

GRANT SUMMARY SHEET

Grant Name: OCJP Family Justice Center Initiative 22-22

Department: OFFICE OF FAMILY SAFETY

Grantor: OFFICE OF CRIMINAL JUSTICE PROGRAMS

**Pass-Through Grantor
(If applicable):**

Total Award this Action: \$80,000.00

Cash Match \$0.00

Department Contact: Diane Lance
862-6013

Status: NEW

Program Description:

The goal of this project is to plan and implement an in-person symposium event for Tennessee professionals who work in or partner with a Family Justice Center or collaborate with a coordinated community response.

Plan for continuation of services upon grant expiration:

This grant is for a one-time event.

B.A. Initials

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EF

5396

Grants Tracking Form

Part One

Pre-Application <input type="radio"/> Application <input type="radio"/> Award Acceptance <input checked="" type="radio"/> Contract Amendment <input type="radio"/>				
Department	Dept. No.	Contact	Phone	Fax
OFFICE OF FAMILY SAFETY	51	Diane Lance	862-6013	
Grant Name: OCJP Family Justice Center Initiative 22-22				
Grantor: OFFICE OF CRIMINAL JUSTICE PROGRAMS		Other:		
Grant Period From:	02/21/22	<small>(applications only)</small> Anticipated Application Date:		
Grant Period To:	06/30/22	<small>(applications only)</small> Application Deadline:		
Funding Type:	STATE	Multi-Department Grant <input type="checkbox"/> → If yes, list below.		
Pass-Thru:		Outside Consultant Project: <input type="checkbox"/>		
Award Type:	COMPETITIVE	Total Award: \$80,000.00		
Status:	NEW	Metro Cash Match: \$0.00		
Metro Category:	New Initiative	Metro In-Kind Match: \$0.00		
CFDA #		Is Council approval required? <input checked="" type="checkbox"/>		
Project Description:		Applic. Submitted Electronically? <input checked="" type="checkbox"/>		
The goal of this project is to plan and implement an in-person symposium event for Tennessee professionals who work in or partner with a Family Justice Center or collaborate with a coordinated community response.				
Plan for continuation of service after expiration of grant/Budgetary Impact:				
This grant is for a one time event.				
How is Match Determined?				
Fixed Amount of \$	n/a	or	0.0%	% of Grant
Explanation for "Other" means of determining match:				Other: <input type="checkbox"/>
N/A				
For this Metro FY, how much of the required local Metro cash match:				
Is already in department budget?	\$0.00	Fund	Business Unit	
Is not budgeted?		Proposed Source of Match:		
<small>(Indicate Match Amount & Source for Remaining Grant Years in Budget Below)</small>				
Other:				
Number of FTEs the grant will fund:	1.50	Actual number of positions added:	2.00	
Departmental Indirect Cost Rate	5.00%	Indirect Cost of Grant to Metro:	\$4,000.00	
*Indirect Costs allowed? <input checked="" type="radio"/> Yes <input type="radio"/> No	% Allow. 0.00%	Ind. Cost Requested from Grantor:	\$0.00	in budget
<small>*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)</small>				
Draw down allowable? <input type="checkbox"/>				
Metro or Community-based Partners: ty Sheriff's Office, the US Attorney's Office of Middle Tennessee, General Sessions Probation,				

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	FY23	\$80,000.00			\$0.00		\$0.00	\$80,000.00	\$4,000.00	\$0.00
Yr 2										
Yr 3										
Yr 4										
Yr 5										
Total		\$80,000.00	\$0.00	\$0.00	\$0.00		\$0.00	\$80,000.00	\$4,000.00	\$0.00
Date Awarded:				01/21/22	Tot. Awarded:		Contract#:		N/A	
(or) Date Denied:					Reason:					
(or) Date Withdrawn:					Reason:					

Contact: trinity.weathersby@nashville.gov
vaughn.wilson@nashville.gov

GCP RECEIVED 1/25/22

GCP APPROVED 1/27/22

TW



January 21, 2022

John Cooper, Mayor
Metropolitan Government of Nashville and Davidson County
1 Public Sq
#100
Nashville, TN 37201-5007

Dear Honorable John Cooper:

Enclosed is the contract for your FY2022 FVPSA award.

To accept this grant award, as the Authorized Official for your agency, you are required to sign and date the attached **Grant Contract** in the appropriate places. All documents must be signed by hand or with a certified time-stamped Adobe signature. An image of the signed contract is unacceptable. All signed contracts must be submitted electronically. Return the contract to the enclosed address by **Monday, February 14, 2022**. Please contact your program manager (see below) with any concerns or questions.

After the State of Tennessee has approved the Contract, a fully-executed copy will be returned to your agency. **No payments can be made until this process is complete**, therefore, a prompt return of the documents will ensure that the payment process will begin as soon as possible according to the state invoice system.

Additional Requirement: Save and/or Print the Applicable Attachments related to D. 19 (Notice of Audit Report and Parent/Child Information). These documents must be completed and submitted to the Comptroller's office no later than 90 days before the end of the agency's fiscal year for each year of the contract. Follow the instructions on the attachment.

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

Sincerely,

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

Jennifer Brinkman
Director

cc: Diane Lance, Department Head
File



GOVERNMENTAL GRANT CONTRACT

(cost reimbursement grant contract with a federal or Tennessee local governmental entity or their agents and instrumentalities)

Begin Date 2/21/2022	End Date 6/30/2022	Agency Tracking # -	Edison ID		
Grantee Legal Entity Name Metropolitan Government of Nashville and Davidson County			Edison Vendor ID 4		
Subrecipient or Contractor <input checked="" type="checkbox"/> Subrecipient <input type="checkbox"/> Contractor		CFDA #NA Grantee's fiscal year end June 30			
Service Caption (one line only) FVPSA, FJC Symposium					
Funding —					
FY	State	Federal	Interdepartmental	Other	TOTAL Grant Contract Amount
FY22	\$80,000.00				\$80,000.00
TOTAL:	\$80,000.00				\$80,000.00
Grantee Selection Process Summary					
<input checked="" type="checkbox"/> Competitive Selection		The Competitive Selection process utilized was as per the DGA.			
<input type="checkbox"/> Non-competitive Selection					
Budget Officer Confirmation: There is a balance in the appropriation from which obligations hereunder are required to be paid that is not already encumbered to pay other obligations.			<i>CPO USE - GG</i>		
Speed Chart FA00002255		Account Code City - 71302000			

**GRANT CONTRACT
BETWEEN THE STATE OF TENNESSEE,
OFFICE OF CRIMINAL JUSTICE PROGRAMS
AND
METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

This grant contract ("Grant Contract"), by and between the State of Tennessee, Department of Finance and Administration, Office of Criminal Justice Programs, hereinafter referred to as the "State" or the "Grantor State Agency" and Grantee Metropolitan Government of Nashville and Davidson County, hereinafter referred to as the "Grantee," is for the provision of administering state and federal funds for services provided to adult and youth victims of family violence, domestic violence, or dating violence through the Family Violence Prevention and Services Act (FVPSA) as further defined in the "SCOPE OF SERVICES AND DELIVERABLES."

