

# LEGISLATIVE TRACKING FORM

Filing for Council Meeting Date: 04/21/26

Resolution  Ordinance

Contact/Prepared By: Everett Fillbrun

Date Prepared: 03/13/26

Title (Caption): Office of Family Safety FY '27 STOP - Family Justice Center Grant Application

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

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

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

**Legislative Category (check one):**

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

<b>FINANCE</b> Amount +/-: \$ <u>\$ 100,000.00</u> <b>Funding Source:</b> Capital Improvement Budget Capital Outlay Notes Departmental/Agency Budget Funds to Metro General Obligation Bonds Grant Increased Revenue Sources	<b>Match: \$</b> <u>\$ 0.00</u> Judgments and Losses Local Government Investment Project Revenue Bonds Self-Insured Liability Solid Waste Reserve Unappropriated Fund Balance 4% Fund Other: _____ Date to Finance Director's Office: _____ <b>APPROVED BY</b> <b>FINANCE DIRECTOR'S OFFICE:</b> _____
Approved by OMB: <u>Arnon Pratt</u> <i>AD</i> Approved by Finance/Accounts: _____ Approved by Div Grants Coordination: <u>Juanita Paulsen</u>	

<b>ADMINISTRATION</b>	
Council District Member Sponsors:	_____
Council Committee Chair Sponsors:	_____
<b>Approved by Administration:</b>	_____ <b>Date:</b> _____

<b>DEPARTMENT OF LAW</b>	
Date to Dept. of Law: _____	Approved by Department of Law: _____
<b>Settlement Resolution/Memorandum Approved by:</b> _____	
Date to Council: _____	For Council Meeting: _____ <input type="checkbox"/> E-mailed Clerk
<input type="checkbox"/> All Dept. Signatures <input type="checkbox"/> Copies <input type="checkbox"/> Backing <input type="checkbox"/> Legislative Summary <input type="checkbox"/> Settlement Memo <input type="checkbox"/> Clerk Letter <input type="checkbox"/> Ready to File	

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## GRANT APPLICATION SUMMARY SHEET

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**Grant Name:** Office of Family Safety Fatality Review Technical Assistance/STOP Grant 27  
**Department:** OFFICE OF FAMILY SAFETY  
**Grantor:** U.S. DEPARTMENT OF JUSTICE OVW  
**Pass-Through Grantor (If applicable):** TENN. DEPT. OF FIN. & ADMIN. OCJP  
**Total Applied For** \$100,000.00  
**Metro Cash Match:** \$0.00  
**Department Contact:** Everett Tucker Filbrun

**Status:** CONTINUATION

**Program Description:**

This grant provides the continued provision of the fatality review team by funding the Fatality Review Coordinator that supports operations both in Metropolitan Nashville and Davidson County, and across the state of Tennessee.

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

**APPROVED AS TO AVAILABILITY OF FUNDS:**

**APPROVED AS TO FORM AND LEGALITY:**

Jennine Reed/mjw 3/27/2026 | 10:44 AM CDT  
**Director of Finance** **Date**

Courtney Mohan 3/27/2026 | 11:37 AM CDT  
**Metropolitan Attorney** **Date**

**APPROVED AS TO RISK AND INSURANCE:**

Lora Fox 3/27/2026 | 11:13 AM CDT  
**Director of Risk Management Services** **Date**

Freddie O'Connell/mt 3/27/2026 | 3:11 PM CDT  
**Metropolitan Mayor** **Date**

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

### Grants Tracking Form

Part One

Pre-Application		Application		Award Acceptance		Contract Amendment	
Department	Dept. No.	Contact		Phone	Fax		
	51	Everett Tucker Filbrun					
<b>Grant Name:</b>		Office of Family Safety Fatality Review Technical Assistance/STOP Grant					
<b>Grantor:</b>		U.S. Department of Justice Office of Violence Against Women		<b>Other:</b>			
<b>Grant Period From:</b>		07/01/26	(applications only) <b>Anticipated Application Date:</b>				
<b>Grant Period To:</b>		06/30/26	(applications only) <b>Application Deadline:</b>		03/30/26		
<b>Funding Type:</b>		FED PASS THRU		<b>Multi-Department Grant</b>		→ <b>If yes, list below.</b>	
<b>Pass-Thru:</b>		TENN DEPT. OF FIN. & ADMIN. OCJP		<b>Outside Consultant Project:</b>			
<b>Award Type:</b>		COMPETITIVE		<b>Total Award:</b>		\$100,000.00	
<b>Status:</b>		CONTINUATION		<b>Metro Cash Match:</b>		\$0.00	
<b>Metro Category:</b>		Est. Prior		<b>Metro In-Kind Match:</b>		\$0.00	
<b>CFDA #</b>		16.588	<b>Is Council approval required?</b>				
<b>Project Description:</b>				<b>Applic. Submitted Electronically?</b>			
<p>This grant provides the continued provision of the fatality review team by funding the Fatality Review Coordinator that supports operations both in Metropolitan Nashville and Davidson County, and across the state of Tennessee.</p>							
<b>Plan for continuation of service after expiration of grant/Budgetary Impact:</b>							
<b>How is Match Determined?</b>							
<b>Fixed Amount of \$</b>		n/a	or	<b>% of Grant</b>		<b>Other:</b>	
<b>Explanation for "Other" means of determining match:</b>							
n/a							
<b>For this Metro FY, how much of the required local Metro cash match:</b>							
<b>Is already in department budget?</b>		\$0.00		<b>Fund</b>	<b>Business Unit</b>		
<b>Is not budgeted?</b>				<b>Proposed Source of Match:</b>			
<b>(Indicate Match Amount &amp; Source for Remaining Grant Years in Budget Below)</b>							
<b>Other:</b>							
<b>Number of FTEs the grant will fund:</b>		1.00		<b>Actual number of positions added:</b>		0.00	
<b>Departmental Indirect Cost Rate</b>		29.90%		<b>Indirect Cost of Grant to Metro:</b>		\$29,900	
<b>*Indirect Costs allowed?</b>		% Allow. 0.00%		<b>Ind. Cost Requested from Grantor:</b>		\$0.00 <b>in budget</b>	
<b>*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)</b>							
<b>Draw down allowable?</b>							
<b>Metro or Community-based Partners:</b>							

Part Two

Grant Budget										
Budget Year	Metro Fiscal Year	Federal Grantor	State Grantor	Other Grantor	Local Match Cash	Match Source (Fund, BU)	Local Match In-Kind	Total Grant Each Year	Indirect Cost to Metro	Ind. Cost Neg. from Grantor
Yr 1	FY27	\$100,000.00					\$0.00		\$0.00	\$0.00
Yr 2							\$0.00		\$0.00	\$0.00
Yr 3							\$0.00		\$0.00	\$0.00
Yr 4										
Yr 5										
<b>Total</b>		\$100,000.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
<b>Date Awarded:</b>			<b>Tot. Awarded:</b>			<b>Contract#:</b>				
(or) <b>Date Denied:</b>			<b>Reason:</b>							
(or) <b>Date Withdrawn:</b>			<b>Reason:</b>							

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



Resolution No. \_\_\_\_\_

A resolution approving an application for a Statewide Fatality Review Technical Assistance grant from the Tennessee Department of Finance and Administration, Office of Criminal Justice Programs, to the Metropolitan Government, acting by and through the Office of Family Safety, to fund and promote a coordinated, multi-disciplinary approach to improving the criminal justice system's response to sexual assault, domestic violence, dating violence, and stalking crimes.

