\$0.00	\$385,500.00
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>	\$0.00	\$0.00	\$0.00
11, 12	Travel, Conferences & Meetings <sup>2</sup>	\$1,375.00	\$0.00	\$1,375.00
13	Interest <sup>2</sup>	\$0.00	\$0.00	\$0.00
14	Insurance <sup>2</sup>	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals <sup>2</sup>	\$0.00	\$0.00	\$0.00
17	Depreciation <sup>2</sup>	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel <sup>2</sup>	\$0.00	\$0.00	\$0.00
20	Capital Purchase <sup>2</sup>	\$0.00	\$0.00	\$0.00
22	Indirect Cost <sup>2</sup>	\$0.00	\$0.00	\$0.00
24	In-Kind Expense <sup>2</sup>	\$0.00	\$0.00	\$0.00
25	<b>GRAND TOTAL</b>	<b>\$386,875.00</b>	<b>\$0.00</b>	<b>\$386,875.00</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: [https://www.tn.gov/content/dam/tn/finance/ocip/Appendix\\_J\\_Policy\\_03\\_Report.xls](https://www.tn.gov/content/dam/tn/finance/ocip/Appendix_J_Policy_03_Report.xls))

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

**GRANT BUDGET LINE-ITEM DETAIL:**

AGENCY NAME: Metro Nashville Office of Family Safety

FUND SOURCE: VOCA

SOLICITATION IDENTIFICATION TITLE: FAMILY JUSTICE CENTERS -VOCA

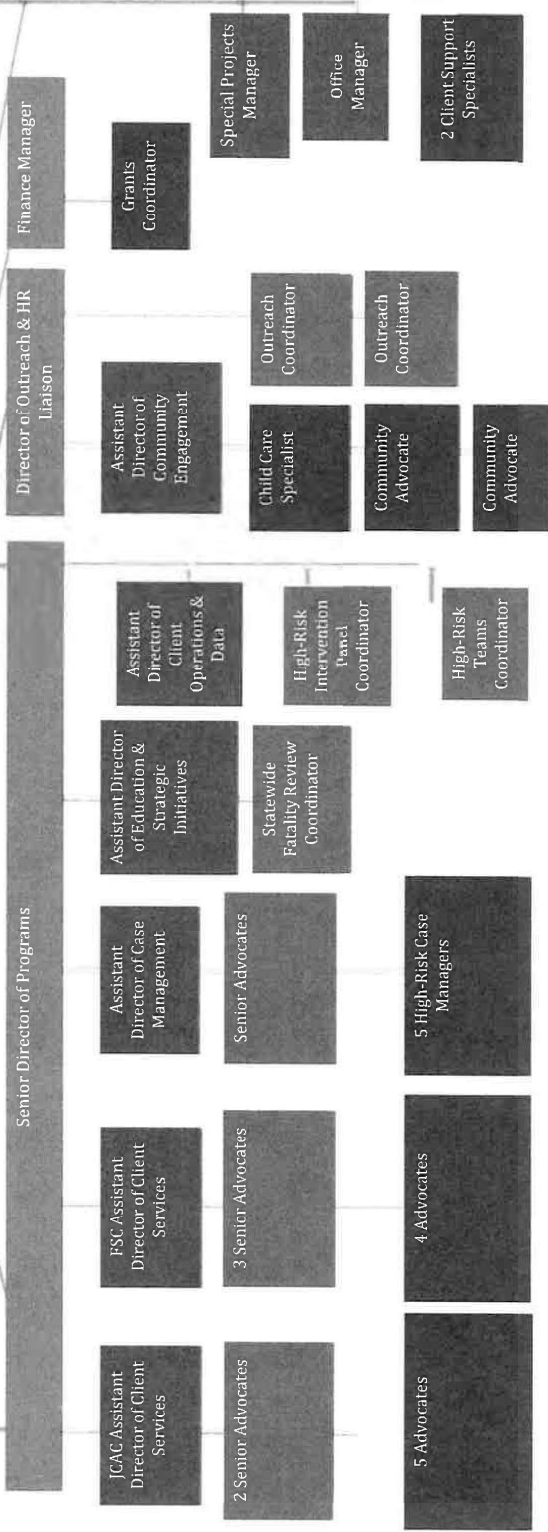
SALARIES, BENEFITS & TAXES	AMOUNT
Summary of individual positions that will support project activities. Review Instructions for examples	\$0.00
Position 1: <i>Interpersonal Violence Crisis Advocate, 12 month salary and fringe, 100% time on project</i>	\$77,100.00
Position 2: <i>Interpersonal Violence Crisis Advocate, 12 month salary and fringe, 100% time on project</i>	\$77,100.00
Position 3: <i>Interpersonal Violence Crisis Advocate, 12 month salary and fringe, 100% time on project</i>	\$77,100.00
Position 4: <i>Interpersonal Violence Crisis Advocate, 12 month salary and fringe, 100% time on project</i>	\$77,100.00
Position 5: <i>Interpersonal Violence Crisis Advocate, 12 month salary and fringe, 100% time on project</i>	\$77,100.00
<b>TOTAL</b>	<b>\$385,500.00</b>

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

TRAVEL, CONFERENCES & MEETINGS	AMOUNT
Local Travel: <i>Travel to Statewide meetings, trainings, and/or National conferences</i>	\$1,375.00
<b>TOTAL</b>	<b>\$1,375.00</b>
<b>TOTAL</b>	<b>\$386,875.00</b>



OFS Department Head



**Job Title:** Interpersonal Violence Bilingual Advocate

**Department:** Office of Family Safety

**Reports to:** Assistant Director of Client Services

**Full/Part Time:** Full Time

**Location:** Nashville, TN

**Summary:**

This is a non-Civil Service position in the Office of Family Safety, and will provide full advocacy services to FSC clients experiencing interpersonal violence (domestic violence, sexual assault, human trafficking, stalking, child abuse, and elder abuse) and will serve as a liaison with related metro and non-profit agencies to support clients. This position will have an emphasis on LEP (limited English proficiency) clients.

**Essential Duties and Responsibilities:**

- Provide crisis intervention and advocacy services for victims of interpersonal violence including:
  - Safety planning
  - Needs assessments
  - Referral services and connection to resources
  - Risk/Danger Assessment
- Assists clients with Ex Parte Order of Protection Paperwork and presents this information to the Court Commissioner.
- Understands the civil and criminal court processes and helps clients navigate court systems.
- Completes needs assessments and provides resources and resource connection.
- Evaluates risk for clients and educates clients on level of risk.
- Prepares client information for high-risk case review.
- Assist partners in both Centers with client coordination and services. Partners include the Metro Nashville Police Department, the District Attorney's Office, the Sheriff's Dept., Metro Social Services, and Non-Profit Partners such as AGAPE, YWCA, Legal Aid, Sexual Assault Center, Mary Parrish, etc.
- Make referrals to link clients to a wide range of resources and services.
- Translate for partners as needed and appropriate.
- Assist with Victims' Compensation applications.

**Required Qualifications:**

- Fluent in Spanish
- Ability to work 10am - 6:30pm shift
- Strong administrative skills with Microsoft program (Excel, Access, PowerPoint).
- Demonstrated understanding of the dynamics of abuse and effective intervention strategies.
- Demonstrated ability and willingness to engage in positive collaboration with individuals and groups with diverse perspectives.
- Strong interpersonal skills
- Excellent written and oral communication skills
- Strong organizational skills
- Background check
- Bachelor's degree from an accredited college or university or equivalent experience in the field

**Preferred Qualifications:**

- Experience translating materials
- Experience interpreting for people experiencing trauma
- Problem solver, highly efficient, and detail-oriented
- Minimally two years' experience working or volunteering with victims of interpersonal violence (domestic violence, sexual assault, human trafficking, stalking, child abuse, and elder abuse) or related issues
- 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
- Experience working under and reporting on grants
- Social Work or Counseling licensure

**Applicant Materials:**

- Cover Letter
- Resume
- References
- Required Question(s) to Answer:
  - Describe your understanding of what it means to provide trauma-informed services to clients who have experienced abuse.

**Job Title:** Interpersonal Violence Advocate

**Department:** Office of Family Safety

**Reports to:** Assistant Director of Client Services

**Full/Part Time:** Full Time

**Location:** Nashville, TN

**Summary:**

This is a non-Civil Service position in the Office of Family Safety, and will provide full advocacy services to FSC clients experiencing interpersonal violence (domestic violence, sexual assault, human trafficking, stalking, child abuse, and elder abuse) and will serve as a liaison with related Metro and non-profit agencies to support clients.

**Essential Duties and Responsibilities:**

- Provide crisis intervention and advocacy services for victims of interpersonal violence including:
  - Safety planning
  - Needs assessments
  - Referral services and connection to resources
  - Risk/Danger Assessment
- Assists clients with Ex Parte Order of Protection Paperwork and presents this information to the Court Commissioner.
- Understands the civil and criminal court processes and helps clients navigate court systems.
- Completes needs assessments and provides resources and resource connection.
- Evaluates risk for clients and educates clients on level of risk.
- Prepares client information for high-risk case review.
- Assist partners in both Centers with client coordination and services. Partners include the Metro Nashville Police Department, the District Attorney's Office, the Sheriff's Dept., Metro Social Services, and Non-Profit Partners such as AGAPE, YWCA, Legal Aid, Sexual Assault Center, Mary Parrish, etc.
- Make referrals to link clients to a wide range of resources and services.
- Translate for partners as needed and appropriate.
- Assist with Victims' Compensation applications.