Grantee Edison Vendor ID # 4

A. SCOPE OF SERVICES AND DELIVERABLES:

- A.1. The Grantee shall provide the scope of services and deliverables ("Scope") as required, described, and detailed in this Grant Contract.
- A.2. The Grantee shall comply with and perform all services, functions, and/or requirements as stated in the grantee's application under which this Grant Contract is awarded, and that is hereby incorporated into this Grant Contract as Attachment A, attached hereto.
- A.3. The Grantee shall comply with all reporting requirements described in the Grantee's application, in correspondence from the Office of Criminal Justice Programs, and in the Office of Criminal Justice Programs Administrative Manual located on the website at <https://www.tn.gov/finance/office-of-criminal-justice-programs/ocjp/ocjp-grants-manual.html>.
- A.4. The Grantee shall comply with all other requirements described in the Grantee's application and in the Office of Criminal Justice Programs Administrative Manual located on the website at <https://www.tn.gov/finance/office-of-criminal-justice-programs/ocjp/ocjp-grants-manual.html>. The Grantee agrees to comply with any changes in requirements made in the manual and/or identified in correspondence from the Office of Criminal Justice Programs.
- A.5. The purpose of the FVPSA program is to assist the state in establishing, maintaining, and expanding programs and projects to prevent family, domestic, and dating violence and to provide immediate shelter and related assistance for victims of family, domestic, and dating violence and their dependents. The core components to be provided through this program include but are not limited to: emergency shelter, twenty-four hour crisis line, transportation, counseling, advocacy, referral, follow-up, special services to children and the underserved, and community education. These services may be provided to residential and non-residential clients, as appropriate.
- A.6. Incorporation of Additional Documents. Each of the following documents is included as a part of this Grant Contract by reference or attachment. In the event of a discrepancy or ambiguity regarding the Grantee's duties, responsibilities, and performance hereunder, these items shall govern in order of precedence below.
- a. this Grant Contract document with any attachments or exhibits (excluding the items listed at subsections b. and c., below);
 - b. the State grant proposal solicitation as may be amended, if any;
 - c. the Grantee's proposal (Attachment A) incorporated to elaborate supplementary scope of services specifications.

B. TERM OF CONTRACT:

- B.1. This Grant Contract shall be effective on 2/21/2022 ("Effective Date") and extend for a period of four (4) months and seven (7) days after the Effective Date ("Term"). The State shall have no obligation to the Grantee for fulfillment of the Scope outside the Term.

C. PAYMENT TERMS AND CONDITIONS:

- C.1. Maximum Liability. In no event shall the maximum liability of the State under this Grant Contract exceed Eighty Thousand Dollars (\$80,000.00) ("Maximum Liability"). The Grant Budget, attached and incorporated as Attachment A-1 for fiscal year 2022, is the maximum amount due the Grantee under this Grant Contract. The Grant Budget line-items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Grantee.
- C.2. Compensation Firm. The Maximum Liability of the State is not subject to escalation for any reason unless amended. The Grant Budget amounts are firm for the duration of the Grant Contract and are not subject to escalation for any reason unless amended, except as provided in Section C.6.
- C.3. Payment Methodology. The Grantee shall be reimbursed for actual, reasonable, and necessary costs based upon the Grant Budget, not to exceed the Maximum Liability established in Section C.1. Upon progress toward the completion of the Scope, as described in Section A of this Grant Contract, the Grantee shall submit invoices prior to any reimbursement of allowable costs.
- C.4. Travel Compensation. Reimbursement to the Grantee for travel, meals, or lodging shall be subject to amounts and limitations specified in the "State Comprehensive Travel Regulations," as they are amended from time to time, and shall be contingent upon and limited by the Grant Budget funding for said reimbursement.
- C.5. Invoice Requirements. The Grantee shall invoice the State no more often than monthly, with all necessary supporting documentation, and present such to:

Tennessee Department of Finance and Administration
 Office of Business and Finance
 Attention: Invoicing
 312 Rosa L. Parks Avenue, Suite 2000
 Nashville, TN 37243
OBF.Grants@tn.gov

- a. Each invoice shall clearly and accurately detail all of the following required information (calculations must be extended and totaled correctly).
- (1) Invoice/Reference Number (assigned by the Grantee).
 - (2) Invoice Date.
 - (3) Invoice Period (to which the reimbursement request is applicable).
 - (4) Grant Contract Number (assigned by the State).
 - (5) Grantor: Department of Finance and Administration, Office of Criminal Justice Programs.
 - (6) Grantor Number (assigned by the Grantee to the above-referenced Grantor).
 - (7) Grantee Name.
 - (8) Grantee Tennessee Edison Registration ID Number Referenced in Preamble of this Grant Contract.
 - (9) Grantee Remittance Address.
 - (10) Grantee Contact for Invoice Questions (name, phone, or fax).
 - (11) Itemization of Reimbursement Requested for the Invoice Period— it must detail, at minimum, all of the following:

- i. The amount requested by Grant Budget line-item (including any travel expenditure reimbursement requested and for which documentation and receipts, as required by "State Comprehensive Travel Regulations," are attached to the invoice).
 - ii. The amount reimbursed by Grant Budget line-item to date.
 - iii. The total amount reimbursed under the Grant Contract to date.
 - iv. The total amount requested (all line-items) for the Invoice Period.
 - b. The Grantee understands and agrees to all of the following.
 - (1) An invoice under this Grant Contract shall include only reimbursement requests for actual, reasonable, and necessary expenditures required in the delivery of service described by this Grant Contract and shall be subject to the Grant Budget and any other provision of this Grant Contract relating to allowable reimbursements.
 - (2) An invoice under this Grant Contract shall not include any reimbursement request for future expenditures.
 - (3) An invoice under this Grant Contract shall initiate the timeframe for reimbursement only when the State is in receipt of the invoice, and the invoice meets the minimum requirements of this section C.5.
- C.6. Budget Line-items. Expenditures, reimbursements, and payments under this Grant Contract shall adhere to the Grant Budget. The Grantee may vary from a Grant Budget line-item amount by up to twenty percent (20%) of the line-item amount, provided that any increase is off-set by an equal reduction of other line-item amount(s) such that the net result of variances shall not increase the total Grant Contract amount detailed by the Grant Budget. Any increase in the Grant Budget, grand total amounts shall require an amendment of this Grant Contract.
- C.7. Disbursement Reconciliation and Close Out. The Grantee shall submit any final invoice and a grant disbursement reconciliation report within sixty (60) days of the Grant Contract end date, in form and substance acceptable to the State.
- a. If total disbursements by the State pursuant to this Grant Contract exceed the amounts permitted by Section C of this Grant Contract, the Grantee shall refund the difference to the State. The Grantee shall submit said refund with the final grant disbursement reconciliation report.
 - b. The State shall not be responsible for the payment of any invoice submitted to the state after the grant disbursement reconciliation report. The State will not deem any Grantee costs submitted for reimbursement after the grant disbursement reconciliation report to be allowable and reimbursable by the State, and such invoices will NOT be paid.
 - c. The Grantee's failure to provide a final grant disbursement reconciliation report to the state as required shall result in the Grantee being deemed ineligible for reimbursement under this Grant Contract, and the Grantee shall be required to refund any and all payments by the state pursuant to this Grant Contract.
 - d. The Grantee must close out its accounting records at the end of the contract period in such a way that reimbursable expenditures and revenue collections are NOT carried forward.
- C.8. Indirect Cost. Should the Grantee request reimbursement for indirect costs, the Grantee 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 Grantee will be reimbursed for indirect costs in accordance with the approved indirect cost rate and amounts and limitations specified in the attached Grant Budget. Once the Grantee makes an election and treats a given cost as direct or indirect, it must apply that treatment consistently and may not change during the Term. 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 Term, once the rate becomes final, the Grantee 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 Grantee.

- C.9. Cost Allocation. If any part of the costs to be reimbursed under this Grant Contract are joint costs involving allocation to more than one program or activity, such costs shall be allocated and reported in accordance with the provisions of Department of Finance and Administration Policy Statement 03 or any amendments or revisions made to this policy statement during the Term.
- C.10. Payment of Invoice. A payment by the State shall not prejudice the State's right to object to or question any reimbursement, invoice, or related matter. A payment by the State shall not be construed as acceptance of any part of the work or service provided or as approval of any amount as an allowable cost.
- C.11. Non-allowable Costs. Any amounts payable to the Grantee shall be subject to reduction for amounts included in any invoice or payment that are determined by the State, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs.
- C.12. State's Right to Set Off. The State reserves the right to set off or deduct from amounts that are or shall become due and payable to the Grantee under this Grant Contract or under any other agreement between the Grantee and the State of Tennessee under which the Grantee has a right to receive payment from the State.
- C.13. Prerequisite Documentation. The Grantee shall not invoice the State under this Grant Contract until the State has received the following, properly completed documentation.
- a. The Grantee shall complete, sign, and return to the State an "Authorization Agreement for Automatic Deposit (ACH Credits) Form" provided by the State. By doing so, the Grantee acknowledges and agrees that, once this form is received by the State, all payments to the Grantee under this or any other grant contract will be made by automated clearing house ("ACH").
 - b. The Grantee shall complete, sign, and return to the State the State-provided W-9 form. The taxpayer identification number on the W-9 form must be the same as the Grantee's Federal Employer Identification Number or Social Security Number referenced in the Grantee's Edison registration information.