WHEREAS, the Tennessee Department of Finance and Administration, Office of Criminal Justice Programs, is accepting applications for a Statewide Fatality Review Technical Assistance grant with an award of \$100,000 with no cash match required to fund and promote a coordinated, multi-disciplinary approach to improving the criminal justice system's response to sexual assault, domestic violence, dating violence, and stalking crimes; and,

WHEREAS, the Office of Family Safety is eligible to participate in this grant program; and,

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

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

Section 1. That the Metropolitan Government's completed grant application for a Statewide Fatality Review Technical Assistance grant with an award of \$100,000 is hereby approved, and the Office of Family Safety is authorized to submit said application to the Tennessee Department of Finance and Administration, Office of Criminal Justice Programs.

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

APPROVED AS TO AVAILABILITY OF FUNDS:

INTRODUCED BY:

Jenneen Reed/mjr  
Jenneen Reed, Director  
Department of Finance

\_\_\_\_\_  
\_\_\_\_\_

APPROVED AS TO FORM AND LEGALITY:

Member(s) of Council

Courtney Mohan  
Assistant Metropolitan Attorney

# TENNESSEE Grant Solicitation Packet



## Grants Assistance Listing Number

### **FY27 Statewide Fatality Review Technical Assistance**

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

*Released on: 02/26/2026*  
*Completed applications due: 03/30/2026*

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

## **IMPORTANT INFORMATION**

Services\*Training\*Officers\*Prosecutors (STOP) Violence Against Women Grant Program funding, including guidelines for complying with requirements of the Violence Against Women Act (VAWA), as amended. The STOP Violence Against Women Grant Program was authorized through the Violence Against Women Act of 1994 and reauthorized and amended by the Violence Against Women Act of 2000, 2005 and 2013. This solicitation includes amended VAWA 2013 information and 28 CFR Part 90 as amended December 29, 2016 – read all sections carefully. By statute, the STOP Program supports communities in their efforts to develop and strengthen effective law enforcement and prosecution strategies to combat intimate partner violence and to develop and strengthen victim services in cases involving intimate partner violence.

The purpose of the STOP Program is to promote a coordinated, multi-disciplinary approach to improving the criminal justice system's response to intimate partner violence. It envisions a partnership among law enforcement, prosecution, courts and victim advocacy organizations to enhance victim safety and hold offenders accountable for their crimes of intimate partner violence.

The emphasis of the STOP Program continues to be on the implementation of comprehensive strategies addressing intimate partner violence that are sensitive to the immediate and long-term needs and safety of victims and hold offenders accountable for their crimes.

Tennessee, as all states, must allocate STOP Program funds in the following manner:

- 5% to court programs,
- 15% is allocated at each state's discretion, within the parameters of the Act,
- 25% for law enforcement programs,
- 25% for prosecution programs and
- 30% for nonprofit, non-governmental victim services programs (of which 10% must go to underserved, community-based organizations.)

Of the above, 20% of funds granted to a state shall be allocated for programs or projects in two or more allocations (victim services, courts, law enforcement, and prosecution) that meaningfully address sexual assault, including stranger rape, acquaintance rape, alcohol or drug- facilitated rape, and rape within the context of an intimate partner relationship. The 20% is counted on the total amount granted to the state but is not a separate allocation.

The Office of Criminal Justice Programs in the Tennessee Department of Finance and Administration has been designated as the state agency responsible for administering the STOP Formula Grant Program in Tennessee.

All of OCJP Programs will be required to have on file signed and initialed copies of Certification, Assurances, and Special Conditions required from both the Federal Level and State Level.

### **Available Funds**

- Services Training Officers Prosecutors (State and Federal STOP), Assistance Listing Number 16.588

### **Eligibility**

Agencies applying for funding must meet the fund source specific requirements and any other requirements listed in this solicitation. Agencies not able to demonstrate they meet these criteria must not apply. Nonprofit agencies not solvent at the time of application are not eligible to apply for funding. Only currently funded fatality review technical assistance providers are eligible to apply.

### **Length and Amount of Project Support**

Multi-year contracts will remain contingent, as always, on the availability of federal appropriations. Applicants should refer to their organizational specific letter/e-mail from OCJP for funding amounts for this project. Applicants will complete a one-year budget, including a detail summary of the budget, for this project. The budget cannot exceed the 2026 funding level.

## **Program Purpose**

This project will hire a Statewide Fatality Review Technical Assistance Provider. This TA will evaluate, recruit, educate, visit, and facilitate training of interested TN jurisdictions that utilize a multi-disciplinary team approach to domestic violence. TA will provide each community with materials, templates, guidelines, and tools needed to establish and successfully operate a fatality review team.

## **Grant Solicitation Communications**

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

- **Statewide Fatality Review Technical Assistance**

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

## **Application Deadline**

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

## **Scope of Services**

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

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

## **Budget Summary and Line-Item Detail**

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

## **Application Submission**

- Required Materials for Submission
  - Scope of Services
  - Budget
    - Other Funds Information
  - Organizational chart and job descriptions for grant funded positions
  - Department of Revenue registration or exemption letter (Except Drug Task Forces and State and Local Law Enforcement)
  - Proof of non-profit status (non-profits only)

- Most recent audit or a copy of the agency's Form 990 (nonprofits only)
- Current Balance Sheet (nonprofits only)
- Cost Allocation Plan
- Approved indirect cost rate or De Minimis Certification (if utilizing indirect costs).
- Letters of Support or Memorandums of Understanding (if required by the Collaboration section of the Scope of Service).
- Response Preparation Costs
  - The State will not pay any costs associated with the preparation, submittal, or presentation of any application.

**GRANT SOLICITATION SCHEDULE OF EVENTS**

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

EVENT	TIME (central time zone)	DATE
1. Grant Solicitation Issued		02/26/2026
2. Application Deadline	4:30 p.m.	03/30/2026
3. Contract Start Date		07/01/2026

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

**FUND SOURCE DESCRIPTIONS AND SPECIFIC REQUIREMENTS**

STOP funding may be used by the subrecipient for personnel, training, technical assistance, evaluation, data collection and equipment costs to enhance the apprehension, prosecution and adjudication of persons committing violent crimes against women. Children's services must be inextricably linked to providing services to victims of domestic violence. For example, STOP funds may support the expansion of shelter services for battered women to include programs for their children. Costs must be reasonable, allocable, and necessary to the project and comply with the STOP program requirements. Any questions about allowable use of funds should be directed to OCJP prior to application submission. Please reference the Allowable Costs section of the OCJP Grants Manual for full explanations/restrictions regarding Allowable Costs.

**Allowable Use of Funds**

Items Requiring Pre-Approval: The following budget items must be pre-approved prior to being included in the application budget: Capital Purchases, Sensitive Minor Equipment, Out of State Travel for Training and Conferences, furniture, and clothing.

General Salaries and Personnel Costs: Payment of personnel costs are allowable if costs are a part of an approved project and are necessary and incidental to project implementation and operation. Overtime pay will only be approved by OCJP on a case-by-case basis.

Professional Fees: If the implementing governmental agency or non-profit organization is entering into a subcontractual relationship with an entity that is providing project based professional services for the project, a subcontract will be required between the implementing agency and the subcontracting entity. Subrecipients should check the OCJP Grants Manual as many items in this line item require a pre-approved Subcontract. Enter the name of the individual or company being used, the number of hours or days for the fiscal year and the total cost. Consultant rates of payment are to be reasonable and consistent with fees for similar services in the marketplace. Individual consultant fees cannot exceed \$650 per day or \$81.25 per hour; this includes legal, medical, psychological, training, and accounting consultants.