**Required Qualifications:**

- Ability to work 10am - 6:30pm shift



- Strong administrative skills with Microsoft program (Excel, Access, PowerPoint).
- Demonstrated understanding of the dynamics of abuse and effective intervention strategies.
- Demonstrated ability and willingness to engage in positive collaboration with individuals and groups with diverse perspectives.
- Strong interpersonal skills
- Excellent written and oral communication skills
- Strong organizational skills
- Background check
- Bachelor's degree from an accredited college or university or equivalent experience in the field

**Preferred Qualifications:**

- Bilingual Preferred
- Problem solver, highly efficient, and detail-oriented
- Minimally two years' experience working or volunteering with victims of interpersonal violence (domestic violence, sexual assault, human trafficking, stalking, child abuse, and elder abuse) or related issues
- 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
- Experience working under and reporting on grants
- Social Work or Counseling licensure

**Expectations:**

- This position is an *in-person* position within one of the two Family Safety Centers.
- Client-facing positions are expected to spend the majority of the workday working directly with clients who have experienced abuse.

**Applicant Materials:**

- Cover Letter
- Resume
- References
- Required Question(s) to Answer:
  - Describe your understanding of what it means to provide trauma-informed services to clients who have experienced abuse.



**INTERAGENCY MEMORANDUM OF UNDERSTANDING**

**SECTION I - BACKGROUND**

This Memorandum of Understanding ("MOU") is made and entered into this 1<sup>st</sup> day of September, 2022, by and between Metropolitan Government's Office of Family Safety and Family Safety Center and You Have the Power (the "Parties").

**Whereas**, the mission of the Metropolitan Nashville-Davidson County Office of Family Safety is to increase victim safety and offender accountability by providing vital crisis intervention services to victims of interpersonal violence while maintaining the emotional wellness of service providers, which is accomplished in court and community based Family Safety Centers through client advocacy, training, outreach, and multi-disciplinary teams and Family Safety Center collaboration;

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

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

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

**SECTION II - OBLIGATIONS**

The Parties agree that:

- A. The Office of Family Safety (OFS) will work collaboratively with the You Have the Power under the Family Safety Centers' coordinated response to interpersonal violence model.
- B. You Have the Power will work cooperatively with the Office of Family Safety and its Family Safety Centers partners.
- C. You Have the Power will help further the recommendations of Metro's 2013 Domestic Violence Safety and Accountability Assessment.
- D. You Have the Power and the Office of Family Safety will support each agency's resource development efforts, absent a conflict/disagreement.
- E. The Office of Family Safety will include You Have the Power on its information distribution list for Metro's Community Partnership Fund (previously known as the Community Enhancement Fund) if that organization meets the qualification requirements.
- F. You Have the Power will assist with resource development efforts such as providing needed grant and interpersonal violence outcome data – not including confidential and non-public record information.
- G. You Have the Power will support (as a Family Safety Center partner) the Office of Family Safety's resource development efforts, absent a conflict.
- H. Office of Family Safety and You Have the Power will work to resolve any partner performance impacting clients or FSC partnerships. In such a case, the following steps will be taken:
  - o Issue will be discussed at a partner meeting and, if applicable to a particular employee, will be shared with the employee's supervisor(s).
  - o OFS may suspend on-site privileges of that on-site partner and/or employee, pending a corrective action plan that may include training and/or observation.



- o OFS may terminate that on-site partner agency's on-site privileges and/or their employee's on-site privileges at the Family Safety Centers.
- I. Per OCJP Family Justice Center requirements, OFS will also solicit ongoing feedback from survivors receiving services at the FSCs and relay any feedback pertaining to You Have the Power. Additionally, OFS will solicit feedback from all partners working at the FSCs, including You Have the Power, about FSCs operations and services.
- J. You Have the Power staff will agree to provide services at the Family Safety Centers that align with the Mission, Vision, and Values of the Office of Family Safety (please refer to the OFS Mission, Vision, and Values statement).
- K. Client Confidentiality requirements for the You Have the Power, the Office of Family Safety, the Family Safety Center and Jean Crowe Advocacy Center will be followed.
- L. You Have the Power will participate in data systems that track services provided at the Family Safety Centers - permitted under You Have the Power's rules and regulations.
- M. Office of Family Safety and You Have the Power will work collaboratively on addressing the intersection between interpersonal violence issues and crime victims.
- N. With the approval of the Office of Family Safety, You Have the Power will list the Office of Family Safety in its referral materials (electronic and paper).
- O. With the approval of You Have the Power, the Office of Family Safety will list You Have the Power in its referral materials (electronic and paper).
- P. As appropriate, You Have the Power will refer clients to the FSC and JCAC and the Office of Family Safety will refer clients to You Have the Power and follow each agency's referral procedures and requirements.
- Q. The You Have the Power office will designate specific leadership to attend, prepare, and participate in the following meetings:
  - o FSC Leadership Committee
  - o Domestic Abuse Death Review Team
  - o OFS Training & Outreach Committee
- R. You Have the Power staff and volunteers that work at the Family Safety Centers will attend a mandatory formal training process of not less than eight hours per year, provided by the Office of Family Safety.
- S. You Have the Power staff and volunteers that work at the Family Safety Centers will attend or view a mandatory tour of the Family Safety Centers.

#### **SECTION III - TERM**

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

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

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



# Metro Office of Family Safety

SIGNATURE PAGE

INTERAGENCY MEMORANDUM OF UNDERSTANDING

APPROVED BY:

Handwritten signature of Diane S. Lance in black ink.

10-13-22

Diane S. Lance

Date

Department Head, Metro Office of Family Safety

Handwritten signature of Cathy Gurley in black ink.

10/13/22

Cathy Gurley

Date

Executive Director

You Have the Power

FILED IN THE OFFICE OF THE  
METROPOLITAN CLERK

\_\_\_\_\_  
Date



**INTERAGENCY MEMORANDUM OF UNDERSTANDING**

**SECTION I – BACKGROUND**

This Memorandum of Understanding ("MOU") is made and entered into this 1<sup>st</sup> day of September, 2022, by and between Metropolitan Government's Office of Family Safety and Family Safety Center and Sexual Assault Center (the "Parties").

**Whereas**, the mission of the Metropolitan Nashville-Davidson County Office of Family Safety is to increase victim safety and offender accountability by providing vital crisis intervention services to victims of interpersonal violence while maintaining the emotional wellness of service providers, which is accomplished in court and community based Family Safety Centers through client advocacy, training, outreach, and multi-disciplinary teams and Family Safety Center collaboration;

**Whereas**, the mission of the Sexual Assault Center is to provide healing for children, adults and families affected by sexual assault and to end sexual violence through counseling, education, and advocacy;

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

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

**SECTION II – OBLIGATIONS**

The Parties agree that:

*General Partnership:*

- A. The Office of Family Safety (OFS) will work collaboratively with the Sexual Assault Center under the Family Safety Centers' coordinated response to interpersonal violence model.
- B. Sexual Assault Center will work cooperatively with the Office of Family Safety and its Family Safety Centers partners.
- C. Sexual Assault Center will help further the recommendations of Metro's 2013 Domestic Violence Safety and Accountability Assessment.
- D. Sexual Assault Center and the Office of Family Safety will support each agency's resource development efforts, absent a conflict/disagreement.
- E. The Office of Family Safety will include the Sexual Assault Center on its information distribution list for Metro's Community Partnership Fund (previously known as the Community Enhancement Fund) if that organization meets the qualification requirements.



- F. The Sexual Assault Center will assist with resource development efforts such as providing needed grant and interpersonal violence outcome data – not including confidential and non-public record information.
- G. Sexual Assault Center will support (as a Family Safety Center partner) the Office of Family Safety's resource development efforts, absent a conflict.
- H. Office of Family Safety and Sexual Assault Center will work to resolve any partner performance impacting clients or FSC partnerships. In such a case, the following steps will be taken:
  - o Issues will be discussed at a partner meeting and, if applicable to a particular employee, will be shared with the employee's supervisor(s).
  - o OFS may suspend on-site privileges of that on-site partner and/or employee, pending a corrective action plan that may include training and/or observation.
  - o OFS may terminate that on-site partner agency's on-site privileges and/or their employee's on-site privileges at the Family Safety Centers.
- I. Per OCJP Family Justice Center requirements, OFS will also solicit ongoing feedback from survivors receiving services at the FSCs and relay any feedback pertaining to Sexual Assault Center. Additionally, OFS will solicit feedback from all partners working at the FSCs, including Sexual Assault Center, about FSCs operations and services.