D. STANDARD TERMS AND CONDITIONS:

- D.1. Required Approvals. The State is not bound by this Grant Contract until it is signed by the parties and approved by appropriate officials in accordance with applicable Tennessee laws and regulations (depending upon the specifics of this Grant Contract, the officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).
- D.2. Modification and Amendment. This Grant Contract may be modified only by a written amendment signed by all parties and approved by the officials who approved the Grant Contract and, depending upon the specifics of the Grant Contract as amended, any additional officials required by Tennessee laws and regulations (the officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).
- D.3. Termination for Convenience. The State may terminate this Grant Contract without cause for any reason. A termination for convenience shall not be a breach of this Grant Contract by the State. The State shall give the Grantee at least thirty (30) days written notice before the effective termination date. The Grantee shall be entitled to compensation for authorized expenditures and

satisfactory services completed as of the termination date, but in no event shall the State be liable to the Grantee for compensation for any service that has not been rendered. The final decision as to the amount for which the State is liable shall be determined by the State. The Grantee shall not have any right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount for the State's exercise of its right to terminate for convenience.

- D.4. Termination for Cause. If the Grantee fails to properly perform its obligations under this Grant Contract, or if the Grantee violates any terms of this Grant Contract, the State shall have the right to immediately terminate this Grant Contract and withhold payments in excess of fair compensation for completed services. Notwithstanding the exercise of the State's right to terminate this Grant Contract for cause, the Grantee shall not be relieved of liability to the State for damages sustained by virtue of any breach of this Grant Contract by the Grantee.
- D.5. Subcontracting. The Grantee shall not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of the State. If such subcontracts are approved by the State, each shall contain, at a minimum, sections of this Grant Contract pertaining to "Conflicts of Interest," "Lobbying," "Nondiscrimination," "Public Accountability," "Public Notice," and "Records" (as identified by the section headings). Notwithstanding any use of approved subcontractors, the Grantee shall remain responsible for all work performed.
- D.6. Conflicts of Interest. The Grantee warrants that no part of the total Grant Contract Amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Grantee in connection with any work contemplated or performed relative to this Grant Contract.
- a. Notwithstanding the foregoing, the Tennessee Department of Finance and Administration, Office of Criminal Justice Programs may contract with an entity for which a current employee of the State of Tennessee is providing criminal justice or victim service related professional services as an employee or independent contractor outside of his/her hours of state employment, provided that such outside employment does not conflict with applicable law or the state agency's rules, policies or guidelines.
- D.7. Lobbying. The Grantee certifies, to the best of its knowledge and belief, that:
- a. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this contract, grant, loan, or cooperative agreement, the Grantee shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- c. The Grantee shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352.

- D.8. Communications and Contacts. All instructions, notices, consents, demands, or other communications required or contemplated by this Grant Contract shall be in writing and shall be made by certified, first class mail, return receipt requested and postage prepaid, by overnight courier service with an asset tracking system, or by email or facsimile transmission with recipient confirmation. All communications, regardless of method of transmission, shall be addressed to the respective party as set out below:

The State:

Claire Wisely, Program Manager
Department of Finance and Administration
Office of Criminal Justice Programs
312 Rosa L. Parks Avenue, Suite 1800
Nashville, Tennessee 37243-1102
Email: claire.wisely@tn.gov
Telephone # (615) 360-0374

The Grantee:

Diane Lance, Department Head
Metro Office of Family Safety
610 Murfreesboro Pike
Nashville, Tennessee 37210-3512
Email: dianelance@jjsnashville.gov
Telephone # (615) 880-3173

A change to the above contact information requires written notice to the person designated by the other party to receive notice.

All instructions, notices, consents, demands, or other communications shall be considered effectively given upon receipt or recipient confirmation as may be required.

- D.9. Subject to Funds Availability. This Grant Contract is subject to the appropriation and availability of State or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, the State reserves the right to terminate this Grant Contract upon written notice to the Grantee. The State's right to terminate this Grant Contract due to lack of funds is not a breach of this Grant Contract by the State. Upon receipt of the written notice, the Grantee shall cease all work associated with the Grant Contract. Should such an event occur, the Grantee shall be entitled to compensation for all satisfactory and authorized services completed as of the termination date. 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.
- D.10. Nondiscrimination. The Grantee hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Grantee on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, Tennessee State constitutional, or statutory law. The Grantee shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D.11. HIPAA Compliance. The State and the Grantee shall comply with obligations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Health Information Technology for Economic and Clinical Health Act (HITECH) and any other relevant laws and regulations

regarding privacy (collectively the "Privacy Rules"). The obligations set forth in this Section shall survive the termination of this Grant Contract.

- a. The Grantee warrants to the State that it is familiar with the requirements of the Privacy Rules and will comply with all applicable HIPAA requirements in the course of this Grant Contract.
- b. The Grantee warrants that it will cooperate with the State, including cooperation and coordination with State privacy officials and other compliance officers required by the Privacy Rules, in the course of performance of this Grant Contract so that both parties will be in compliance with the Privacy Rules.
- c. The State and the Grantee will sign documents, including but not limited to business associate agreements, as required by the Privacy Rules and that are reasonably necessary to keep the State and the Grantee in compliance with the Privacy Rules. This provision shall not apply if information received by the State under this Grant Contract is NOT "protected health information" as defined by the Privacy Rules, or if the Privacy Rules permit the State to receive such information without entering into a business associate agreement or signing another such document.

- D.12. Public Accountability. If the Grantee is subject to Tenn. Code Ann. § 8-4-401 *et seq.*, or if this Grant Contract involves the provision of services to citizens by the Grantee on behalf of the State, the Grantee agrees to establish a system through which recipients of services may present grievances about the operation of the service program. The Grantee shall also display in a prominent place, located near the passageway through which the public enters in order to receive Grant supported services, a sign at least eleven inches (11") in height and seventeen inches (17") in width stating:

NOTICE: THIS AGENCY IS A RECIPIENT OF TAXPAYER FUNDING. IF YOU OBSERVE AN AGENCY DIRECTOR OR EMPLOYEE ENGAGING IN ANY ACTIVITY WHICH YOU CONSIDER TO BE ILLEGAL, IMPROPER, OR WASTEFUL, PLEASE CALL THE STATE COMPTROLLER'S TOLL-FREE HOTLINE: 1-800-232-5454.

The sign shall be on the form prescribed by the Comptroller of the Treasury. The Grantor State Agency shall obtain copies of the sign from the Comptroller of the Treasury, and upon request from the Grantee, provide Grantee with any necessary signs.

- D.13. Public Notice. All notices, informational pamphlets, press releases, research reports, signs, and similar public notices prepared and released by the Grantee in relation to this Grant Contract shall include the statement, "This project is funded under a grant contract with the State of Tennessee." All notices by the Grantee in relation to this Grant Contract shall be approved by the State.
- D.14. Licensure. The Grantee, its employees, and any approved subcontractor shall be licensed pursuant to all applicable federal, state, and local laws, ordinances, rules, and regulations and shall upon request provide proof of all licenses.
- D.15. Records. The Grantee and any approved subcontractor shall maintain documentation for all charges under this Grant Contract. The books, records, and documents of the Grantee and any approved subcontractor, insofar as they relate to work performed or money received under this Grant Contract, shall be maintained in accordance with applicable Tennessee law. In no case shall the records be maintained for a period of less than five (5) full years from the date of the final payment. The Grantee's records shall be subject to audit at any reasonable time and upon reasonable notice by the Grantor State Agency, the Comptroller of the Treasury, or their duly appointed representatives.

The records shall be maintained in accordance with Governmental Accounting Standards Board (GASB) Accounting Standards or the Financial Accounting Standards Board (FASB) Accounting

Standards Codification, as applicable, and any related AICPA Industry Audit and Accounting guides.