- Funds budgeted for professional consultant or subcontracting entity employees should be detailed under the

“Professional Fee, Grant & Award” line of the budget.

- Speaker fees for Conferences must be detailed under the “Travel, Conferences & Meetings” line of the budget. All projects providing training instructors/speakers with STOP funds will need to submit a Notification of Speakers Agreement for each instructor/speaker 15 days prior to the training event. See Chapter IX. OCJP Grants Manual.

Publication of Documents and Electronic Media: Project directors are encouraged to make the results and accomplishments of their activities available to the public. A recipient/subrecipient who publicizes project activities and results shall adhere to the terms and conditions of the award as well as the following:

Responsibility for the direction of the project activity should not be ascribed to OCJP or OVW. The publication shall include the following statement: "This project was supported by Grant No. \_\_\_\_\_ awarded by the Office of Criminal Justice Programs through a grant from the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women." The receipt of OVW funding does not constitute official recognition or endorsement of any project. A separate application for Official Recognition may be filed with OVW, through the OCJP Program Manager assigned the project.

All materials publicizing or resulting from award activities shall contain an acknowledgement of OVW assistance. An acknowledgement of support shall be made through use of the following or comparable footnote: "This project was supported by Grant No. \_\_\_\_\_ awarded by the Office of Criminal Justice Programs through a grant from the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women."

The OCJP Program Manager will verify the Award Number PRIOR to printing or publication.

A recipient/subrecipient is expected to publish or otherwise make widely available to the public, as requested by OCJP or OVW, the results of work conducted or produced under an award.

All publication and distribution agreements with a publisher will include provisions giving the Federal government and State of Tennessee a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use and to authorize others to use the publication for Federal government purposes.

Unless otherwise specified in the award, the recipient/subrecipient may copyright any books, publications, films, or other copyrightable material developed or purchased as a result of award activities. Copyrighted material shall be subject to the same provisions of the Federal government.

The recipient/subrecipient shall submit a publication and distribution plan to OCJP before materials developed under an award are commercially published or distributed. The plan shall include a description of the materials, the rationale for commercial publication and distribution, the criteria to be used in the selection of a publisher, and, to assure reasonable competition, the identification of firms that will be approached. Prior OCJP approval of this plan is required for publishing project activities and results when Federal funds are used to pay for the publication.

Travel: Expenses and reimbursements for in state and out-of-state travel must follow the most current comprehensive State of Tennessee Rules and Regulations State of Tennessee Travel Rules and Regulations. STOP requires prior OCJP approval for attendance at any out of state conference or training.

Training, Conferences, and Meetings: Training, Conferences, and Meetings which are part of an approved project, if necessary and allocable to that project, are allowable expenses. The following cost thresholds are in place.

- Meeting Room/Audio Visual Services - Lesser of \$31.25 per day per attendee or \$25,000.
- Logistical Planners - Lesser of \$62.50 per attendee or \$11,000.
- Programmatic Planners - Lesser of \$250 per attendee or \$43,750.
- Food and Beverage - Generally not allowed.
- Refreshments - Generally not allowed.

Agencies must receive prior approval from OCJP prior to hosting or conducting a training. To approve a training, OCJP must be provided the curriculum no later than 30 days prior to the scheduled event.

Specific Assistance to Individuals: Agencies must acquire a receipt which documents only allowable items (food or gas-in

the example) were purchased. Without copies of these receipts, these costs will be deemed unallowable by OCJP and repayment of these funds will be required.

STOP funds may be used to cover a victim's first month's rent. Deposits are also allowable if the subrecipient has an agreement with the landlord that the full/remaining deposit will be returned to the subrecipient and not the victim at the end of the lease.

STOP funds may be used, in limited circumstances, to cover reasonable transportation costs that would enhance a woman's safety, including transportation out-of-state.

**Additional STOP Allowable Use of Funds:**

- Grant funds may be used to support, inform, and provide outreach to victims about available services. For example, a shelter could distribute brochures listing the signs of domestic violence, describing the services available, and providing a hotline number to access the services. Initiatives designed to reach victims, rather than raise awareness generally, may be supported with STOP funds
- Pro-rated share of food for emergency client needs and the pro-rated share of food purchases for domestic violence shelter resident's use
- STOP funds can be used to provide services to incarcerated victims but only to address the domestic violence, dating violence, sexual assault, or stalking victimization experienced by the incarcerated individual, including both crimes experienced while incarcerated and crimes experienced at other points in their youths and adult lives.
- Applicants are encouraged to allocate grant funds to support activities that help to ensure individuals with disabilities and Deaf individuals and persons with limited English proficiency have full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services, language interpretation and translation services, or the purchase of adaptive equipment. Applicants proposing to use grant funds to create websites, videos and other materials must ensure that they are accessible to persons with disabilities and grant funds must be allocated for these purposes.
- STOP funds may be used to support civil legal assistance and advocacy services including legal information and resources and divorce for: 1) victims of domestic violence and 2) non-offending parents in matters that involve allegations of child sexual abuse. Applicants should contact OCJP prior to including divorce services in their STOP project. • STOP can pay for co-location of services, such as Family Justice Centers. However, if any of the underlying services at the center cannot be funded through STOP, such as substance abuse counseling, then the staffing for those services still cannot be supported through this purpose area, just the co-location. For example, colocation costs might include a centralized intake person, rent, or security.
- STOP funds may be used to support SANE/SAFE programs and related activities including: SANE/SAFE personnel; expert testimony of SANE/SAFE personnel; forensic evidence collection kits ("rape kits"); equipment, such as colposcopes, swab dryers, and lights; outreach efforts to inform victims about available services; victim advocate personnel to accompany victims through the forensic examination process; on-going counseling services for victims; and/or on-call time of the SANE/SAFE personnel.

**Unallowable Use of STOP Funds**

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

Construction: Use of grant funds for construction projects is prohibited under both state and federal guidelines for this program.

Vehicle Purchase: Vehicle purchases with grant funds are prohibited; STOP funding cannot be used to lease and/or purchase vehicles.

Land Acquisition: Acquisition of land with grant funds is prohibited.

Supplanting: Federal funds must be used to supplement existing State and local funds for program activities and must not supplant those funds that have been appropriated for the same purpose. Supplanting will be reviewed during the application process, post-award monitoring, and audit.

Age Restrictions: STOP funds may not be used to support services that focus exclusively on children and may not be used to support services provided to children less than 11 years of age (unless part of a domestic violence program).

Education Materials: STOP funds may not be used to support the development or presentation of a domestic violence, sexual assault, dating violence and/or stalking curriculum for primary or secondary schools. Funds may not be used to teach primary or secondary school students from an already existing curriculum.

Prevention and Awareness: STOP funds may not be used to conduct prevention, public awareness, media campaigns or community education campaigns or related activities. Grant funds may be used to support, inform, and conduct outreach to victims about available services.

Services for Offenders: STOP funding may not support legal or defense services for perpetrators of violence against women. But they may support batterers' intervention programs, if the intervention is part of a graduated range of sanctions that use the coercive power of the criminal justice system to hold abusers accountable for their criminal actions and for changing their behavior.

Religious Activities: STOP funding may not be used to support inherently religious activities.

Renovations: STOP funds cannot be used for renovations, including minor renovations such as painting or replacing carpeting.