*Client Services at Family Safety Centers (FSC & JCAC):*

- J. Sexual Assault Center staff will agree to provide services at the Family Safety Centers that align with the Mission, Vision, and Values of the Office of Family Safety (please refer to the OFS Mission, Vision, and Values statement).
- K. Client Confidentiality requirements for the Sexual Assault Center, the Office of Family Safety, the Family Safety Center and Jean Crowe Advocacy Center will be followed.
- L. The Sexual Assault Center will participate in data systems that track services provided at the Family Safety Centers – permitted under Sexual Assault Center's rules and regulations.
- M. Office of Family Safety and Sexual Assault Center will work collaboratively on addressing the intersection between interpersonal violence issues and sexual assault.
- N. The Office of Family Safety will provide space for SAC to provide services at the Family Safety Center, including access to client support rooms and an assigned workspace. SAC will provide Order of Protection, safety planning, resource, and referral assistance for survivors of interpersonal violence, utilizing drop-in space up to three days per week.



## Metro Office of Family Safety

### *Referrals:*

- O. With the approval of the Office of Family Safety, Sexual Assault Center will list the Office of Family Safety in its referral materials (electronic and paper).
- P. With the approval of Sexual Assault Center, the Office of Family Safety will list Sexual Assault Center in its referral materials (electronic and paper).
- Q. As appropriate, Sexual Assault Center will refer clients to the FSC and JCAC and the Office of Family Safety will refer clients Sexual Assault Center and follow each agency's referral procedures and requirements.

### *Teams & Committees:*

- R. The Sexual Assault Center office will designate specific leadership to attend, prepare, and participate in the following meetings:
  - o FSC Leadership Committee
  - o Sexual Assault Systems Response Taskforce
  - o OFS Training & Outreach Committee

### *Training & Tours:*

- S. Sexual Assault Center staff and volunteers that work at the Family Safety Centers will attend a mandatory formal training process of not less than eight hours per year, provided by the Office of Family Safety.
- T. Sexual Assault Center staff and volunteers that work at the Family Safety Centers will attend or view a mandatory tour of the Family Safety Centers.

### **SECTION III - TERM**

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

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

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




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

APPROVED BY:

 \_\_\_\_\_ 10.20.22

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

 \_\_\_\_\_ 10/20/2022

Rachel Freeman Date  
President  
Sexual Assault Center

FILED IN THE OFFICE OF THE  
METROPOLITAN CLERK

\_\_\_\_\_  
Date





# Metro Office of Family Safety

## INTERAGENCY MEMORANDUM OF UNDERSTANDING

### SECTION I - BACKGROUND

This Memorandum of Understanding ("MOU") is made and entered into this 1<sup>st</sup> day of September, 2022, by and between Metropolitan Government's Office of Family Safety and Family Safety Center and the District Attorney General's Office (the "Parties").

**Whereas**, the mission of the Metropolitan Nashville-Davidson County Office of Family Safety is to increase victim safety and offender accountability by providing vital crisis intervention services to victims of interpersonal violence while maintaining the emotional wellness of service providers, which is accomplished in court and community based Family Safety Centers through client advocacy, training, outreach, and multi-disciplinary teams and Family Safety Center collaboration;

**Whereas**, the District Attorney General for the 20th Judicial District is responsible for the prosecution of all alleged violations of state criminal laws that occur within Metropolitan Nashville and Davidson County. Both felony and misdemeanor crimes are prosecuted by the District Attorney's Office as well as the criminal acts of juveniles (persons less than eighteen (18) years of age);

**Whereas**, the Office of Family Safety and District Attorney General's Office wish to enter into this MOU to establish their initial partnership agreement.

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

### SECTION II - OBLIGATIONS

The Parties agree that:

#### *General Partnership:*

- A. The Office of Family Safety (OFS) will work collaboratively with the District Attorney General's Office under the Family Safety Centers' coordinated response to interpersonal violence model.
- B. District Attorney General's Office will work cooperatively with the Office of Family Safety and its Family Safety Centers partners.
- C. District Attorney General's Office will help further the recommendations of Metro's 2013 Domestic Violence Safety and Accountability Assessment.
- D. District Attorney General's Office and the Office of Family Safety will support each agency's resource development efforts, absent a conflict/disagreement.



## Metro Office of Family Safety

- E. The District Attorney General's Office will assist with resource development efforts such as providing needed grant and interpersonal violence outcome data - not including confidential and non-public record information.
- F. District Attorney General's Office will support (as a Family Safety Center partner) the Office of Family Safety's resource development efforts, absent a conflict.
- G. Office of Family Safety and District Attorney General's Office will work to resolve any partner performance impacting clients or FSC partnerships. In such a case, the following steps will be taken:
  - o Issue will be discussed at a partner meeting and, if applicable to a particular employee, will be shared with the employee's supervisor(s).
  - o OFS may suspend on-site privileges of that on-site partner and/or employee, pending a corrective action plan that may include training and/or observation.
  - o OFS may terminate that on-site partner agency's on-site privileges and/or their employee's on-site privileges at the Family Safety Centers.
- H. Per OCJP Family Justice Center requirements, OFS will also solicit ongoing feedback from survivors receiving services at the FSCs and relay any feedback pertaining to District Attorney General's Office. Additionally, OFS will solicit feedback from all partners working at the FSCs, including District Attorney General's Office, about FSCs operations and services.

### *Client Services at Family Safety Centers (FSC & JCAC):*

- I. District Attorney General's Office staff will agree to provide services at the Family Safety Centers that align with the Mission, Vision, and Values of the Office of Family Safety (please refer to the OFS Mission, Vision, and Values statement).
- J. Client Confidentiality requirements for the District Attorney General's Office, the Office of Family Safety, the Family Safety Center and Jean Crowe Advocacy Center will be followed.
- K. The District Attorney General's Office will participate in data systems that track services provided at the Family Safety Centers - permitted under District Attorney General's Office's rules and regulations.
- L. Office of Family Safety and District Attorney General's Office will work collaboratively on addressing the intersection between interpersonal violence issues and criminal prosecution.
- M. The Office of Family Safety will provide space for District Attorney General's Office to provide services at the Family Safety Center, including access to client support rooms and an assigned workspace. District Attorney General's Office will provide



# Metro Office of Family Safety

prosecutorial counsel to victims of interpersonal crime and court support for witnesses, utilizing drop-in space up to five days per week.

## *Referrals:*

- N. With the approval of the Office of Family Safety, District Attorney General's Office will list the Office of Family Safety in its referral materials (electronic and paper).
- O. With the approval of District Attorney General's Office the Office of Family Safety will list District Attorney General's Office in its referral materials (electronic and paper).
- P. As appropriate, District Attorney General's Office will refer clients to the FSC and JCAC and the Office of Family Safety will refer clients to District Attorney General's Office and follow each agency's referral procedures and requirements.

## *Teams & Committees:*

- Q. The District Attorney General's Office will designate specific leadership to attend, prepare, and participate in the following meetings:
  - o OFS Executive Advisory Committee
  - o FSC Leadership Committee
  - o High Risk Intervention Panel
  - o Domestic Abuse Death Review Team
  - o Sexual Assault Systems Response Taskforce
  - o DV & Firearms Task Force
  - o Strangulation Response Committee
  - o Human Trafficking Collaborative
  - o OFS Training & Outreach Committee
  - o Language Access Collaborative

## *Training & Tours:*

- R. District Attorney General's Office staff and volunteers that work at the Family Safety Centers will attend a mandatory formal training process of not less than eight hours per year, provided by the Office of Family Safety.
- S. District Attorney General's Office staff and volunteers that work at the Family Safety Centers will attend or view a mandatory tour of the Family Safety Centers.

## **SECTION III - TERM**



# Metro Office of Family Safety

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

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

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



# Metro Office of Family Safety

## **INTERAGENCY MEMORANDUM OF UNDERSTANDING**

### **SECTION I – BACKGROUND**

This Memorandum of Understanding (“MOU”) is made and entered into this 1<sup>st</sup> day of September, 2022, by and between Metropolitan Government’s Office of Family Safety and Family Safety Center and Metro Social Services (the “Parties”).

**Whereas**, the mission of the Metropolitan Nashville-Davidson County Office of Family Safety is to increase victim safety and offender accountability by providing vital crisis intervention services to victims of interpersonal violence while maintaining the emotional wellness of service providers, which is accomplished in court and community based Family Safety Centers through client advocacy, training, outreach, and multi-disciplinary teams and Family Safety Center collaboration;

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

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

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

### **SECTION II – OBLIGATIONS**

The Parties agree that:

*General Partnership:*

- A. The Office of Family Safety (OFS) will work collaboratively with the Metro Social Services under the Family Safety Centers’ coordinated response to interpersonal violence model.
- B. Metro Social Services will work cooperatively with the Office of Family Safety and its Family Safety Centers partners.
- C. Metro Social Services will help further the recommendations of Metro’s 2013 Domestic Violence Safety and Accountability Assessment.
- D. Metro Social Services and the Office of Family Safety will support each agency’s resource development efforts, absent a conflict/disagreement.
- E. The Metro Social Services will assist with resource development efforts such as providing needed grant and interpersonal violence outcome data – not including confidential and non-public record information.