In addition, documentation of grant applications, budgets, reports, awards, and expenditures will be maintained in accordance with U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

Grant expenditures shall be made in accordance with local government purchasing policies and procedures and purchasing procedures for local governments authorized under state law.

The Grantee shall also comply with any recordkeeping and reporting requirements prescribed by the Tennessee Comptroller of the Treasury.

The Grantee shall establish a system of internal controls that utilize the COSO Internal Control - Integrated Framework model as the basic foundation for the internal control system. The Grantee shall incorporate any additional Comptroller of the Treasury directives into its internal control system.

Any other required records or reports which are not contemplated in the above standards shall follow the format designated by the head of the Grantor State Agency, the Central Procurement Office, or the Commissioner of Finance and Administration of the State of Tennessee.

- D.16. Monitoring. The Grantee's activities conducted and records maintained pursuant to this Grant Contract shall be subject to monitoring and evaluation by the State, the Comptroller of the Treasury, or their duly appointed representatives.
- D.17. Progress Reports. The Grantee shall submit brief, periodic, progress reports to the State as requested.
- D.18. Annual and Final Reports. The Grantee shall submit, within three (3) months of the conclusion of each year of the Term, an annual report. For grant contracts with a term of less than one (1) year, the Grantee shall submit a final report within three (3) months of the conclusion of the Term. For grant contracts with multiyear terms, the final report will take the place of the annual report for the final year of the Term. The Grantee shall submit annual and final reports to the Grantor State Agency. At minimum, annual and final reports shall include: (a) the Grantee's name; (b) the Grant Contract's Edison identification number, Term, and total amount; (c) a narrative section that describes the program's goals, outcomes, successes and setbacks, whether the Grantee used benchmarks or indicators to determine progress, and whether any proposed activities were not completed; and (d) other relevant details requested by the Grantor State Agency. Annual and final report documents to be completed by the Grantee shall appear on the Grantor State Agency's website or as an attachment to the Grant Contract.
- D.19. Audit Report. The Grantee shall be audited in accordance with applicable Tennessee law.
- If the Grantee is subject to an audit under this provision, then the Grantee shall complete Attachment B.
- When a federal single audit is required, the audit shall be performed in accordance with U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.
- A copy of the audit report shall be provided to the Comptroller by the licensed, independent public accountant. Audit reports shall be made available to the public.
- D.20. Procurement. If other terms of this Grant Contract allow reimbursement for the cost of goods, materials, supplies, equipment, or contracted services, such procurement shall be made on a competitive basis, including the use of competitive bidding procedures, where practical. The Grantee shall maintain documentation for the basis of each procurement for which reimbursement is paid pursuant to this Grant Contract. In each instance where it is determined that use of a competitive procurement method is not practical, supporting documentation shall include a written justification for the decision and for use of a non-competitive procurement. If the Grantee is a subrecipient, the Grantee shall comply with 2 C.F.R. §§ 200.317—200.326 when

procuring property and services under a federal award.

The Grantee shall obtain prior approval from the State before purchasing any equipment under this Grant Contract.

For purposes of this Grant Contract, the term "equipment" shall include any article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds five thousand dollars (\$5,000.00).

- D.21. Strict Performance. Failure by any party to this Grant Contract to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this Grant Contract is not a waiver or relinquishment of any term, covenant, condition, or provision. No term or condition of this Grant Contract shall be held to be waived, modified, or deleted except by a written amendment signed by the parties.
- D.22. Independent Contractor. The parties shall not act as employees, partners, joint venturers, or associates of one another in the performance of this Grant Contract. The parties acknowledge that they are independent contracting entities and that nothing in this Grant Contract shall be construed to create a principal/agent relationship or to allow either to exercise control or direction over the manner or method by which the other transacts its business affairs or provides its usual services. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever.
- D.23. Limitation of State's Liability. The State shall have no liability except as specifically provided in this Grant Contract. In no event will the State be liable to the Grantee or any other party for any lost revenues, lost profits, loss of business, loss of grant funding, decrease in the value of any securities or cash position, time, money, goodwill, or any indirect, special, incidental, punitive, exemplary or consequential damages of any nature, whether based on warranty, contract, statute, regulation, tort (including but not limited to negligence), or any other legal theory that may arise under this Grant Contract or otherwise. The State's total liability under this Grant Contract (including any exhibits, schedules, amendments or other attachments to the Contract) or otherwise shall under no circumstances exceed the Maximum Liability originally established in Section C.1 of this Grant Contract. This limitation of liability is cumulative and not per incident.
- D.24. Force Majeure. "Force Majeure Event" means fire, flood, earthquake, elements of nature or acts of God, wars, riots, civil disorders, rebellions or revolutions, acts of terrorism or any other similar cause beyond the reasonable control of the party except to the extent that the non-performing party is at fault in failing to prevent or causing the default or delay, and provided that the default or delay cannot reasonably be circumvented by the non-performing party through the use of alternate sources, workaround plans or other means. A strike, lockout or labor dispute shall not excuse either party from its obligations under this Grant Contract. Except as set forth in this Section, any failure or delay by a party in the performance of its obligations under this Grant Contract arising from a Force Majeure Event is not a default under this Grant Contract or grounds for termination. The non-performing party will be excused from performing those obligations directly affected by the Force Majeure Event, and only for as long as the Force Majeure Event continues, provided that the party continues to use diligent, good faith efforts to resume performance without delay. The occurrence of a Force Majeure Event affecting Grantee's representatives, suppliers, subcontractors, customers or business apart from this Grant Contract is not a Force Majeure Event under this Grant Contract. Grantee will promptly notify the State of any delay caused by a Force Majeure Event (to be confirmed in a written notice to the State within one (1) day of the inception of the delay) that a Force Majeure Event has occurred, and will describe in reasonable detail the nature of the Force Majeure Event. If any Force Majeure Event results in a delay in Grantee's performance longer than forty-eight (48) hours, the State may, upon notice to Grantee: (a) cease payment of the fees until Grantee resumes performance of the affected obligations; or (b) immediately terminate this Grant Contract or any purchase order, in whole or in part, without further payment except for fees then due and payable. Grantee will not increase its charges under this Grant Contract or charge the State any fees other than those provided for in this Grant Contract as the result of a Force Majeure Event.

- D.25. Tennessee Department of Revenue Registration. The Grantee shall comply with all applicable registration requirements contained in Tenn. Code Ann. §§ 67-6-601 – 608. Compliance with applicable registration requirements is a material requirement of this Grant Contract.
- D.26. Charges to Service Recipients Prohibited. The Grantee shall not collect any amount in the form of fees or reimbursements from the recipients of any service provided pursuant to this Grant Contract.
- D.27. No Acquisition of Equipment or Motor Vehicles. This Grant Contract does not involve the acquisition and disposition of equipment or motor vehicles acquired with funds provided under this Grant Contract.
- D.28. State and Federal Compliance. The Grantee shall comply with all applicable state and federal laws and regulations in the performance of this Grant Contract. The U.S. Office of Management and Budget's Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards is available here: http://www.ecfr.gov/cgi-bin/text-idx?SID=c6b2f053952359ba94470ad3a7c1a975&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
- D.29. Governing Law. This Grant Contract shall be governed by and construed in accordance with the laws of the State of Tennessee, without regard to its conflict or choice of law rules. The Grantee agrees that it will be subject to the exclusive jurisdiction of the courts of the State of Tennessee in actions that may arise under this Grant Contract. The Grantee acknowledges and agrees that any rights or claims against the State of Tennessee or its employees hereunder, and any remedies arising there from, shall be subject to and limited to those rights and remedies, if any, available under Tenn. Code Ann. §§ 9-8-101 through 9-8-408.
- D.30. Completeness. This Grant Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions agreed to by the parties. This Grant Contract supersedes any and all prior understandings, representations, negotiations, or agreements between the parties, whether written or oral.
- D.31. Severability. If any terms and conditions of this Grant Contract are held to be invalid or unenforceable as a matter of law, the other terms and conditions shall not be affected and shall remain in full force and effect. To this end, the terms and conditions of this Grant Contract are declared severable.
- D.32. Headings. Section headings are for reference purposes only and shall not be construed as part of this Grant Contract.
- D.33. Iran Divestment Act. The requirements of Tenn. Code Ann. § 12-12-101, *et seq.*, addressing contracting with persons as defined at Tenn. Code Ann. §12-12-103(5) that engage in investment activities in Iran, shall be a material provision of this Grant Contract. The Grantee certifies, under penalty of perjury, that to the best of its knowledge and belief that it is not on the list created pursuant to Tenn. Code Ann. § 12-12-106.
- D.34. Debarment and Suspension. The Grantee certifies, to the best of its knowledge and belief, that it, its current and future principals, its current and future subcontractors and their principals:
- a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency;
 - b. have not within a three (3) year period preceding this Grant Contract been convicted of, or had a civil judgment rendered against them from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery,

falsification, or destruction of records, making false statements, or receiving stolen property;

- c. are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed in section b. of this certification; and
- d. have not within a three (3) year period preceding this Grant Contract had one or more public transactions (federal, state, or local) terminated for cause or default.