Moving Expenses: STOP funds may not be used to pay for moving household goods to a new location or acquiring furniture or housing in a new location when a survivor is leaving a shelter.

Immigration Fees: STOP funds may not be used to pay for immigration fees for battered immigrant women.

Law Enforcement Equipment: STOP funds may not be used to pay for law enforcement equipment including uniforms, safety vests, shields, weapons, bullets, and/or armory.

Substance Abuse Counseling and Services: STOP funds may not be used to pay for chemical dependency or alcohol abuse programs that are not an integral part of a STOP supported court-mandated batterer intervention program. STOP funding may not be used for substance abuse counseling.

Research: STOP funds may not be used to conduct research. This does not include program assessments conducted only for internal improvement purposes.

Activities that Compromise Victim Safety and Recovery: STOP funds may not be used to support any activities that compromise victim safety and recovery. The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions:

- Procedures or policies that exclude eligible victims from receiving services based on the classifications identified in 34 U.S.C. 12291(b)(13)(A) or their actual or perceived mental health condition, physical health condition, criminal record,
- Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;
- Procedures or policies that impose requirements on victims in order to receive services (e.g., seek an order of protection, receive counseling, participate in couples' counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.);
- Procedures or policies that fail to ensure service providers conduct safety planning with victims;
- Project design and budgets that fail to account for the access needs of participants with disabilities and participants who have limited English proficiency or are Deaf or hard of hearing

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

Program Income: Program Income is unallowable without prior approval.

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

U.S.C. § 1101(a)(15)(T) & (U); 22 U.S.C. § 7105(c)(3)(A)); or (4) as to which such disallowance would contravene any express requirement of any law, or of any judicial ruling, governing or applicable to the award.

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

**Other Generic Unallowable Expenses:**

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

Please Note: This list is NOT ALL-INCLUSIVE. For further clarification, contact OCJP or refer to the STOP portion of the OCJP Grants Manual.

**STOP Program Requirements**

Certification of compliance with the Statutory Eligibility Requirements of the Violence Against Women Act, as Amended

In order to receive STOP Formula Grant Program funds, States are required to certify annually that the State is in compliance with statutory eligibility requirements of the Violence Against Women Act as amended. Please note that some of the certifications have changes due to the Violence Against Women Action Reauthorization of 2022 (VAWA 2022).

**ALL agencies receiving funding through the Office of Criminal Justice Programs must be aware of these State assurances and certify that these requirements are being implemented at the local level, where applicable.**

- With respect to the VAWA requirement concerning costs for criminal charges and protection orders, subrecipients must certify:
  - That its laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence, dating violence, sexual assault, or stalking offense, or in connection with the filing, issuance, registration, modification, enforcement, dismissal, withdrawal, or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, dating violence, stalking, or sexual assault, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, modification, dismissal, withdrawal, or service of a warrant, protection order, petition for a protection

order, or witness subpoena, whether issued inside or outside the state, tribal, or local jurisdiction.

- With respect to the VAWA requirement concerning forensic medical examination payment for victims of sexual assault, subrecipients must certify:
  - The state or another governmental entity incurs the full out-of-pocket cost of forensic medical exams for victims of sexual assault; the state coordinates with health care providers in the region to notify victims of sexual assault of the availability of rape exams at no cost to victims; and, it will not require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both. See TCA 29-13-118 for more information.
- With respect to the VAWA requirement concerning judicial notification, subrecipients must certify:
  - Before a court accepts the guilty plea of a defendant charged with a domestic violence offense, it shall inform the defendant that it is a federal offense for a person convicted of a domestic violence offense to possess or purchase a firearm and that from the moment of conviction for such an offense the defendant will not be able to lawfully possess or buy a firearm of any kind. After so informing the defendant, the court may accept the plea of guilty if the defendant clearly states on the record that the defendant is aware of the consequences of a conviction for a domestic violence offense and still wishes to enter a plea of guilty. If a defendant is not represented by an attorney but wishes to proceed to the trial of a charge of committing a domestic violence offense, the court shall also inform the defendant of the consequences of a conviction for a domestic violence offense. That its judicial administrative policies and practices include notification to domestic violence offenders of the requirements delineated in section 922(g)(8) and (g)(9) of Title 18 of the United States Code, and any applicable related federal, state, or local laws. See TCA 40-14-109 for more information.
- With respect to the VAWA requirement prohibiting polygraph testing, subrecipients must certify:
  - Its laws, policies, or practices ensure that no law enforcement officer, prosecuting officer or other government official shall ask or require an adult, youth, or child victim of an alleged sex offense as defined under federal, tribal, state, territorial, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense, and the refusal of a victim to submit to a polygraph examination or other truth telling device shall not prevent the investigation, charging, or prosecution of an alleged sex offense. See TCA 38-3-123 for more information.

Certification of compliance with the Confidentiality & Privacy Provisions Requirement as Amended: In order to ensure the safety of victims of crime and their families, grantees and subgrantees under this subchapter shall protect the confidentiality and privacy of persons receiving services.

- With respect to the VAWA requirements regarding nondisclosure, subrecipients must certify: That the agency shall not
  - disclose, reveal, or release any personally identifying information or individual information collected in connection with services requested, utilized, or denied through grantees' and subgrantees' programs, regardless of whether the information has been encoded, encrypted, hashed, or otherwise protected; or
  - disclose, reveal, or release individual client information without the informed, written, reasonably time limited consent of the person (or in the case of an unemancipated minor, the minor and the parent or guardian or in the case of legal incapacity, a court-appointed guardian) about whom information is sought, whether for this program or any other Federal, State, tribal, or territorial grant program, except that consent for release may not be given by the abuser of the minor, incapacitated person, or the abuser of the other parent of the minor.

If a minor or a person with a legally appointed guardian is permitted by law to receive services without the parent's or guardian's consent, the minor or person with a guardian may release information without additional consent.

- With respect to the VAWA requirements regarding release of information, subrecipients must certify: If release of information described in section (1) is compelled by statutory or court mandate—
  - subrecipient agencies shall make reasonable attempts to provide notice to victims affected by the disclosure of information; and
  - subrecipient agencies shall take steps necessary to protect the privacy and safety of the persons affected by the release of the information.
- With respect to the VAWA requirements regarding release of information, subrecipients must certify: Subrecipient agencies may share
  - nonpersonally identifying data in the aggregate regarding services to their clients and nonpersonally identifying demographic information in order to comply with Federal, State, tribal, or territorial reporting, evaluation, or data collection requirements;
  - court-generated information and law enforcement-generated information contained in secure, governmental registries for protection order enforcement purposes; and
  - law enforcement-generated and prosecution-generated information necessary for law enforcement and

prosecution purposes.

In no circumstances may subrecipient agencies share —

- a victim of crime and their families be required to provide a consent to release his or her personally identifying information as a condition of eligibility for the services provided by the subrecipient agency.;
- any personally identifying information be shared in order to comply with Federal, tribal, or State reporting, evaluation, or data collection requirements, whether for this program or any other Federal, tribal, or State grant program.

Workplace-related incidents of sexual misconduct, domestic violence, and dating violence Policy Requirement: Agencies must develop policies and procedures that address workplace-related incidents of sexual misconduct, domestic violence, and dating violence. For additional resources and guidance, please refer to the STOP Fund Source Chapter in the OCJP Grants Manual.