## Metro Office of Family Safety

- F. Metro Social Services will support (as a Family Safety Center partner) the Office of Family Safety's resource development efforts, absent a conflict.
- G. Office of Family Safety and Metro Social Services will work to resolve any partner performance impacting clients or FSC partnerships. In such a case, the following steps will be taken:
  - o Issue will be discussed at a partner meeting and, if applicable to a particular employee, will be shared with the employee's supervisor(s).
  - o OFS may suspend on-site privileges of that on-site partner and/or employee, pending a corrective action plan that may include training and/or observation.
  - o OFS may terminate that on-site partner agency's on-site privileges and/or their employee's on-site privileges at the Family Safety Centers.
- H. Per OCJP Family Justice Center requirements, OFS will also solicit ongoing feedback from survivors receiving services at the FSCs and relay any feedback pertaining to Metro Social Services. Additionally, OFS will solicit feedback from all partners working at the FSCs, including Metro Social Services, about FSCs operations and services.

### *Client Services at Family Safety Centers (FSC & JCAC):*

- I. Metro Social Services staff will agree to provide services at the Family Safety Centers that align with the Mission, Vision, and Values of the Office of Family Safety (please refer to the OFS Mission, Vision, and Values statement).
- J. Client Confidentiality requirements for the Metro Social Services, the Office of Family Safety, the Family Safety Center and Jean Crowe Advocacy Center will be followed.
- K. The Metro Social Services will participate in data systems that track services provided at the Family Safety Centers – permitted under Metro Social Services's rules and regulations.
- L. Office of Family Safety and Metro Social Services will work collaboratively on addressing the intersection between interpersonal violence issues and homelessness.
- M. The Office of Family Safety will provide space for Metro Social Services to provide services at the Family Safety Center, including access to client support rooms and a temporary workspace. SAC will provide Order of Protection, safety planning, resource, and referral assistance for survivors of interpersonal violence, utilizing drop-in space up to one day per week.

### *Referrals:*

- N. With the approval of the Office of Family Safety, Metro Social Services will list the Office of Family Safety in its referral materials (electronic and paper).



# Metro Office of Family Safety

- O. With the approval of Metro Social Services, the Office of Family Safety will list Metro Social Services in its referral materials (electronic and paper).
- P. As appropriate, Metro Social Services will refer clients to the FSC and JCAC and the Office of Family Safety will refer clients to Metro Social Services and follow each agency's referral procedures and requirements.

*Teams & Committees:*

- Q. The Metro Social Services office will designate specific leadership to attend, prepare, and participate in the following meetings:
  - o High Risk Intervention Panel
  - o Domestic Abuse Death Review Team

*Training & Tours:*

- R. Metro Social Services staff and volunteers that work at the Family Safety Centers will attend a mandatory formal training process of not less than eight hours per year, provided by the Office of Family Safety.
- S. Metro Social Services staff and volunteers that work at the Family Safety Centers will attend or view a mandatory tour of the Family Safety Centers.

### **SECTION III – TERM**

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

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

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



# Metro Office of Family Safety

**SIGNATURE PAGE**

## **INTERAGENCY MEMORANDUM OF UNDERSTANDING**

APPROVED BY:

10.13.22

Diane S. Lance

Date

Department Head, Metro Office of Family Safety

10/13/2022

Renee Pratt

Date

Executive Director

Metro Social Services

FILED IN THE OFFICE OF THE  
METROPOLITAN CLERK

\_\_\_\_\_

Date





# Metro Office of Family Safety

SIGNATURE PAGE

## INTERAGENCY MEMORANDUM OF UNDERSTANDING

APPROVED BY:

10.5.22

Diane S. Lance

Date

Department Head, Metro Office of Family Safety

10-5-22

Glenn Funk

Date

District Attorney General

District Attorney General's Office

FILED IN THE OFFICE OF THE  
METROPOLITAN CLERK

\_\_\_\_\_  
Date



# Metro Office of Family Safety

## **.INTERAGENCY MEMORANDUM OF UNDERSTANDING**

### **SECTION I – BACKGROUND**

This Memorandum of Understanding ("MOU") is made and entered into this 1<sup>st</sup> day of September, 2022, by and between Metropolitan Government's Office of Family Safety and Family Safety Center and Metro Public Health Department (the "Parties").

**Whereas**, the mission of the Metropolitan Nashville-Davidson County Office of Family Safety is to increase victim safety and offender accountability by providing vital crisis intervention services to victims of interpersonal violence while maintaining the emotional wellness of service providers, which is accomplished in court and community based Family Safety Centers through client advocacy, training, outreach, and multi-disciplinary teams and Family Safety Center collaboration;

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

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

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

### **SECTION II – OBLIGATIONS**

The Parties agree that:

#### *General Partnership:*

- A. The Office of Family Safety (OFS) will work collaboratively with the Metro Public Health Department under the Family Safety Centers' coordinated response to interpersonal violence model.
- B. Metro Public Health Department will work cooperatively with the Office of Family Safety and its Family Safety Centers partners.
- C. Metro Public Health Department will help further the recommendations of Metro's 2013 Domestic Violence Safety and Accountability Assessment.
- D. Metro Public Health Department and the Office of Family Safety will support each agency's resource development efforts, absent a conflict/disagreement.

#### *Client Services at Family Safety Centers (FSC & JCAC):*

- E. The Metro Public Health Department will assist with resource development efforts such as providing needed grant and interpersonal violence outcome data – not including confidential and non-public record information.
- F. Metro Public Health Department will support (as a Family Safety Center partner) the Office of Family Safety's resource development efforts, absent a conflict.
- G. Office of Family Safety and Metro Public Health Department will work collaboratively on addressing the intersection between interpersonal violence issues and public health.

#### *Referrals:*

- I. With the approval of the Office of Family Safety, Metro Public Health Department will list the Office of Family Safety in its referral materials (electronic and paper).
- J. With the approval of Metro Public Health Department, the Office of Family Safety will list Metro Public Health Department in its referral materials (electronic and paper).



## Metro Office of Family Safety

K. As appropriate, Metro Public Health Department will refer clients to the FSC and JCAC and the Office of Family Safety will refer clients Metro Public Health Department and follow each agency's referral procedures and requirements.

*Teams & Committees:*

- L. The Metro Public Health Department office will designate specific leadership to attend, prepare, and participate in the following meetings:
- a. Sexual Assault Systems Response Taskforce
  - b. Strangulation Response Committee
  - c. OFS Training & Outreach Committee

### **SECTION III - TERM**

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

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

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



# Metro Office of Family Safety

## SIGNATURE PAGE

### INTERAGENCY MEMORANDUM OF UNDERSTANDING

APPROVED BY:

DocuSigned by:  
*Diane Lance*  
10303099366674

11/14/2022

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

Date

DocuSigned by:  
*Gill C. Wright III, MD*  
9406621810008

11/14/2022

Dr. Gill Wright  
Director of Health  
Metro Public Health Department

Date

FILED IN THE OFFICE OF THE  
METROPOLITAN CLERK

\_\_\_\_\_  
Date



# Metro Office of Family Safety

## **INTERAGENCY MEMORANDUM OF UNDERSTANDING**

### **SECTION I – BACKGROUND**

This Memorandum of Understanding ("MOU") is made and entered into this 1<sup>st</sup> day of September, 2022, by and between Metropolitan Government's Office of Family Safety and Family Safety Center and AGAPE the "Parties").

**Whereas**, the mission of the Metropolitan Nashville-Davidson County Office of Family Safety is to increase victim safety and offender accountability by providing vital crisis intervention services to victims of interpersonal violence while maintaining the emotional wellness of service providers, which is accomplished in court and community based Family Safety Centers through client advocacy, training, outreach, and multi-disciplinary teams and Family Safety Center collaboration;

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

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

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

### **SECTION II – OBLIGATIONS**

The Parties agree that:

*General Partnership:*

- A. The Office of Family Safety (OFS) will work collaboratively with the AGAPE under the Family Safety Centers' coordinated response to interpersonal violence model.
- B. AGAPE will work cooperatively with the Office of Family Safety and its Family Safety Centers partners.
- C. AGAPE will help further the recommendations of Metro's 2013 Domestic Violence Safety and Accountability Assessment.
- D. AGAPE and the Office of Family Safety will support each agency's resource development efforts, absent a conflict/disagreement.
- E. The Office of Family Safety will include the AGAPE on its information distribution list for Metro's Community Partnership Fund (previously known as the Community Enhancement Fund) if that organization meets the qualification requirements.
- F. The AGAPE will assist with resource development efforts such as providing needed grant and interpersonal violence outcome data – not including confidential and non-public record information.
- G. AGAPE will support (as a Family Safety Center partner) the Office of Family Safety's resource development efforts, absent a conflict.