The Grantee shall provide immediate written notice to the State if at any time it learns that there was an earlier failure to disclose information or that due to changed circumstances, its principals or the principals of its subcontractors are excluded or disqualified, or presently fall under any of the prohibitions of sections a-d.

- D.35. Confidentiality of Records. Strict standards of confidentiality of records and information shall be maintained in accordance with applicable state and federal law. All material and information, regardless of form, medium or method of communication, provided to the Grantee by the State or acquired by the Grantee on behalf of the State that is regarded as confidential under state or federal law shall be regarded as "Confidential Information." Nothing in this Section shall permit Grantee to disclose any Confidential Information, regardless of whether it has been disclosed or made available to the Grantee due to intentional or negligent actions or inactions of agents of the State or third parties. Confidential Information shall not be disclosed except as required or permitted under state or federal law. Grantee shall take all necessary steps to safeguard the confidentiality of such material or information in conformance with applicable state and federal law.

The obligations set forth in this Section shall survive the termination of this Grant Contract.

E. SPECIAL TERMS AND CONDITIONS:

- E.1. Conflicting Terms and Conditions. Should any of these special terms and conditions conflict with any other terms and conditions of this Grant Contract, the special terms and conditions shall be subordinate to the Grant Contract's other terms and conditions.
- E.2. Transfer of Contractor's Obligations. The Grantee shall not transfer or restructure its operations related to this Grant Contract without the prior written approval of the State. The Grantee shall immediately notify the State in writing of a proposed transfer of restructuring of its operations related to this Grant Contract. The State reserves the right to request additional information or impose additional terms and conditions before approving a proposed transfer or restructuring.
- E.3. Counterpart Clause: This agreement may be executed in two or more dated counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same effective instrument.
- E.4. Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment. If applicable and as required by 2 CFR 200.216, Grantee is prohibited from obligating or expending loan or grant funds to procure or obtain; extend or renew a contract to procure or obtain; or enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as a critical technology as part of any system. As described in Public Law 115-232, Section 889, "covered telecommunications equipment" is as follows:
 - a. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

- b. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
- c. Telecommunications or video surveillance services provided by such entities or using such equipment.
- d. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

IN WITNESS WHEREOF,

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY:

GRANTEE SIGNATURE

DATE

John Cooper, Mayor

PRINTED NAME AND TITLE OF GRANTEE SIGNATORY (above)

DEPARTMENT OF FINANCE AND ADMINISTRATION:

HOWARD H. ELEY, COMMISSIONER

DATE

**SIGNATURE PAGE
FOR**

GRANT NO. _____

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

**METROPOLITAN GOVERNMENT OF
NASHVILLE AND DAVIDSON COUNTY**



Diane S Lance, Department Head
Metro Office of Family Safety

1-24-2022
Date

**APPROVED AS TO AVAILABILITY
OF FUNDS:**

DocuSigned by:


Kelly Flannery, Director of Finance
Department of Finance

2/3/2022
Date

APPROVED AS TO RISK AND INSURANCE:

DocuSigned by:


Director of Insurance

2/3/2022
Date

**APPROVED AS TO FORM AND
LEGALITY:**

DocuSigned by:


Metropolitan Attorney

2/3/2022
Date

John Cooper
Metropolitan Mayor

Date

ATTEST:

Metropolitan Clerk

Date

ID 2701

**ATTACHMENT A
APPLICATION FOR FUNDING
GRANT PROJECT COVER SHEET**

OFFICE OF CRIMINAL JUSTICE PROGRAMS

FUND SOURCE FVPSA
OCJP JAG Priority Area

Required Information on Authorizing Agency: Name: Metropolitan Government of Nashville and Davidson Federal ID Number (FEIN): 62-0694743 DUNS Number: 078217668 SAM Expiration Date: 4/8/2022 Fiscal Year End Date: June 30	Implementing Agency: Name: Metro Office of Family Safety Address: 610 Murfreesboro Pike Nashville, TN 37210-3512
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Will You Have Any Subcontracts? Yes

Project Title: FJC Symposium

AUTHORIZED OFFICIAL - Contact Information

(Name, Title, and Complete Mailing Address) John Cooper, Mayor 1 Public Sq #100 Nashville, 37201-5007	Phone Number: (615) 862-6000 EXT:	E-Mail Address: mayor@nashville.gov
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PROJECT DIRECTOR - Contact Information

(Name, Title, and Complete Mailing Address) Diane Lance, Department Head 610 Murfreesboro Pike Nashville, 37210-3512	Phone Number: (615) 880-3173 EXT:	E-Mail Address: dianelance@jishnashville.gov
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FINANCIAL DIRECTOR - Contact Information

(Name, Title, and Complete Mailing Address) Mena Youssef, Financial Officer 610 Murfreesboro Pike Nashville, 37210-3512	Phone Number: (615) 862-5872 EXT:	E-Mail Address: menayoussef@jishnashville.gov
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County/Counties Served (Type ALL if Statewide):

Davidson

U.S. Congressional District(s): 5

Scope of Services/Project Narrative

Tennessee Coordinated Community Response State Conference

TRAINING GRANT

PROBLEMS FOR INTERVENTION AND TRAINING NEEDS TO BE IMPROVED

Describe the purpose of the proposed conference and explain how it will help meet a need?

The Tennessee Family Justice Centers Statewide Conference will enhance the statewide network of Family Justice Centers through increased partnership between FJC Directors and their FJC Partners. It will also increase the capacity and skill of statewide teams through sharing best practices from rural and urban FJCs around the state and from national experts. The conference will meet the expressed needs by FJC directors and their partners for increased expertise around high-risk issues and multi-disciplinary teams, the provision of trauma-informed services and responses for complex survivors and cases, fostering effective FJC partnerships, serving justice-involved victims, challenges of COVID-19 on victim safety and offender accountability, and wellness and staff resiliency during the pandemic. There will be a separate pre-session for FJC Directors to do a deep dive on FJC coordination, the unique challenges experienced in this role, and team building between directors. Conference sessions will then be offered for FJC and partner staff (including law enforcement, prosecutors, civil attorneys, probation, healthcare providers, and non-profit victim services organizations) and will provide CLEs, POST Credit and CMEs for practitioners.

Provide specific examples that demonstrate your experience in organizing and conducting a statewide conference. Use specific examples, as appropriate.

The Office of Family Safety has planned multiple trainings, webinars and events that have been offered statewide, including the 2-Day Strangulation Training Institute in 2019, the Statewide Domestic Violence Fatality Review Training in 2018, and several statewide webinar trainings from national experts. Additionally, OFS's Training & Technical Assistance Coordinator, who would help to supervise this project, has planned and coordinated a total of eight multi-day statewide conferences through her previous work with the Tennessee Coalition to end Domestic & Sexual Violence. In this previous role the Coordinator worked with a team to plan and conduct the Coalition's Statewide Annual Conference from 2015-2018 and lead the planning an execution of their statewide Rape Prevention Education Institute from 2014-2017.

PURPOSE

Goals, Objectives, and Activities

Listed below are the Goal and Objectives of the State Conference project. Under each Objective, describe the Activities. Optionally, applicants may add additional Objectives to Activities are what a project does with the Inputs to meet its Goals and Objectives.