STOP Prosecution Certification: Agencies awarded with STOP FFY2023 funding are required to engage in planning, developing and implementing:

- training developed by experts in the field regarding victim-centered approaches in domestic violence, sexual assault, dating violence, and stalking cases;
- policies that support a victim-centered approach, informed by such training; and
- a protocol outlining alternative practices and procedures for material witness petitions and bench warrants, consistent with best practices, that shall be exhausted before employing material witness petitions and bench warrants to obtain victim-witness testimony in the investigation, prosecution, and trial of a crime related to domestic violence, sexual assault, dating violence, and stalking of the victim in order to prevent further victimization and trauma to the victim.

#### **Other Federal and State Program Requirements**

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

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

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

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

- Fingerprint Reporting Requirement: The Agency shall ensure that they will comply with Tennessee Code Annotated (TCA) 38-3-122 and will submit all fingerprints taken to the Tennessee Bureau of Investigation (TBI).
- TIBRS Reporting Requirement: The Agency shall ensure that they comply with the rules and regulations of the Tennessee Bureau of Investigations (TBI) as empowered by Tennessee Code Annotated (TCA) 38-10-101 et seq. with regard to the Tennessee Incident Based Reporting System (TIBRS). The agency will at all times maintain TBI certification of their compliance with those rules and regulations.
- National Instant Criminal Background Check System (NICS) Reporting Requirement: The Agency shall ensure that they comply with Tennessee Code Annotated (TCA) 33-3-1115 with regard to NICS Reporting. The agency will at all times maintain compliance.
- Death in Custody Reporting Act (DICRA) Requirement: The Agency must comply with PUBLIC LAW 113–242 and TCA 38-10-102 by submitting all deaths in custody to the TBI.
- DNA and CODIS Requirements: The Agency shall ensure that they will comply with Tennessee Code Annotated (TCA) 40-35-321 regarding the collection of DNA.
- Use of Force Requirement: The Agency must have a certification from the Tennessee Association of Chiefs of Police regarding their Use of Force policies. The Agency must also comply with TCAs 38-3-121, 38-8-101, 38-8113, 38-8-128:131, and 40-6-105.

Please note that these are also federal requirements.

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

Compliance with Submission of eligible records relevant to the National Instant Background Check System (NICS) for Law Enforcement, Prosecution and Court Projects requesting funding:

Consonant with federal statutes that pertain to firearms and background checks, including 18 U.S.C. 922 and 34 U.S.C. chapter 409, if the recipient (or any subrecipient at any tier) uses this award to fund (in whole or in part) a specific project or program (such as a law enforcement, prosecution, or court program) that results in any court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the National Instant Background Check System (NICS), or that has as one of its purposes the establishment or improvement of records systems that contain any court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the NICS, the recipient (or subrecipient, if applicable) must ensure that all such court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the NICS are promptly made available to the NICS or to the "State" repository/database that is electronically available to (and accessed by) the NICS, and when appropriate promptly must update, correct, modify, or remove such NICS-relevant "eligible records".

All law enforcement, prosecution and court related projects must comply with the above and with State TCA 8-4-115 (revised language effective January 1, 2019) prior to requesting funding and throughout the course of life of a funded contract. Failure to do so could result in termination of funding.

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

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

- SAM Generated Unique Entity Identifier (UEI): The Grantee will obtain a Unique Entity Identifier (SAM) and maintain its number for the term of this Grant Contract. More information about obtaining a Unique Entity Identifier can be found at **U.S. General Services Administration's Website**.
- Executive Compensation Reporting: FFATA requires a sub-grantee of a federal award to report the names and total compensation of the most highly compensated executives (i.e., officers, managing partners, or any other employees in management positions) if they meet the following criteria:
  - 80 percent or more of the sub-grantee's annual gross revenues from Federal procurement contracts and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320; and
  - \$25,000,000 or more in annual gross revenues from Federal procurement contracts, and Federal financial assistance subject to the Transparency Act; and,
  - The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the **U.S. Security and Exchange Commission total compensation filings**.)

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

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

Subject to Funds Availability: Funding is subject to the appropriation and availability of state and federal funds. In the event that the funds are not appropriated or are otherwise unavailable, the State reserves the right to terminate this solicitation. Upon such termination, the Grantee shall have no right to recover from the State any actual, general, special, incidental, consequential, or any other damages whatsoever of any description or amount.

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

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

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

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

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

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

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

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

License and Copyright (STOP): Pursuant to 28 CFR §66.34, the Office on Violence Against Women reserves a royaltyfree, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, in whole or in part (including in the creation of derivative works), for Federal Government purposes:

- any work that is subject to copyright and was developed under this award, subaward, contract or subcontract pursuant to this award; and
- any work that is subject to copyright for which ownership was purchased by a recipient,
- subrecipient or a contractor with support under this award.

In addition, a subrecipient must obtain advance written approval from the Office on Violence Against Women program manager assigned to this award, and must comply with all conditions specified by the program manager in connection with that approval before: 1) using award funds to purchase ownership of, or a license to use, a copyrighted work; or 2) incorporating any copyrighted work, or portion thereof, into a new work developed under this award.

Training for Allied Professionals (STOP): The subrecipient understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OVW Training Guiding Principles for Grantees and Subgrantees, available on the The Department of Justice Website.

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

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

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

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

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

As a recipient of funding from OCJP, you are required to be in compliance with the federal and state nondiscrimination requirements and guidelines provided in **The Office of the Attorney General's Memo**. Applicants should consult with their legal counsel for advice regarding legal compliance and implementation of best practice recommendations.

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

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

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

### **Additional Program Requirements**

**For further program requirements please refer to the OCJP Grants Manual on the Office of Criminal Justice Programs website at the following link: OCJP Grants Manual.**

### **FINANCIAL REQUIREMENTS**

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

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

**Match:** Federal funds may be used to pay for up to 75% of the cost of the project. There is a 25% match requirement imposed on non-victim service provider grantees funded under the STOP Program. Applicants may satisfy the required match with either cash or in-kind contributions.

**NOTE: Non-profit agencies with projects focused on victim service provision are not required to provide a match.**

*\* The term ‘victim service provider’ means a nonprofit, nongovernmental or tribal organization or rape crisis center, including a State or tribal coalition, that assists or advocates for domestic violence, dating violence, sexual assault, or stalking victims, including domestic violence shelters, faith-based organizations, and other organizations, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.*

All match must be STOP allowable and is subject to the same requirements, restrictions and conditions as the federal STOP funds. Subrecipients must maintain records that clearly show the source, the amount, and the period during which the match was allocated. The basis for determining the value of personal services, materials, equipment, and space must be documented.

**Indirect costs cannot be used as match.**

Match Formula: The formula for calculating the required match is:

Federal Funds / 75% (Federal Share) = Total Project Costs

Total Project Costs x 25% (Subrecipient Share) = Total Match Amount

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

**100,000 (federal funds) / .75 = 133,333 (Total Projects Costs)**

**133,333 (TPC) x .25 = 33,333 (Total Match Amount)**

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

In-kind match: is a non-cash contribution recognized at conservative market value, such as the value of donated time, donated equipment, or donated space. In-kind match may include donations of expendable equipment, office supplies, workshop or classroom materials, work space, or monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor if the services they provide are an integral and necessary part of a funded project. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the organization or the labor market. Fringe benefits may be included in the valuation. Volunteer services must be documented, and to the extent feasible, supported by the same methods used by the sub-recipient organization for its own employees such as time sheets or a log sheet with appropriate signatures. The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality. The basis for determining the value of personal services, materials, equipment and space must be documented.