*VM*



# Metro Office of Family Safety

- K. AGAPE will continue to receive Civil Legal Advocacy Program referrals from the Office of Family Safety for petitioners needing assistance at the Order of Protection hearing.
- L. Office of Family Safety will share client information with AGAPE's designee upon receiving a signed client release of information.
- M. Office of Family Safety and AGAPE will work collaboratively on addressing the intersection between interpersonal violence issues and housing and court needs.
- N. Office of Family Safety and AGAPE will work to resolve any partner performance impacting clients or FSC partnerships. In such a case, the following steps will be taken:
  - o Issue will be discussed at a partner meeting and, if applicable to a particular employee, will be shared with the employee's supervisor(s).
  - o OFS may suspend on-site privileges of that on-site partner and/or employee, pending a corrective action plan that may include training and/or observation.
  - o OFS may terminate that on-site partner agency's on-site privileges and/or their employee's on-site privileges at the Family Safety Centers.
- O. Per OCJP Family Justice Center requirements, OFS will also solicit ongoing feedback from survivors receiving services at the FSCs and relay any feedback pertaining to AGAPE. Additionally, OFS will solicit feedback from all partners working at the FSCs, including AGAPE, about FSCs operations and services.
- P. The Office of Family Safety will provide space for AGAPE to provide services at the Family Safety Center, including access to client support rooms and an assigned workspace. AGAPE will provide Order of Protection, safety planning, resource, and referral assistance for survivors of interpersonal violence, utilizing drop-in space up to seven days per week.

#### Referrals:

- Q. ~~With~~ the approval of the Office of Family Safety, AGAPE will list the Office of Family Safety in its referral materials (electronic and paper).
- R. With the approval of AGAPE, the Office of Family Safety will list AGAPE in its referral materials (electronic and paper).
- S. As appropriate, AGAPE will refer clients to the FSC and JCAC and the Office of Family Safety will refer clients to AGAPE and follow each agency's referral procedures and requirements.

#### Teams & Committees:

- T. The AGAPE office will designate specific leadership to attend, prepare, and participate in the following meetings:
  - o FSC Leadership Committee
  - o High Risk Intervention Panel
  - o Domestic Abuse Death Review Team

*Jan*



# Metro Office of Family Safety

- V. AGAPE staff and volunteers that work at the Family Safety Centers will attend or view a mandatory tour of the Family Safety Centers.

### **SECTION III - TERM**

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

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

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

VCA



# Metro Office of Family Safety

SIGNATURE PAGE

## INTERAGENCY MEMORANDUM OF UNDERSTANDING

APPROVED BY:

Handwritten signature of Diane S. Lance in black ink.

Diane S. Lance

Department Head, Metro Office of Family Safety

10.5.22

Date

Handwritten signature of Chandler Means in black ink.

Chandler Means

CEO

AGAPE

10/5/2022

Date

FILED IN THE OFFICE OF THE  
METROPOLITAN CLERK

\_\_\_\_\_  
Date

Handwritten initials in black ink, possibly 'V' or 'W'.





**INTERAGENCY MEMORANDUM OF UNDERSTANDING**

**SECTION I – BACKGROUND**

This Memorandum of Understanding ("MOU") is made and entered into this 1<sup>st</sup> day of September, 2022, by and between Metropolitan Government's Office of Family Safety and Family Safety Center and FiftyForward (the "Parties").

**Whereas**, the mission of the Metropolitan Nashville-Davidson County Office of Family Safety is to increase victim safety and offender accountability by providing vital crisis intervention services to victims of interpersonal violence while maintaining the emotional wellness of service providers, which is accomplished in court and community based Family Safety Centers through client advocacy, training, outreach, and multi-disciplinary teams and Family Safety Center collaboration;

**Whereas**, the mission of FiftyForward is to support, champion and enhance life for those 50 and older;

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

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

**SECTION II – OBLIGATIONS**

The Parties agree that:

*General Partnership:*

- A. The Office of Family Safety (OFS) will work collaboratively with the FiftyForward under the Family Safety Centers' coordinated response to interpersonal violence model.
- B. FiftyForward will work cooperatively with the Office of Family Safety and its Family Safety Centers partners.
- C. FiftyForward will help further the recommendations of Metro's 2013 Domestic Violence Safety and Accountability Assessment.
- D. FiftyForward and the Office of Family Safety will support each agency's resource development efforts, absent a conflict/disagreement.
- E. The Office of Family Safety will include the FiftyForward on its information distribution list for Metro's Community Partnership Fund (previously known as the Community Enhancement Fund) if that organization meets the qualification requirements.
- F. The FiftyForward will assist with resource development efforts such as providing needed grant and interpersonal violence outcome data – not including confidential and non-public record information.
- G. FiftyForward will support (as a Family Safety Center partner) the Office of Family Safety's resource development efforts, absent a conflict.
- H. Office of Family Safety and FiftyForward will work to resolve any partner performance impacting clients or FSC partnerships. In such a case, the following steps will be taken:
  - o Issue will be discussed at a partner meeting and, if applicable to a particular employee, will be shared with the employee's supervisor(s).
  - o OFS may suspend on-site privileges of that on-site partner and/or employee, pending a corrective action plan that may include training and/or observation.



# Metro Office of Family Safety

## INTERAGENCY MEMORANDUM OF UNDERSTANDING

### SECTION I – BACKGROUND

This Memorandum of Understanding ("MOU") is made and entered into this 1<sup>st</sup> day of September, 2022, by and between Metropolitan Government's Office of Family Safety and Family Safety Center and Metro Public Health Department (the "Parties").

**Whereas**, the mission of the Metropolitan Nashville-Davidson County Office of Family Safety is to increase victim safety and offender accountability by providing vital crisis intervention services to victims of interpersonal violence while maintaining the emotional wellness of service providers, which is accomplished in court and community based Family Safety Centers through client advocacy, training, outreach, and multi-disciplinary teams and Family Safety Center collaboration;

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

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

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

### SECTION II – OBLIGATIONS

The Parties agree that:

#### *General Partnership:*

- A. The Office of Family Safety (OFS) will work collaboratively with the Metro Public Health Department under the Family Safety Centers' coordinated response to interpersonal violence model.
- B. Metro Public Health Department will work cooperatively with the Office of Family Safety and its Family Safety Centers partners.
- C. Metro Public Health Department will help further the recommendations of Metro's 2013 Domestic Violence Safety and Accountability Assessment.
- D. Metro Public Health Department and the Office of Family Safety will support each agency's resource development efforts, absent a conflict/disagreement.

#### *Client Services at Family Safety Centers (FSC & JCAC):*

- E. The Metro Public Health Department will assist with resource development efforts such as providing needed grant and interpersonal violence outcome data - not including confidential and non-public record information.
- F. Metro Public Health Department will support (as a Family Safety Center partner) the Office of Family Safety's resource development efforts, absent a conflict.
- G. Office of Family Safety and Metro Public Health Department will work collaboratively on addressing the intersection between interpersonal violence issues and public health.

#### *Referrals:*

- I. With the approval of the Office of Family Safety, Metro Public Health Department will list the Office of Family Safety in its referral materials (electronic and paper).
- J. With the approval of Metro Public Health Department, the Office of Family Safety will list Metro Public Health Department in its referral materials (electronic and paper).



## Metro Office of Family Safety

K. As appropriate, Metro Public Health Department will refer clients to the FSC and JCAC and the Office of Family Safety will refer clients Metro Public Health Department and follow each agency's referral procedures and requirements.

*Teams & Committees:*

- L. The Metro Public Health Department office will designate specific leadership to attend, prepare, and participate in the following meetings:
- a. Sexual Assault Systems Response Taskforce
  - b. Strangulation Response Committee
  - c. OFS Training & Outreach Committee

### **SECTION III - TERM**

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

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

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



# Metro Office of Family Safety

SIGNATURE PAGE

INTERAGENCY MEMORANDUM OF UNDERSTANDING


APPROVED BY:

 10.5.22

Diane S. Lance

Date

Department Head, Metro Office of Family Safety

 10/5/2022

Sallie Hussey

Date

CEO

FiftyForward

FILED IN THE OFFICE OF THE  
METROPOLITAN CLERK

\_\_\_\_\_  
Date



# Metro Office of Family Safety

## INTERAGENCY MEMORANDUM OF UNDERSTANDING

### SECTION I – BACKGROUND

This Memorandum of Understanding (“MOU”) is made and entered into this 1<sup>st</sup> day of September, 2022, by and between Metropolitan Government’s Office of Family Safety and Family Safety Center and Davidson County Circuit Court Clerk’s Office (the “Parties”).