Goal: Increase the capacity of multi-disciplinary teams and Family Justice Centers in Tennessee to ensure safety for victims served by Family Justice Centers and bring about accountability for their abusers.

Objective 1: Plan and implement a two-day conference which brings together personnel from Family Justice Centers (FJCs), Coordinated Community Response (CCR) teams, and FJC partner agencies and community leaders.

Activities:

- Research and secure bids for at least 3 potential venue spaces
- Convene monthly meetings with OCJP for the purposes of Conference planning for the duration of the grant

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APPLICATION FOR FUNDING
GRANT PROJECT NARRATIVE
(Narrative Page 2)

- Convene a meeting, either in-person or virtually, with all FJC Directors for the purpose of gathering feedback and input on agenda, topics, and speakers in order to ensure the conference speaks to Centers and Teams from all jurisdictions (urban and rural, single and multi-county, established and emerging teams, etc.)
- Secure approved venue space for the chosen dates of the Conference
- Manage Conference registration and attendance, including Save the Dates, registration form, and other outreach and coordination with potential attendees
- Secure and assign speakers for each agreed upon topic area.
- Coordinate with potential speakers to finalize Speaker Agreements, facilitate any travel needs, and coordinate any material and AV training needs
- Coordinate on-site registration, including attendee resource packets

Objective 2: Provide meaningful training and technical assistance opportunities which meet the unique needs of participants.

Activities:

- Review all forms of stakeholder input, including (FJC director meeting results, surveys, polls, etc.) to identify trends in training needs and potential topic areas and speakers to explore
 - Work with OCJP to compile list of potential speakers and finalize topic-areas for agenda
- Finalize Conference agenda including spotlight on emerging best-practices, promising-practices, and innovative programs being implemented across Tennessee in both rural and urban jurisdictions
- Create and administer substantive evaluations for each individual training session as well as overall Conference evaluations

Objective 3: Provide participants with meaningful opportunities for collaboration, development, and community-building.

Activities:

- **Plan restorative FJC Directors-only retreat as day 1 of the Conference.**
 - To include experiential activities such as “hike and talks”, encourage collaboration and partnership among the Directors, and a focus on organizational and individual wellness topics geared toward those in leadership positions.
 - Potential topics may include preventing burnout and high turnover, re-engaging a disengaged partner or Team, how to create a welcoming environment for clients throughout the service process, etc.
- **General Conference: Take advantage of the unique nature of the training locations to provide experiential, team-building, and collaborative activities for a variety of experience levels. Some examples may include:**
 - Collaborative obstacle courses
 - Restorative yoga practices
 - “Hike and Talks”
 - Learning-Involved Scavenger Hunts
 - Learning and practicing emotional regulation and de-escalation skills
- **Focus on choosing topics, speakers, and planning training sessions with a heavy focus on practice, discussion, interaction, and team-development**
 - All training topics and speakers will be chosen in collaboration with OCJP, FJC leaders, and input from potential attendees
 - Training sessions will include time for discussion, interaction, and practice where appropriate

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GRANT PROJECT NARRATIVE
(Narrative Page 3)

- It is our hope to have a training where all meals are “on site.” This would allow after-hours opportunities for networking and teambuilding within existing Teams and across practice areas to be created

Timeline

Give a timeline which includes activities leading up to the conference and who is responsible for each activity. Funding must be spent by 6/30/2022. Add additional lines as needed.

Activity/ Output	Position of Person Completing	Due Date for Completion
Secure at least 3 Bids for Venue Space, inclusive of lodging, adequate event space, and potentially catering for 100+ guests.	Conference Event Coordinator	February 2022
OCJP Monthly Planning Meeting- Meet with OCJP liaison to choose Venue from Bids. Determination is made as to what meals will be provided by conference and if any meal cost to attendees. Determination is made on whether attendees will be responsible for their gas/travel costs.	Conference Event Coordinator, OCJP Liaison, Other OFS Staff Supporting Event Planning	February 2022
Convene a meeting, either in-person or virtually, with all FJC Directors for the purpose of gathering feedback and input on agenda, topics, and speakers	Conference Event Coordinator	February 2022
Secure Chosen Venue Space	Conference Event Coordinator	February 2022
Once Venue has been secured, send out Save the Date to potential attendees.	Conference Event Coordinator	February 2022
Planning Survey for all FJC and Coordinated Community Response Leadership- create, distribute, and analyze results	Conference Event Coordinator	February 2022
Create a list of potential speakers and their specialization areas, as well as any additional Conference agenda items.	Conference Event Coordinator	February 2022
OCJP Monthly Planning Meeting- Meet with OCJP Liaison to finalize/approve list of potential speakers and other agenda items.	Conference Event Coordinator, OCJP Liaison, Other OFS Staff Supporting Event Planning	March 2022
Contact approved speakers to secure availability, finalize Speaker Agreements	Conference Event Coordinator	March 2022
Finalize Conference agenda with available speakers, send agenda to OCJP for approval.	Conference Event Coordinator, OCJP Liaison	March 2022
Once agenda is approved, apply for necessary accreditations- CLEs, POST Credit and CMEs	Conference Event Coordinator	March 2022

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Create and manage event registration-including outreach and marketing/publicity to statewide FJCs and CCR Teams.	Conference Event Coordinator	April 2022
Convene OCJP Monthly Planning Meeting to discuss Conference and registration progress	Conference Event Coordinator, OCJP Liaison, Other OFS Staff Supporting Event Planning	April 2022
Work with Venue to finalize food and beverage arrangements	Conference Event Coordinator	April/May 2022
Work with Attendees and Speakers to assist with coordination of travel as needed	Conference Event Coordinator	April/May 2022
Work with Speakers and Venue to coordinate AV/Technology needs	Conference Event Coordinator	April/May 2022
Work with Speakers to coordinate and non-AV training needs (e.g. printing handouts, easels for note taking, etc.)	Conference Event Coordinator	April/May 2022
Convene OCJP Monthly Planning Meeting to discuss Conference and registration progress and any other planning needs	Conference Event Coordinator, OCJP Liaison, Other OFS Staff Supporting Event Planning	May 2022
Print/prepare Conference packets for attendees, including agenda, name tags, print resources, writing tools, etc.	Conference Event Coordinator	May 2022
Prepare sign-in sheets and other registration/check-in resources for Conference	Conference Event Coordinator	May 2022
Prepare evaluations for each speaker/session as well as an overall Conference Evaluation	Conference Event Coordinator	May 2022
Send out registration reminders to potential attendees with registration deadline, and event reminders to those already registered	Conference Event Coordinator	May 2022
Pre-Conference Survey for all Attendees- create, distribute, and analyze survey results	Conference Event Coordinator	May 2022
On-site setup and coordination for/support with Venue, Attendees, and Speakers	Conference Event Coordinator	June 2022
Create, Distribute, and Collect individual-session and overall evaluation and survey data and create outcomes report	Conference Event Coordinator	June 2022
Coordinate with Speakers & Attendees to ensure any travel, lodging, or speaker fee reimbursements are completed and submitted for payment	Conference Event Coordinator	June 2022

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APPLICATION FOR FUNDING
GRANT PROJECT NARRATIVE
(Narrative Page 5)

INPUTS

Describe the structure of the conference that will be hosted including length, general location, and intended audience.

Length- The proposed length of the Conference is three days, with day one being a full day FJC-directors only retreat, day two being a full conference day with all attendees and day three being a partial day to accommodate attendee and speaker travel. With this in mind, the proposed agenda of the Conference would be as follows:

- **Pre-Conference Travel Day-** FJC Directors & Speakers Arrive at Venue, Venue and Conference Check-in
- **Conference Day 1- FJC Director's Retreat- 9am-5pm-** Includes Keynote and Leadership Sessions, Experiential Sessions, and Breakfast and Lunch Provided
 - **Pre-Conference Travel for other Attendees-** The evening of this day to also include venue and conference check-in for all other conference attendees
- **Conference Day 2- 9am-5pm-** Includes Keynote, Breakout Sessions, Team Building/Experiential Session, and Breakfast and Lunch Provided
- **Conference Day 3- 9am- 3pm-** Includes Keynote, Breakout Sessions, Breakfast and Lunch Provided

General Location- The proposed location for the Conference is at a non-traditional venue, such as a state-park lodge. This type of venue would give participants the feeling of being at a retreat, give opportunities for more experiential team-building activities in the outdoor spaces, and offer greater chances to incorporate wellness practices into the Conference. These event spaces are also often far less expensive than traditional hotel event spaces and offer inclusive lodging, on-site catering, and robust amenities for attendees to enjoy while on site after-hours and during breaks from the event.