Sub-recipients must maintain records that clearly show the source, the amount, and the period during which the match was allocated. Records also need to clearly show when the donated items were used. The in-kind donation cannot be recognized as match (in-kind expense) until it is used in the project.

For additional information regarding Match, please refer to Chapter III. Financial Requirements, B.4. Match of the OCJP Grants Manual.

Cost Allocation Plan: If any part of the costs to be reimbursed are joint costs involving allocation to more than one program or activity, a cost allocation plan must be submitted and approved by the subrecipient’s cognizant agency. The subrecipient’s cognizant agency is the agency whose funds comprise the greatest percentage of grant funds received by the Subrecipient. Cost Allocation Plans must comply with the applicable accounting and financial standards, either Financial Accounting Standards Board (“FASB”) standards or Governmental Accounting Standards Board (“GASB”) standards. Methods used for allocating costs may differ between Subrecipients. It should be noted that grantors are not required to fully fund the costs that are charged to a particular program under an approved Cost Allocation Plan if such costs are not allowable under the contract with the Subrecipient or exceed the prescribed funding percentage or budgets.

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

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

The requirements for the development and submission of indirect cost proposals and cost allocation plans are set out in

Appendices III – VI of 2 C.F.R. Part 200, for subrecipients that are a state department, city, county (and subdivision thereof) and state college, university, and technology center. These subrecipients should follow the guidelines applicable to its type of organization. Institutions of Higher Education:

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

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

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

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

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

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

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

## REPORTING REQUIREMENTS

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

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

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

### Programmatic Reporting

All funds providing direct service:

- Annual Client Outcome Survey Report: This report is required at the end of each contract year, covers the period of July 1 through June 30 of the fiscal year for which the report is submitted, and is due no later than July 31st.
- Training Participant Survey Report: This report is required if you will use funds to provide training to allied professionals. This does not include community education. The report is due no later than July 31.
- STOP Annual Progress Report for Outputs (Muskie Report): The STOP Annual Progress Report is due no later than March 15. This report is emailed to the subrecipient agency.
- STOP Annual Progress Report for Outputs (Muskie Report): The STOP Annual Progress Report is due no later than March 15. This report is emailed to the subrecipient agency.
- Fatality Review Quarterly Report – This report is required quarterly and is due January 15, April 15, July 15, and October 15.

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

## **Fiscal Reporting**

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

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

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

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

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

## **Fiscal and Program Monitoring**

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

## **APPLICATION EVALUATION**

### **Review and Evaluation of Proposals**

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

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

### **Grant Solicitation Update**

Only the State has the discretion to update this Grant Solicitation at any time prior to contract award. However, prior to any such update, the State will consider whether it would negatively impact the ability of potential Applicants to meet the response deadline and revise as appropriate. If a Grant Solicitation update is issued, the State will convey the changes to

all Applicants either through a posting to the OCJP website, or a push notice through the TN Grants system. Applicants should regularly check the website and their email for update notifications.



To: Metropolitan Government of Nashville and Davidson County

RE: OCJP funding for FY27

Date: March 16, 2026

The purpose of this letter is to clarify the status of your FY27 funding for DV – Fatality Review from the Office of Criminal Justice Programs. The Office of Criminal Justice Programs (OCJP) has a solicitation under Fatality Review available for your program, current contract number 57462.

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

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

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

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

Federal Funds	Agency Match	Match Rate	Total
\$100,000.00	0	n/a	\$100,000.00

Your agency is eligible to apply for funding under our STOP solicitation for your project area.

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

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

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

A direct link to your solicitation can be found here:

<https://tngrants.my.site.com/OCJPGrants/119cs000009apej>

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

## **FY27 STOP State FVS Fatality Review**

### Companion Document

*Use this document to move through your OCJP STOP State FVS Fatality Review Application. Yellow highlighted areas are recommended to be copied and pasted in the application, if applicable.*

### **GENERAL INFORMATION**

Complete each question to the best of your ability – this is standard agency info consistent with your other OCJP contracts.

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### **PROBLEMS AND NEEDS**

In 2024, of the 586 murders across the state of Tennessee 85 of the murders were victims of domestic violence. Of these 85 victims, 60 of them were women. 43% of all murders against women in the state of Tennessee are committed by intimate partners. Tennessee has consistently been one of the highest ranked states in the country for violent crime. In 2024, Tennessee ranked 3<sup>rd</sup> in the nation for violent crime and 4<sup>th</sup> in homicide rates. This trend has been rising, with Tennessee being in the top 10 of homicide rates since 2018 and in the top 5 since 2023.

Metropolitan Government of Nashville-Davidson County will retain the position of Statewide Domestic Violence Fatality Review Coordinator (FRC). This FRC will evaluate and provide ongoing training and support to all of Tennessee's Coordinated Community Response (CCR) leadership and local Family Justice Centers (FJC) on fatality and high-risk case review. If local jurisdictions wish to form formal teams for review, the FRC will provide remote support in the form of documents, toolkits, training, and technical assistance (TA). The FRC will create and strengthen systems for more effective and consistent data collection regarding domestic violence fatalities in participating communities, and to the extent that the data is available, near-fatalities related to domestic violence. The FRC will provide ongoing training and support to CCR Teams and FJCs across the state of Tennessee to help communities identify domestic violence victims at high risk of homicide. The FRC will identify procedures, laws, and protocols that improve the ability to reduce domestic violence deaths. For jurisdictions who only infrequently experience domestic homicides and do not have a homicide review team, the FRC will model homicide review techniques and provide technical assistance to these jurisdictions regarding homicides that qualify. The FRC will also assist communities through high risk case review and in identifying and implementing other multi-disciplinary strategies that can help to mitigate and reduce homicide risk. The FRC will facilitate meetings of the Statewide Fatal and High-Risk Domestic Violence Committee, recruit and train new members as needed, and prepare reports based on the findings and recommendations of the statewide team. The FRC will track and assess past Committee recommendations to assist in facilitating their implementation or engaging local and statewide CCR and FJC leadership in the update of recommendations as needed.

**Add the following questions under the “Supplemental Questions” section:  
Respond with n/a to the question and the response fields.**

---

**PROJECT PURPOSE**

**Use the “Scope Configurator” to enter Goals, Objectives, and Activities**

Goal #1: Analyze domestic abuse deaths across the state with a view toward identifying their causes. It shall not be the purpose of the team to identify liability or blame in the death(s) being reviewed

Objective(s):

- Identify and review domestic abuse deaths and near deaths, including homicides and suicides, in a manner consistent with national best practices for fatality review in participating jurisdictions across Tennessee.

Activities:

- The FRC will continue to lead Nashville’s Domestic Assault Death Review Team (DADRT)
- The FRC will maintain the Statewide DV Fatality and High-Risk Team that will follow best practices for statewide case review and recommendation reports
- The FRC will create and maintain a modified version of the fatality review toolkit focusing on post-incident response for communities that do not regularly experience homicides.
- The FRC will conduct site visits and provide remote support as needed to provide communities with information about fatality review and high-risk teams.
- The FRC will provide quarterly reports to the Office of Criminal Justice Programs (OCJP) which will include status updates on the statewide team and updates on training with local CCRs and FJCs.

Goal #2 – Identify new or develop on procedures, laws, and protocols that reduce the incidence of domestic abuse and domestic abuse-related deaths that are applicable across the state.