**Whereas**, the mission of the Metropolitan Nashville-Davidson County Office of Family Safety is to increase victim safety and offender accountability by providing vital crisis intervention services to victims of interpersonal violence while maintaining the emotional wellness of service providers, which is accomplished in court and community based Family Safety Centers through client advocacy, training, outreach, and multi-disciplinary teams and Family Safety Center collaboration;

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

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

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

### SECTION II – OBLIGATIONS

The Parties agree that:

#### *General Partnership:*

- A. The Office of Family Safety (OFS) will work collaboratively with the Davidson County Circuit Court Clerk’s Office under the Family Safety Centers’ coordinated response to interpersonal violence model.
- B. Davidson County Circuit Court Clerk’s Office will work cooperatively with the Office of Family Safety and its Family Safety Centers partners.
- C. Davidson County Circuit Court Clerk’s Office will help further the recommendations of Metro’s 2013 Domestic Violence Safety and Accountability Assessment.
- D. Davidson County Circuit Court Clerk’s Office and the Office of Family Safety will support each agency’s resource development efforts, absent a conflict/disagreement.
- E. Office of Family Safety and Davidson County Circuit Court Clerk’s Office will work to resolve any partner performance impacting clients or FSC partnerships. In such a case, the following steps will be taken:
  - o Issue will be discussed at a partner meeting and, if applicable to a particular employee, will be shared with the employee’s supervisor(s).
  - o OFS or Offices of the Davidson County Circuit Court Clerk may suspend on-site privileges of that on-site partner and/or employee, pending a corrective action plan that may include training and/or observation.
  - o OFS or Offices of the Davidson County Circuit Court Clerk may terminate that on-site partner agency’s on-site privileges and/or their employee’s on-site privileges at the Family Safety Centers or Offices of the Davidson County Circuit Court Clerk.
- F. Per OCJP Family Justice Center requirements, OFS will also solicit ongoing feedback from survivors receiving services at the FSCs and relay any feedback pertaining to Davidson County Circuit Court Clerk’s Office. Additionally, OFS will solicit feedback



## Metro Office of Family Safety

from all partners working at the FSCs, including Davidson County Circuit Court Clerk's Office, about FSCs operations and services.

*Client Services at Family Safety Centers (FSC & JCAC):*

- G. The Davidson County Circuit Court Clerk's Office will assist with resource development efforts such as providing needed grant and interpersonal violence outcome data – not including confidential and non-public record information.
- H. Davidson County Circuit Court Clerk's Office will support (as a Family Safety Center partner) the Office of Family Safety's resource development efforts, absent a conflict.
- I. Office of Family Safety and Davidson County Circuit Court Clerk's Office will work collaboratively on addressing the intersection between interpersonal violence issues and the courts.
- J. As appropriate, Davidson County Circuit Court Clerk's Office will refer clients to the FSC and JCAC, following the referral procedures and requirements.

*Teams & Committees:*

- K. The Davidson County Circuit Court Clerk will designate specific leadership to attend, prepare, and participate in the following meetings:
  - o OFS Executive Advisory Committee
  - o DV & Firearms Task Force

### **SECTION III – TERM**

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

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

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



# Metro Office of Family Safety

SIGNATURE PAGE

## INTERAGENCY MEMORANDUM OF UNDERSTANDING

APPROVED BY:

 10-28-22

Diane S. Lance

Date

Department Head, Metro Office of Family Safety

 10-28-22

Joseph Day

Date

Circuit Court Clerk

Davidson County Circuit Court Clerk's Office

FILED IN THE OFFICE OF THE  
METROPOLITAN CLERK

\_\_\_\_\_  
Date



# Metro Office of Family Safety

## INTERAGENCY MEMORANDUM OF UNDERSTANDING

### SECTION I – BACKGROUND

This Memorandum of Understanding ("MOU") is made and entered into this 1<sup>st</sup> day of September, 2022, by and between Metropolitan Government's Office of Family Safety and Family Safety Center and Metro Nashville Police Department (the "Parties").

**Whereas**, the mission of the Metropolitan Nashville-Davidson County Office of Family Safety is to increase victim safety and offender accountability by providing vital crisis intervention services to victims of interpersonal violence while maintaining the emotional wellness of service providers, which is accomplished in court and community based Family Safety Centers through client advocacy, training, outreach, and multi-disciplinary teams and Family Safety Center collaboration;

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

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

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

### SECTION II – OBLIGATIONS

The Parties agree that:

#### *General Partnership:*

- A. The Office of Family Safety (OFS) will work collaboratively with the Metro Nashville Police Department under the Family Safety Centers' coordinated response to interpersonal violence model.
- B. Metro Nashville Police Department will work cooperatively with the Office of Family Safety and its Family Safety Centers partners.
- C. Metro Nashville Police Department will help further the recommendations of Metro's 2013 Domestic Violence Safety and Accountability Assessment.
- D. Metro Nashville Police Department and the Office of Family Safety will support each agency's resource development efforts, absent a conflict/disagreement.
- E. The Metro Nashville Police Department will assist with resource development efforts such as providing needed grant and interpersonal violence outcome data – not including confidential and non-public record information.
- F. Metro Nashville Police Department will support (as a Family Safety Center partner) the Office of Family Safety's resource development efforts, absent a conflict.
- G. Office of Family Safety and Metro Nashville Police Department will work to resolve any partner performance impacting clients or FSC partnerships. In such a case, the following steps will be taken:
  - o Issue will be discussed at a partner meeting and, if applicable to a particular employee, will be shared with the employee's supervisor(s).
  - o OFS may suspend on-site privileges of that on-site partner and/or employee, pending a corrective action plan that may include training and/or observation.
  - o OFS may terminate that on-site partner agency's on-site privileges and/or their employee's on-site privileges at the Family Safety Centers.





## Metro Office of Family Safety

- H. Per OCJP Family Justice Center requirements, OFS will also solicit ongoing feedback from survivors receiving services at the FSCs and relay any feedback pertaining to Metro Nashville Police Department. Additionally, OFS will solicit feedback from all partners working at the FSCs, including Metro Nashville Police Department, about FSCs operations and services.

### *Client Services at Family Safety Centers (FSC & JCAC):*

- I. Metro Nashville Police Department staff will agree to provide services at the Family Safety Centers that align with the Mission, Vision, and Values of the Office of Family Safety (please refer to the OFS Mission, Vision, and Values statement).
- J. Client Confidentiality requirements for the Metro Nashville Police Department, the Office of Family Safety, the Family Safety Center and Jean Crowe Advocacy Center will be followed.
- K. The Metro Nashville Police Department will participate in data systems that track services provided at the Family Safety Centers – permitted under Metro Nashville Police Department's rules and regulations.
- L. Office of Family Safety and Metro Nashville Police Department will work collaboratively on addressing the intersection between interpersonal violence issues and Nashville's response to crime.
- M. The Office of Family Safety will provide space for Metro Nashville Police Department to provide services at the Family Safety Center, including access to client support rooms and an assigned workspace. Metro Nashville Police Department will provide Order of Protection, safety planning, therapy sessions, support groups, investigation services, resource, and referral assistance for survivors of interpersonal violence, utilizing drop-in space up to seven days per week.

### *Referrals:*

- N. With the approval of the Office of Family Safety, Metro Nashville Police Department will list the Office of Family Safety in its referral materials (electronic and paper).
- O. With the approval of Metro Nashville Police Department the Office of Family Safety will list Metro Nashville Police Department in its referral materials (electronic and paper).
- P. As appropriate, Metro Nashville Police Department will refer clients to the FSC and JCAC and the Office of Family Safety will refer clients to Metro Nashville Police Department and follow each agency's referral procedures and requirements.

### *Teams & Committees:*

- Q. The Metro Nashville Police Department office will designate specific leadership to attend, prepare, and participate in the following meetings:
- OFS Executive Advisory Committee
  - FSC Leadership Committee
  - High Risk Intervention Panel
  - Domestic Abuse Death Review Team
  - Sexual Assault Systems Response Taskforce
  - DV & Firearms Task Force
  - Strangulation Response Committee
  - Human Trafficking Collaborative
  - OFS Training & Outreach Committee



# Metro Office of Family Safety

- o Language Access Collaborative

## *Training & Tours:*

- R. Metro Nashville Police Department staff and volunteers that work at the Family Safety Centers will attend a mandatory formal training process of not less than eight hours per year, provided by the Office of Family Safety.
- S. Metro Nashville Police Department staff and volunteers that work at the Family Safety Centers will attend or view a mandatory tour of the Family Safety Centers.

## **SECTION III - TERM**

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

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

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



# Metro Office of Family Safety

SIGNATURE PAGE

## INTERAGENCY MEMORANDUM OF UNDERSTANDING

APPROVED BY:

 3.22.23

Diane S. Lance

Date

Department Head, Metro Office of Family Safety

 3/22/23

Chief John Drake

Date

Chief of Police

Metro Nashville Police Department

FILED IN THE OFFICE OF THE  
METROPOLITAN CLERK

\_\_\_\_\_  
Date



# Metro Office of Family Safety

## INTERAGENCY MEMORANDUM OF UNDERSTANDING

### SECTION I – BACKGROUND

This Memorandum of Understanding (“MOU”) is made and entered into this 1<sup>st</sup> day of September, 2022, by and between Metropolitan Government’s Office of Family Safety and Family Safety Center and the Tennessee Coalition To End Domestic and Sexual Violence (TN Coalition) (the “Parties”).