Potential Venues may include:

- **Montgomery Bell-** Event Space Accommodates 200- <https://tnstateparks.com/lodges/montgomery-bell>
- **Henry Horton-** Event Space Accommodates 90-300- <https://tnstateparks.com/lodges/henry-horton>
- **Natchez Trace-** Event Space Accommodates 100+ - <https://tnstateparks.com/lodges/natchez-trace>
- **Pickwick Landing-** Event Space accommodates 200- <https://tnstateparks.com/lodges/venues/pickwick-landing>
- **Cumberland State Park** – Event Space Accommodates 150 - <https://tnstateparks.com/parks/venues/cumberland-mountain>

Intended Audience- The intended audience for conference sessions includes but are not limited to personnel from Family Justice Centers, as well as agencies who specialize in domestic violence, civil-legal services, sexual assault, and/or other areas of interpersonal crime victimization. Additionally, FJC Partner Agencies and others involved in Multi-Disciplinary Coordinated Community Response Teams across the state, including medical professionals, children and youth services, law enforcement agencies, prosecutor's offices, and other disciplines with a criminal justice or victim service role, as appropriate. Outreach and registration for the event will focus on Tennessee professionals who work in or partner with an FJC or who participate in a coordinated community response or other multi-disciplinary response team.

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Include how input from stakeholders will be used in planning for the conference.

Input and assistance from OCJP will be achieved via **convening monthly meetings with OCJP staff** throughout the duration of the grant to discuss progress, facilitate planning, and gain OCJP approval for every step of the planning and implementation of the Conference.

Input from stakeholders (FJC Staff and those participating in CCR activities around the state) will be used from the following sources:

- The Office of Family Safety conducted a **Training Needs Assessment Survey** in November 2021 to gather data on statewide training needs for the 2022 calendar year.
 - This survey was open to, and collected data from, statewide FJC and CCR partners on the most pressing training needs for their organizations and multi-disciplinary partners.
 - The relevant data from this survey will be used to guide some of the potential topic-areas for the Conference's breakout sessions.
- **The 2021 Statewide High-Risk and Fatal Domestic Violence Committee Annual Report Findings**
 - This Committee consists of stakeholders from several FJC's and their multi-disciplinary partners from throughout the state and has been convening since May of 2020.
 - The Committee has identified the following finding areas for their 2021 Annual Report, representing areas of significant need in victim safety across the state:
 - Firearm Dispossession
 - Order of Protection Response & Enforcement
 - Strangulation Response
- **In addition to these sources of input, the following will also be used to inform the Conference's planning (see 'Data Collection' below for greater detail):**
 - FJC Director Meeting Feedback
 - Planning Survey for FJC and Coordinated Community Response Team Leadership
 - Registration Forms
 - Pre-Conference Survey

Describe the subject areas and topics intended to be offered to participants including any options for specific tracks for participants to follow.

Potential Subject/Topic Areas

- **Relevant Results from Statewide Training Needs Survey:**
 - **Related to FJC Director's Retreat:**
 - Crucial Conversations/Leading Difficult Conversations (Leadership Session)
 - Effective/Trauma and Grief-Informed Supervision (Leadership Session)
 - Organizational Trauma & Healing (Leadership Session)
 - **Related to General Conference Days:**
 - Building a stronger Coordinated Community Response to IPV
 - Community/Partner Engagement & Relationship Building
 - Firearms/Strangulation Flagging Implementation
 - HRIP Implementation
 - Abuser's use of court/criminal justice system/custody (family courts) for control
 - BIP/Offender Focused Initiatives
 - Responding to Mental Health Crisis/Working with clients who have co-occurring mental health diagnosis

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- **Responding to victims of Trauma** (may also include co-occurring mental health/substance use) with suggested speakers National Center for DV, Trauma, and Mental Health
- **Firearms Dispossession** with suggested speakers National Council of Juvenile and Family Court Judges
- **Relevant Statewide Committee Findings:**
 - Firearms Dispossession
 - Strangulation Response
 - Order of Protection Response/Enforcement

Potential General Conference Format:

- **Day 1- General Knowledge Sessions for all Participants**

Potential Topics Include:

- FJCs as Anchors in IPV Response
- MDT/CCR Building
- High-Risk & Homicide Reduction Strategies
- Trauma & Grief-Informed MDT Work
- Wellness Activities

- **Day 2- Discipline-Specific Tracks**

Potential Tracks/Topics Include:

- Court System Response
- Offender Focused Initiatives
- Medical/Mental Health Response
- High Risk Model Implementation

Note that format, tracks, and topic areas may change given survey and meeting feedback during planning process.

List the expenses associated with hosting the sessions. If personnel costs are included in your application's budget, explain if personnel on the grant will be current staff, contracted staff, volunteers, speakers, etc. Include job descriptions as necessary.

OFS will request one 25 hour per week part-time employee to plan and manage logistics of the statewide conference. OFS will also assign 1-2 interns to support the employee with event planning for the conference. OFS may also consider reassigning some duties of Metro-funded staff to support conference planning for this short period.

For the conference itself, costs were calculated with GSA rates and assumed that there will be approximately 30 FJC Directors (directors and leadership staff) attending the pre-conference for 3 conference days at a cost of approximately \$15,000 all GSA meals and lodging included; a maximum of 100 other attendees for 2 conference days at a cost of approximately \$33,500 all GSA meals and lodging included; the approximate cost for a venue for 3 days is \$5000; and national speakers requested for the training will ideally be from national TTA providers and require minimal reimbursement aside from travel and lodging expenses at \$5000. We have requested a small amount of supplies and printing to provide some printed materials for the conference while allowing online access to speaker materials to save cost and resources.

What is the expected cost of the conference to participants? Explain which expenses are expected to be covered by the host agency and which expenses would be covered by participants.

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Three potential models of cost exist to the participants, given decisions made in collaboration with OCJP during the initial planning meeting. In the budget, we have utilized estimates based around model #2.

1. Cost for Dinner & Mileage Only Model:

- In this model, the grant budget would cover breakfast and lunch for all participants.
- The only potential cost of the conference to participants should be:
 - Mileage (the longest possible distance of travel across the state is a max mileage cost of \$281. GSA Mileage reimbursement is 0.56/mile) and
 - Dinner per diem (\$26-36 for Days 1 & 2 + \$44 for travel day, depending on location)
 - **This would put an absolute max cost to any participant at \$687 which should be fully reimbursable costs per their grants.**

2. Cost for Mileage Only Model

- In this model, the grant budget would cover all meals for all participants.
- The only potential cost of the conference to participants should be:
 - Mileage (the longest possible distance of travel across the state is a max mileage cost of \$281. GSA Mileage reimbursement is 0.56/mile)
 - **This would put an absolute max cost to any participant at \$281 which should be fully reimbursable costs per their grants.**

3. Optional One Vehicle Mileage Model

- In this model, the grant budget would cover all meals for all participants as well as mileage for one vehicle from each participating jurisdiction.
- **The only potential cost of the conference to participants would be \$0 unless they chose to travel in multiple vehicles.**

DATA COLLECTION

Describe the data collection procedure you will undertake to collect and report the outputs and outcomes of the conference. E.g. stakeholder questionnaires, surveys, etc.