Objective(s):

- Maintain a statewide body to collect fatality review reports from participating jurisdictions and make local and statewide recommendations that improved domestic violence victim safety and offender accountability.

Activities:

- The FRC will complete annual case reports
- The FRC will use the Montana Model of fatality review to complete case reviews with the statewide committee when appropriate cases are identified
- When no cases are identified for statewide review, the FRC will convene victim and practitioner focus groups to identify systemic gaps and needs
- The FRC will inform on recommendations of systems and procedure improvements from high risk case reviews.
- The FRC will keep up to date on emerging issues and promising practices to improve technical assistance.
- The FRC will remain connected with client stories through occasional direct client work to see the direct result of new or improved procedures, laws, and protocols.

Goal #3 – Track and report upon the progress made on the implementation of the identified new and/or improved procedures, laws, and protocols identified.

Objectives:

- Assess and maintain system for improved data collection related to domestic violence (DV) deaths from participating communities across the state.
- Assess the progress made toward the implementation, locally and statewide, of the new procedures, laws, and protocols identified for efficacy in reducing incidences of domestic abuse related deaths.

Activities:

- Host a series of at least three virtual training events on fatality and high-risk case review, open to CCR members and other relevant stakeholders statewide.
- The FRC will continue to track new and emerging recommendations for Tennessee's state and local fatality review teams to regularly report the status of new and past recommendations to the statewide review team.

Goal #4 – Identify victims across the state at high risk for domestic violence homicide and ensure that jurisdictions are prepared to meet the needs of these victims to reduce incidence of domestic abuse and domestic abuse-related deaths.

Objective(s):

- Assist established DV high-risk case review teams and provide remote TA to any new CCRs or FJCs in other Tennessee jurisdictions that wish to provide a multidisciplinary, coordinated response to high-risk domestic violence.

Activities(s):

- The FRC will meet with each CCR coordinator to assess their need for TA around high-risk projects
- The FRC will continuously update and improve toolkits to support communities in creating or maintain high-risk case review teams.
- The FRC will train 3 a minimum of CCRs and/or local FJCs with the community kit.

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## **INPUTS**

***Please provide a couple of sentences on each question in this section.***

1. The Fatality Review Initiative must effectively create a statewide strategic plan and effectively train local and statewide CCR leadership and FJCs on fatality review.
2. This Grant will provide funding for software and programs needed to facilitate data collection on domestic violence fatalities and report creation and publication for the statewide and Nashville fatality review teams.
3. Grant Funded position will be responsible for
  - a. Coordinating this statewide effort and providing technical assistance and training to participating communities across the state.
  - b. Coordinate the work of a State Fatality Review Team

- c. Assist with findings and recommendation report creation
4. Grant Funded position will be an employee of Metro Government's Office of Family Safety and will report directly to the Director of High Risk Programs.
5. This grant would fund 100% of the effort to maintain a statewide Fatal and High-Risk Domestic Violence Committee and provide technical assistance to local Fatality Review and High-Risk Teams that operate in a consistent and coordinated manner. This grant would also fund the training of those local jurisdictions - but not specific costs associated community case review efforts.
6. Non-grant funded Office of Family Safety positions that will contribute to the success of this project are as follows: Department Head, Senior Director of Programs, Director of High Risk Programs and Financial Officer
7. Budget:
  - a. Salaries, Benefits & Taxes: \$97,454
  - b. Travel, Conferences, & Meetings: \$2,546

***Add the following questions under the “Supplemental Questions” section:***

1. **Describe how the organization will coordinate statewide effort and provide technical assistance and training to participating communities across the state.**

The FRC will maintain data collected as part of the High Risk Review, statewide Fatal and High-Risk Domestic Violence Committee, and Nashville DADRT meetings, maintain assessments of procedures and activities, and surveys conducted to better understand the results. These results will be compiled and sent out to participating partners as well as toolkits that will assist in the partners ability to improve community response and decrease homicide risk. This will also be shared via online trainings and data will be continuously shared at the statewide Fatal and High-Risk Domestic Violence Committee meetings.

2. **Detail how the organization will coordinate the work of a Statewide Fatality Review Team.**

The FRC, in conjunction with local directors of local FJCs and CCRs, will continue to assess the recommendations of both the local directors and of the statewide Fatal and High-Risk Domestic Violence Committee. These assessments, and other necessary data such as victim demographics and case history, will be submitted in quarterly and annual reports for review. These reports will also highlight the activities and work done in order to accomplish the objectives of each goal.

**Put n/a in the remaining supplemental question/response boxes**

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**OUTPUTS**

**Select “yes” to add a custom output listed below and provide a quantity for each output:**

- Annual local recommendations report to be published for reviewed fatalities and near fatalities: Yes, 1

- Statewide recommendation reports to be published crafted by the statewide Committee based on data findings from local CCRs and FJCs: Yes, 1
  - In-depth reviews of a minimum of one domestic violence fatal or near fatal incident(s): Yes, 10
  - Fatality review toolkits that are distributed to communities focusing on post-incident for communities that do not regularly experience homicides: Yes, 25
  - Toolkits that are distributed to communities for creating and/or running high risk case review teams and high risk docket review: Yes, 25
  - Trainings and toolkits that are accessed by participating communities through an online platform: Yes, 3
- 

## **OUTCOMES**

***Please add the following outcomes. Start with “Manage Outcomes”. Ensure that all Goals, Objectives, and Activities have been entered into the Project Purpose category before starting this step of the application.***

### **OUTCOMES (continued)**

- **Outcome name #1:** Domestic abuse deaths are review using best practices and DV review teams
    - **Outcome comments:** Measurable outcomes will consist of short term improvements including increased understanding of barriers to safety and justice for victims
  - **Outcome name #2:** Improving victim safety and accountability through information obtained from statewide review
    - **Outcome comments:** Identify better laws and protocols to reduce domestic abuse deaths
  - **Outcome name #3:** Increase identification of gaps in training, policy, practices, resources, communication and collaboration between agencies providing assistance to domestic abuse related victims
    - **Outcome comments:** Provide training and technical assistance based on the gaps identified, collect evaluation data from the trainings provided
  - **Outcome name #4:** Support and sustain DV case review teams through TA.
    - **Outcome comments:** Improved ability of participating communities to identifying high risk victims and ensure CCR support
-

## **COLLABORATION ACTIVITIES:**

**Please provide a couple of sentences on each question in this section.**

Both the DADRT and Statewide Team will consist of agencies and entities assisting domestic abuse related victims and their families. The members of the following agencies will work closely in their capacity on the DADRT, as well as on additional subsequent collaborative activities as those become apparent through work on the DADRT.

Partners on the Review Team include: District Attorney's Office, Civil Legal Service Provider, Law Enforcement, Medical provider, Family Justice Center, Department of Children Services, domestic violence shelter provider(s).

Tennessee's District Attorneys General Conference will assist in providing a more complete data set of domestic homicides around the state.

Local CCR and FJC leadership will be crucial partners in training communities around Tennessee on fatality and high-risk case review.