**Whereas**, the mission of the Metropolitan Nashville-Davidson County Office of Family Safety is to increase victim safety and offender accountability by providing vital crisis intervention services to victims of interpersonal violence while maintaining the emotional wellness of service providers, which is accomplished in court and community based Family Safety Centers through client advocacy, training, outreach, and multi-disciplinary teams and Family Safety Center collaboration;

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

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

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

### SECTION II – OBLIGATIONS

The Parties agree that:

*General Partnership:*

- A. The Office of Family Safety (OFS) will work collaboratively with the TN Coalition under the Family Safety Centers’ coordinated response to interpersonal violence model.
- B. TN Coalition will work cooperatively with the Office of Family Safety and its Family Safety Centers partners.
- C. TN Coalition will help further the recommendations of Metro’s 2013 Domestic Violence Safety and Accountability Assessment.
- D. TN Coalition and the Office of Family Safety will support each agency’s resource development efforts, absent a conflict/disagreement.
- E. The Office of Family Safety will include the TN Coalition on its information distribution list for Metro’s Community Partnership Fund (previously known as the Community Enhancement Fund) if that organization meets the qualification requirements.
- F. The TN Coalition will assist with resource development efforts such as providing needed grant and interpersonal violence outcome data – not including confidential and non-public record information.
- G. TN Coalition will support (as a Family Safety Center partner) the Office of Family Safety’s resource development efforts, absent a conflict.
- H. Office of Family Safety and TN Coalition will work to resolve any partner performance impacting clients or FSC partnerships. In such a case, the following steps will be taken:
  - o Issue will be discussed at a partner meeting and, if applicable to a particular employee, will be shared with the employee’s supervisor(s).



# Metro Office of Family Safety

- o OFS may suspend on-site privileges of that on-site partner and/or employee, pending a corrective action plan that may include training and/or observation.
  - o OFS may terminate that on-site partner agency's on-site privileges and/or their employee's on-site privileges at the Family Safety Centers.
- I. Per OCJP Family Justice Center requirements, OFS will also solicit ongoing feedback from survivors receiving services at the FSCs and relay any feedback pertaining to TN Coalition. Additionally, OFS will solicit feedback from all partners working at the FSCs, including TN Coalition, about FSCs operations and services.

#### *Client Services at Family Safety Centers (FSC & JCAC):*

- J. TN Coalition staff will agree to provide services at the Family Safety Centers that align with the Mission, Vision, and Values of the Office of Family Safety (please refer to the OFS Mission, Vision, and Values statement).
- K. Client Confidentiality requirements for the TN Coalition, the Office of Family Safety, the Family Safety Center and Jean Crowe Advocacy Center will be followed.
- L. The TN Coalition will participate in data systems that track services provided at the Family Safety Centers – permitted under TN Coalition's rules and regulations.
- M. Office of Family Safety and TN Coalition will work collaboratively on addressing the intersection between interpersonal violence issues and sexual violence.
- N. The Office of Family Safety will provide space for TN Coalition to provide services at the Family Safety Center, including access to client support rooms and a temporary workspace. TN Coalition will provide legal services, safety planning, resource, and referral assistance for survivors of interpersonal violence, utilizing drop-in space up to one day per week.

#### *Referrals:*

- O. With the approval of the Office of Family Safety, TN Coalition will list the Office of Family Safety in its referral materials (electronic and paper).
- P. With the approval of TN Coalition, the Office of Family Safety will list TN Coalition in its referral materials (electronic and paper).
- Q. As appropriate, TN Coalition will refer clients to the FSC and JCAC and the Office of Family Safety will refer clients to TN Coalition and follow each agency's referral procedures and requirements.

#### *Teams & Committees:*

- R. The TN Coalition office will designate specific leadership to attend, prepare, and participate in the following meetings:
  - o Sexual Assault Taskforce
  - o OFS Training & Outreach Committee

#### *Training & Tours:*

- S. TN Coalition staff and volunteers that work at the Family Safety Centers will attend a mandatory formal training process of not less than eight hours per year, provided by the Office of Family Safety.
- T. TN Coalition staff and volunteers that work at the Family Safety Centers will attend or view a mandatory tour of the Family Safety Centers.

### **SECTION III - TERM**



# Metro Office of Family Safety

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

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

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



# Metro Office of Family Safety

SIGNATURE PAGE

## INTERAGENCY MEMORANDUM OF UNDERSTANDING

APPROVED BY:

10/18/22

Diane S. Lance

Date

Department Head, Metro Office of Family Safety

10/18/22

Kathy Walsh

Date

Executive Director

TN Coalition to End Domestic and Sexual Violence

FILED IN THE OFFICE OF THE  
METROPOLITAN CLERK

\_\_\_\_\_  
Date



# Metro Office of Family Safety

## INTERAGENCY MEMORANDUM OF UNDERSTANDING

### SECTION I – BACKGROUND

This Memorandum of Understanding (“MOU”) is made and entered into this 1<sup>st</sup> day of September, 2022, by and between Metropolitan Government’s Office of Family Safety and Family Safety Center and Nurture the Next (the “Parties”).

**Whereas**, the mission of the Metropolitan Nashville-Davidson County Office of Family Safety is to increase victim safety and offender accountability by providing vital crisis intervention services to victims of interpersonal violence while maintaining the emotional wellness of service providers, which is accomplished in court and community based Family Safety Centers through client advocacy, training, outreach, and multi-disciplinary teams and Family Safety Center collaboration;

**Whereas**, the mission of Nurture the Next is to create a future for children and families filled with promise and prosperity; and

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

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

### SECTION II – OBLIGATIONS

The Parties agree that:

#### *General Partnership:*

- A. The Office of Family Safety (OFS) will work collaboratively with the Nurture the Next under the Family Safety Centers’ *coordinated* response to interpersonal violence model.
- B. Nurture the Next will work cooperatively with the Office of Family Safety and its Family Safety Centers partners.
- C. Nurture the Next will help further the recommendations of Metro’s 2013 Domestic Violence Safety and Accountability Assessment.
- D. Nurture the Next and the Office of Family Safety will support each agency’s resource development efforts, absent a conflict/disagreement.
- E. Office of Family Safety and Nurture the Next will work to resolve any partner performance impacting clients or FSC partnerships. In such a case, the following steps will be taken:
  - o Issue will be discussed at a partner meeting and, if applicable to a particular employee, will be shared with the employee’s supervisor(s).
  - o OFS may suspend on-site privileges of that on-site partner and/or employee, pending a corrective action plan that may include training and/or observation.
  - o OFS may terminate that on-site partner agency’s on-site privileges and/or their employee’s on-site privileges at the Family Safety Centers.
- F. Per OCJP Family Justice Center requirements, OFS will also solicit ongoing feedback from survivors receiving services at the FSCs and relay any feedback pertaining to Nurture the Next. Additionally, OFS will solicit feedback from all partners working at the FSCs, including Nurture the Next, about FSCs operations and services.

#### *Client Services at Family Safety Centers (FSC & JCAC):*

- G. The Office of Family Safety will include the Nurture the Next on its information distribution list for Metro’s Community Partnership Fund (previously known as the





# Metro Office of Family Safety

Community Enhancement Fund) if that organization meets the qualification requirements.

- H. Nurture the Next will assist with resource development efforts such as providing needed grant and interpersonal violence outcome data – not including confidential and non-public record information.
- I. Nurture the Next will support (as a Family Safety Center partner) the Office of Family Safety's resource development efforts, absent a conflict.
- J. Client Confidentiality requirements for the Nurture the Next, the Office of Family Safety, the Family Safety Center and Jean Crowe Advocacy Center will be followed.
- K. Nurture the Next will participate in data systems that track services provided at the Family Safety Centers – permitted under Nurture the Next's rules and regulations.
- L. Office of Family Safety and Nurture the Next will work collaboratively on addressing the intersection between interpersonal violence issues and child development.

### *Referrals:*

- M. With the approval of the Office of Family Safety, Nurture the Next will list the Office of Family Safety in its referral materials (electronic and paper).
- N. With the approval of Nurture the Next, the Office of Family Safety will list Nurture the Next in its referral materials (electronic and paper).
- O. As appropriate, Nurture the Next will refer clients to the FSC and JCAC and the Office of Family Safety will refer clients to Nurture the Next and follow each agency's referral procedures and requirements.

### *Training & Tours:*

- P. Nurture the Next staff and volunteers that work at the Family Safety Centers will attend a mandatory formal training process of not less than eight hours per year, provided by the Office of Family Safety.
- Q. Nurture the Next staff and volunteers that work at the Family Safety Centers will attend or view a mandatory tour of the Family Safety Centers.

### **SECTION III – TERM**

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

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

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



# Metro Office of Family Safety

## SIGNATURE PAGE

### INTERAGENCY MEMORANDUM OF UNDERSTANDING

APPROVED BY:

10.15.22

Diane S. Lance

Date

Department Head, Metro Office of Family Safety

10.15.22

Kristen Davis, LAPSW

Date

President and CEO

Nurture the Next

FILED IN THE OFFICE OF THE  
METROPOLITAN CLERK

\_\_\_\_\_  
Date



# Metro Office of Family Safety

## **INTERAGENCY MEMORANDUM OF UNDERSTANDING**

### **SECTION I – BACKGROUND**

This Memorandum of Understanding (“MOU”) is made and entered into this 1<sup>st</sup> day of September, 2022, by and between Metropolitan Government’s Office of Family Safety and Family Safety Center and Nashville Children’s Alliance (the “Parties”).