**There are no supplemental questions for this section – place n/a in the question and response section.**

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## **DATA COLLECTION PROCEDURE**

**Please spend a couple of sentences on each question in this section**

*Add the following supplemental questions:*

**1. Describe the specific data that will be compiled annually by working with local CCR and FJC leadership.**

Working with local CCR and FJC leadership, the following data will be compiled annually (if jurisdiction collects):

1. Number of domestic Violence homicides
  - a. Specific information:
    - i. Relationship to the offender
    - ii. Gender of offender and victim
    - iii. Age of offender and victim
    - iv. Weapon used
    - v. Alcohol and Drug Involvement
    - vi. Presence of Children
  - b. Case history
    - i. Specific Information
      1. LAP history when applicable
      2. Order of Protection History
      3. Criminal History of offender
      4. Domestic Violence history of victim

5. Domestic Violence history of offender
6. Divorce & custody proceedings

## **DATA COLLECTION PROCEDURE (continued)**

### **2. Describe the data that will be compiled annually by working with Tennessee's District Attorneys Conference.**

Working with Tennessee's District Attorneys Conference, the following data will be compiled annually:

1. Number of domestic violence homicides
2. Efforts will be made to collect data on "near death cases" in a consistent manner while working within the limitations of the different technologies used by law enforcement across the state.

Training Evaluation surveys will be collected from each individual that is provided training by the FRC in order to improve training program, distribution of technical advice and tools, and facilitate collaboration with partners across the state.

### **3. Describe the data that will be collected and the techniques used for "near death cases"**

Working with the local and CCR and FJC leadership the following data will be compiled:

1. Number of domestic near death cases:
  - a. Specific information:
    - i. Relationship to the offender
    - ii. Gender of offender and victim
    - iii. Age of offender and victim
    - iv. Weapon used
    - v. Alcohol and Drug Involvement
    - vi. Presence of Children
  - b. Case history
    - i. Specific Information
      1. LAP history when applicable
      2. Order of Protection History
      3. Criminal History of offender
      4. Domestic Violence history of victim
      5. Domestic Violence history of offender
      6. Divorce & custody proceedings

## **Project Summary**

**Please follow prompt and provide no more than 200-300 words on organization's project summary.**

Metropolitan Government of Nashville-Davidson County will retain the position of Statewide Domestic Violence Fatality Review Coordinator (FRC). This FRC will evaluate and provide ongoing training and support to all of Tennessee's Coordinated Community Response (CCR) leadership and local Family Justice Centers (FJC) on fatality and high-risk case review. If local jurisdictions wish to form formal teams for review, the FRC will provide remote support in the form of documents and technical assistance (TA). The FRC will ensure effective and consistent data collection regarding domestic violence fatalities in participating communities, and to the extent that the data is available, near-fatalities related to domestic violence. The FRC will provide ongoing training and support to coordinated community response teams across the state of Tennessee to help communities identify domestic violence victims at high risk of homicide. The FRC will identify procedures, laws, and protocols that improve the ability to reduce domestic violence deaths. For jurisdictions who only infrequently experience domestic homicides and do not have a homicide review team, the FRC will model homicide review techniques and provide technical assistance to these jurisdictions to homicides that qualify. The FRC will also assist communities through high case review and assist in identifying and implementing other multi-disciplinary strategies that can help to mitigate and reduce homicide risk. The FRC will facilitate meetings of the Statewide Fatal and High-Risk Domestic Violence Committee, recruit and train new members as needed, and prepare reports based on the findings and recommendations of the statewide team. The FRC will track and assess past Committee recommendations to assist in facilitating their implementation or engaging local and statewide CCR and FJC leadership in the update of recommendations as needed.

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## **Budget and Funds**

- **Select “Manually fill out all budgets” from the drop-down menu. Click Next.**
- **Click on the circle to select the Budget 1 and click on “Proceed to Fill out/Edit the Budget”**
- **For Salaries line item, be sure to include in the “Position” field all the detail information for each position.**
  - **Example: Pos. 1: Victim Advocate, Full-Time, 100%, Salary \$48,200 + Benefits \$10,800**
- **The budget does not auto-calculate or include validation, so double check your numbers.**

**Once budget is entered, scroll down to the “Other fund sources” and complete as instructed**

1. Budget:

- a. Salaries, Benefits, and Taxes: \$97,454.00
- b. Travel, Conference, & Meetings: \$2,546.00

---

**Upload Files**

- Upload all required and applicable files listed, including organizational chart, cost allocation plan, and MOU's.
- Upload job descriptions in "other required documents" at the bottom of the TN Grants page.

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**Attestation**

- Click the box to attest to the statements provided.
- Click Save.
- Be sure that all of the section bubbles on the left are green and review each section to check for any errors or accidental omissions before submitting your application.
- Congratulations! You have completed your application in TN Grants. Please notify your OCJP Program Manager.

**APPLICATION FOR Statewide Fatality Review Technical Assistance/STOP**

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**



\_\_\_\_\_  
Director  
Department of Office of Family Safety

\_\_\_\_\_  
March 17th, 2026  
Date

<b>GRANT BUDGET</b>			
<b>AGENCY NAME: STATEWIDE FATALITY REVIEW TECHNICAL ASSISTANCE/STOP</b>			
<b>FUND SOURCE: U.S. DEPARTMENT OF JUSTICE, OFFICE ON VIOLENCE AGAINST WOMEN, VAWA</b>			
<b>SOLICITATION IDENTIFICATION TITLE: FAMILY JUSTICE CENTER</b>			
The grant budget line-item amounts below shall be applicable only to expense incurred during the following Applicable Period: <b>BEGIN: 07/01/2026</b> <b>END: 06/30/2027</b>			
<b>EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup></b>	<b>GRANT CONTRACT</b>	<b>GRANTEE PARTICIPATION</b>	<b>TOTAL PROJECT</b>
Salaries, Benefits & Taxes <sup>2</sup>	\$97,454.00	\$0.00	\$97,454.00
Professional Fee, Grant & Award <sup>2</sup>	\$0.00	\$0.00	\$0.00
Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications <sup>2</sup>		\$0.00	
Travel, Conferences & Meetings <sup>2</sup>	\$2,546.00	\$0.00	\$2,546.00
Interest <sup>2</sup>	\$0.00	\$0.00	\$0.00
Insurance <sup>2</sup>	\$0.00	\$0.00	\$0.00
Specific Assistance To Individuals <sup>2</sup>	\$0.00	\$0.00	\$0.00
Depreciation <sup>2</sup>	\$0.00	\$0.00	\$0.00
Other Non-Personnel <sup>2</sup>	\$0.00	\$0.00	\$0.00
Capital Purchase <sup>2</sup>	\$0.00	\$0.00	\$0.00
Indirect Cost <sup>2</sup>	\$0.00	\$0.00	\$0.00
In-Kind Expense <sup>2</sup>	\$0.00	\$0.00	\$0.00
<b>GRAND TOTAL</b>	<b>\$100,000.00</b>	<b>\$0.00</b>	<b>\$100,000.00</b>

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

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

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

**GRANT BUDGET LINE-ITEM DETAIL:**

AGENCY NAME: VSSG

FUND SOURCE: VOCA STATE VICTIM SERVICES FUNDING

SOLICITATION IDENTIFICATION TITLE: FAMILY JUSTICE CENTER

SALARIES, BENEFITS & TAXES	AMOUNT
Position 1: Fatality Review Team Technical Advisor \$75,000 in salary and benefits 100% of time on grant	\$97,454.00
<b>TOTAL</b>	<b>\$97,454.00</b>

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

TRAVEL, CONFERENCES & MEETINGS	AMOUNT
<b>Out of Town Travel:</b> OFS will provide registration fees for attendance to a national conference(s) for approved members of local fatality review teams and statewide committee. (Appropriate mileage rates apply)	\$2,546.00
<b>TOTAL</b>	<b>\$2,546.00</b>

**TOTAL** **\$100,000.00**