**Whereas**, the mission of the Metropolitan Nashville-Davidson County Office of Family Safety is to increase victim safety and offender accountability by providing vital crisis intervention services to victims of interpersonal violence while maintaining the emotional wellness of service providers, which is accomplished in court and community based Family Safety Centers through client advocacy, training, outreach, and multi-disciplinary teams and Family Safety Center collaboration;

**Whereas**, the Mission of the Nashville Children’s Alliance is healing and justice for children who have been abused or exposed to violence;

**Whereas**, the Office of Family Safety and Nashville Children’s Alliance wish to enter into this MOU to establish their initial partnership agreement.

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

### **SECTION II – OBLIGATIONS**

The Parties agree that:

#### *General Partnership:*

- A. The Office of Family Safety (OFS) will work collaboratively with the Nashville Children’s Alliance under the Family Safety Centers’ coordinated response to interpersonal violence model.
- B. Nashville Children’s Alliance will work cooperatively with the Office of Family Safety and its Family Safety Centers partners.
- C. Nashville Children’s Alliance will help further the recommendations of Metro’s 2013 Domestic Violence Safety and Accountability Assessment.
- D. Nashville Children’s Alliance and the Office of Family Safety will support each agency’s resource development efforts, absent a conflict/disagreement.
- E. Office of Family Safety and Nashville Children’s Alliance will work to resolve any partner performance impacting clients or FSC partnerships. In such a case, the following steps will be taken:
  - o Issue will be discussed at a partner meeting and, if applicable to a particular employee, will be shared with the employee’s supervisor(s).
  - o OFS may suspend on-site privileges of that on-site partner and/or employee, pending a corrective action plan that may include training and/or observation.
  - o OFS may terminate that on-site partner agency’s on-site privileges and/or their employee’s on-site privileges at the Family Safety Centers.
- F. Per OCJP Family Justice Center requirements, OFS will also solicit ongoing feedback from survivors receiving services at the FSCs and relay any feedback pertaining to Nashville Children’s Alliance. Additionally, OFS will solicit feedback from all partners working at the FSCs, including Nashville Children’s Alliance, about FSCs operations and services.

*Client Services at Family Safety Centers (FSC & JCAC):*



# Metro Office of Family Safety

- G. The Office of Family Safety will include the Nashville Children's Alliance on its information distribution list for Metro's Community Partnership Fund (previously known as the Community Enhancement Fund) if that organization meets the qualification requirements.
- H. The Nashville Children's Alliance will assist with resource development efforts such as providing needed grant and interpersonal violence outcome data – not including confidential and non-public record information.
- I. Nashville Children's Alliance will support (as a Family Safety Center partner) the Office of Family Safety's resource development efforts, absent a conflict.
- J. Nashville Children's Alliance staff will agree to provide services at the Family Safety Centers that align with the Mission, Vision, and Values of the Office of Family Safety (please refer to the OFS Mission, Vision, and Values statement).
- K. Client Confidentiality requirements for the Nashville Children's Alliance, the Office of Family Safety, the Family Safety Center and Jean Crowe Advocacy Center will be followed.
- L. The Nashville Children's Alliance will participate in data systems that track services provided at the Family Safety Centers – permitted under Nashville Children's Alliance's rules and regulations.
- M. Office of Family Safety and Nashville Children's Alliance will work collaboratively on addressing the intersection between interpersonal violence issues and child abuse.
- N. The Office of Family Safety will provide space for Nashville Children's Alliance to provide services at the Family Safety Center, including access to client support rooms and an assigned workspace. Nashville Children's Alliance will provide forensic interviews, therapy services, safety planning, resource, and referral assistance for survivors of interpersonal violence, utilizing permanent space up to seven days per week.

#### *Referrals:*

- O. With the approval of the Office of Family Safety, Nashville Children's Alliance will list the Office of Family Safety in its referral materials (electronic and paper).
- P. With the approval of Nashville Children's Alliance, the Office of Family Safety will list Nashville Children's Alliance in its referral materials (electronic and paper).
- Q. As appropriate, Nashville Children's Alliance will refer clients to the FSC and JCAC and the Office of Family Safety will refer clients to Nashville Children's Alliance and follow each agency's referral procedures and requirements.

#### *Teams & Committees:*

- R. The Nashville Children's Alliance office will designate specific leadership to attend, prepare, and participate in the following meetings:
  - o FSC Leadership Committee
  - o OFS Training & Outreach Committee

#### *Training & Tours:*

- S. Nashville Children's Alliance staff and volunteers that work at the Family Safety Centers will attend a mandatory formal training process of not less than eight hours per year, provided by the Office of Family Safety.
- T. Nashville Children's Alliance staff and volunteers that work at the Family Safety Centers will attend or view a mandatory tour of the Family Safety Centers.



# Metro Office of Family Safety

## **SECTION III - TERM**

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

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

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



# Metro Office of Family Safety

SIGNATURE PAGE

## INTERAGENCY MEMORANDUM OF UNDERSTANDING

APPROVED BY:

10.18.22

Diane S. Lance

Date

Department Head, Metro Office of Family Safety

10/18/2022

Dawn Harper

Date

CEO


Nashville Children's Alliance

FILED IN THE OFFICE OF THE  
METROPOLITAN CLERK

\_\_\_\_\_  
Date

APPLICATION FOR 2024 OCJP VOCA Grant

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

  
\_\_\_\_\_  
Diane Lance  
Metro Office of Family Safety

3-22-23  
\_\_\_\_\_  
Date


**Certificate Of Completion**

Envelope Id: F88AC2FD4A234218B4017BA7A7EFFC6F	Status: Completed
Subject: Complete with DocuSign: OFS VOCA Family Justice Center 24 App Ready 3.pdf	
Source Envelope:	
Document Pages: 73	Signatures: 4
Certificate Pages: 15	Initials: 1
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Juanita Paulson
Time Zone: (UTC-06:00) Central Time (US & Canada)	730 2nd Ave. South 1st Floor
	Nashville, TN 37219
	Juanita.Paulsen@nashville.gov
	IP Address: 170.190.198.190


**Record Tracking**

Status: Original	Holder: Juanita Paulson	Location: DocuSign
3/31/2023 4:04:53 PM	Juanita.Paulsen@nashville.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Metropolitan Government of Nashville and Davidson County	Location: DocuSign


**Signer Events**

Signer Events	Signature	Timestamp
Ernest Franklin		Sent: 3/31/2023 4:17:55 PM
Ernest.Franklin@nashville.gov		Viewed: 3/31/2023 4:19:37 PM
Security Level: Email, Account Authentication (None)		Signed: 3/31/2023 4:20:04 PM
	Signature Adoption: Pre-selected Style	
	Using IP Address: 170.190.198.190	

**Electronic Record and Signature Disclosure:**  
 Accepted: 3/31/2023 4:19:37 PM  
 ID: d65d3fca-5b2b-4465-8dee-6fac1a2631c5

Aaron Pratt		Sent: 3/31/2023 4:20:08 PM
Aaron.Pratt@nashville.gov		Viewed: 3/31/2023 4:38:14 PM
Security Level: Email, Account Authentication (None)		Signed: 3/31/2023 4:38:22 PM
	Signature Adoption: Pre-selected Style	
	Using IP Address: 170.190.198.185	

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Kelly Flannery/mjw		Sent: 3/31/2023 4:38:27 PM
MaryJo.Wiggins@nashville.gov		Viewed: 4/3/2023 9:45:26 AM
Security Level: Email, Account Authentication (None)		Signed: 4/3/2023 9:46:00 AM
	Signature Adoption: Pre-selected Style	
	Using IP Address: 170.190.198.100	

**Electronic Record and Signature Disclosure:**  
 Accepted: 4/3/2023 9:45:26 AM  
 ID: 488225f9-c7a2-4ae3-831c-c3a480df5481

Courtney Mohan		Sent: 4/3/2023 9:46:06 AM
Courtney.Mohan@nashville.gov		Viewed: 4/3/2023 11:07:24 AM
Security Level: Email, Account Authentication (None)		Signed: 4/3/2023 11:39:38 AM
	Signature Adoption: Pre-selected Style	
	Using IP Address: 170.190.198.144	

**Electronic Record and Signature Disclosure:**



Signer Events	Signature	Timestamp
Accepted: 4/3/2023 11:07:24 AM ID: e1dd81f4-c879-4d4c-a834-a27dcf385854		
In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Danielle Godin Danielle.Godin@nashville.gov Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 4/3/2023 11:39:43 AM Viewed: 4/3/2023 12:57:38 PM
Sally Palmer sally.palmer@nashville.gov Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Accepted: 3/30/2023 7:55:14 AM ID: 89f352b1-11c1-4ce5-ae12-2ce776f08739	<b>COPIED</b>	Sent: 4/3/2023 11:39:44 AM Viewed: 4/3/2023 12:08:11 PM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	3/31/2023 4:17:55 PM
Certified Delivered	Security Checked	4/3/2023 11:07:24 AM
Signing Complete	Security Checked	4/3/2023 11:39:38 AM
Completed	Security Checked	4/3/2023 11:39:44 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		