Data will be collected to both inform the conference's planning and to evaluate its success. The data will be collected in several formats via the following processes:

- **Planning Survey for FJC and MDT/CCR Team Leadership**
 - To help with making the conference impactful for participants, data on training, technical assistance, and other support needs will be collected via a targeted survey
- **FJC Directors Meeting**
 - A meeting will be convened, either in-person or virtually, with all FJC Directors for the purpose of gathering feedback and input on agenda, topics, and speakers for both the General Conference and Director's Retreat.
 - Directors will also be asked to gather any suggestions or input from their MDT/CCR Teams to present at this meeting.
- **Registration Form**
 - In addition to collecting default information like names, addresses and contact details of attendees, our registration form will also collect data on the attendee's:
 - Goals for attending the conference

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- Questions or concerns that they hope will be addressed throughout the conference
- **Pre- Conference Survey**
 - This survey will be distributed to all conference registrants and used to gather data on:
 - Pre-conference knowledge levels and understanding of topics
 - Community-specific needs and challenges regarding training topic areas (e.g. status of Firearm Dispossession within the attendee's community and areas of support needed to advance efforts.)
- **Individual Session Evaluations**
 - Training evaluations will be distributed to all attendees for each training session to secure feedback regarding the speakers and training topics.
 - These evaluations will include the feedback required to complete OCJP's Annual Training Survey Outcome Report
- **FJC Director's Retreat Evaluation**
 - Overall evaluation of and feedback regarding the Day 1 FJC Director Retreat
 - These evaluations will include the feedback required to complete OCJP's Annual Training Survey Outcome Report
- **Hope Score/Survey**
 - A specific evaluation tool to show improvement in feelings of hope and wellness, this tool will be used with attendees of the FJC Director's retreat.
- **Post-Conference Survey & Evaluation**
 - The Post-Conference survey will include questions on knowledge level to compare to the Pre-Conference Survey as well general satisfaction questions to determine satisfaction levels and feedback on the conference as a whole.
 - These evaluations will include the feedback required to complete OCJP's Annual Training Survey Outcome Report

INTENDED OUTPUTS

Describe the intended outputs of the project. Outputs are what an agency accomplishes through the activities described above and by utilizing the inputs to which the agency has access. Outputs for this project would include the number of participants and their professional affiliations, the number of sessions provided, number of planning meetings held with OCJP, etc.

- **Provide a two-day conference** to 100 general conference attendees and 30 FJC directors/leadership staff, including:
 - Family Justice Center Personnel
 - Staff from agencies specializing in domestic violence, sexual assault, and/or other direct services to victims of interpersonal violence
 - Multi-disciplinary Coordinated Community Response Team Partners including, but not limited to:
 - Law enforcement agencies,
 - Prosecutor's offices, and other disciplines with a criminal justice or victim service role
 - Civil Legal Service Providers
 - Medical and Mental Health Providers
- **Provide a one-day pre-conference retreat** to Directors and leadership from each of Tennessee's 13 Family Justice Centers

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- **Provide 16 individual training sessions or experiential activities** during the three total conference days, including daily Keynote sessions.
- **Provide resource packets for each conference attendee**, including slides, references, and other supporting documents for each training session to enrich participant experience and provide reference and resources for follow-up and implementation post conference.
- **Meeting with OCJP Monthly** for the duration of the grant, for a minimum of four total planning meetings.

INTENDED OUTCOMES

Describe the intended outcomes of the project. Outcomes should describe the difference the project will make for its participants and/or the community as a whole. The outcomes for a project should be measurable based upon a set of defined criteria. Project outcomes should tie back to your goals and objectives and answer what the impact of the project will be. See also training survey outcomes required as detailed in 5.1.1 of the Solicitation packet.

- **Goal:** Increase the capacity of multi-disciplinary teams in Tennessee to ensure safety for victims served by Family Justice Centers and bring about accountability for their abusers.
- **Intended Outcome:** 60% of attendees identify at least one idea, model, or tool presented at the Conference that they will implement within their community.
 - Evaluation Question to Capture Outcome Data: What is one thing you plan to implement with the information you received from the conference?
- **Objective:** Provide meaningful training and technical assistance opportunities which meet the unique needs of participants.
- **Outcome Data Captured Via Individual Session and Overall Evaluation Results from all attendees:**
 - These evaluations will include the feedback required to complete OCJP's Annual Training Survey Outcome Report
 - **90% of participants agree or strongly agree** - This training session had a clearly defined purpose.
 - **90% of participants agree or strongly agree** - I feel that I learned a great deal in this training session.
 - **90% of participants agree or strongly agree** - I will apply what I learned back on my job.
 - **90% of participants agree or strongly agree** - I am satisfied with the training I received.
 - **60% of participants identify at least one chief benefit-** What were identified by the participants as the chief benefits of this training session?
 - Additional narrative evaluation questions used to measure the outcome of this objective:
 - After reviewing the materials presented at the conference, were you provided with substantive information?
 - Which session was most relevant to your work?
- **Objective:** Provide participants with meaningful opportunities for collaboration, development, and community-building.
- **Intended Outcome:** 80% of participants agree or strongly agree with the following evaluation questions.
- **Evaluation Question to Capture Outcome Data:**
 - I feel the conference provided me ample opportunities for networking and strengthening my professional relationships with my peers from other communities.

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- I feel the conference provided ample opportunities and encouragement for community-building and strengthening professional collaboration with my own team members and/or partners who attended from my community.
- I feel the conference provided helpful resources on developing and/or strengthening the coordinated community response and collaboration efforts in my agency and community.
- I feel the conference provided ample opportunities and encouragement to make connections and build professional relationships with professionals from other jurisdictions
- **Intended outcome: 80% of FJC Directors identify an increase in feelings of hopefulness and overall wellness via the Hope Survey Tool**

GRANT BUDGET				
AGENCY NAME: Metro Nashville Office of Family Safety				
FUND SOURCE: Office of Criminal Justice Programs				
SOLICITATION IDENTIFICATION TITLE: Family Justice Center Symposium				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following Applicable Period: BEGIN: 02/21/2022 END: 06/30/2022				
POLICY 03 Object Line-Item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes ²	\$20,000.00	\$0.00	\$20,000.00
4, 15	Professional Fee, Grant & Award ²	\$5,000.00	\$0.00	\$5,000.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications ²	\$1,500.00	\$0.00	\$1,500.00
11, 12	Travel, Conferences & Meetings ²	\$53,500.00	\$0.00	\$53,500.00
13	Interest ²	\$0.00	\$0.00	\$0.00
14	Insurance ²	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals ²	\$0.00	\$0.00	\$0.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost ²	\$0.00	\$0.00	\$0.00
24	In-Kind Expense ²	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$80,000.00	\$0.00	\$80,000.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.*
(posted on the Internet at: https://www.tn.gov/content/dam/tn/finance/ocjp/Appendix_J_Policy_03_Report.xls)

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

GRANT BUDGET LINE-ITEM DETAIL:

AGENCY NAME: Metro Nashville Office of Family Safety

FUND SOURCE: Office of Criminal Justice Programs

SOLICITATION IDENTIFICATION TITLE: Family Justice Center Symposium

SALARIES, BENEFITS & TAXES	AMOUNT
Position 1:Conference Coordinator <i>Salary and Benefits estimated at \$20,000, (part-time position at 25 hours per week, \$25 per hour for 4 months with benefits)</i>	\$20,000.00
TOTAL	\$20,000.00

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

PROFESSIONAL FEES	AMOUNT
Presenters from national training and technical assistance providers - amount to pay for travel, lodging and GSA per diem	\$5,000.00
TOTAL	\$5,000.00

SUPPLIES (includes "Sensitive Minor Equipment"), TELEPHONE, POSTAGE & SHIPPING, OCCUPANCY, EQUIPMENT RENTAL & MAINTENANCE, PRINTING & PUBLICATION	AMOUNT
Supplies: <i>Conference printed materials, conference supplies and equipment</i>	\$1,500.00
TOTAL	\$1,500.00

TRAVEL, CONFERENCES & MEETINGS	AMOUNT
<p>Training and Conferences Attended by Agency Staff: this calculation is based on an estimated 30 FJC director/leadership staff attending 3 conference days (including at least 5 OFS Staff as hosts and facilitators) as follow:</p> <ul style="list-style-type: none"> -Hotel Cost \$96 per day per member, total of \$8,640. -Per Diem Meals: \$59/day plus \$44.25 1st day of travel for the total of \$6,637.5 <p>and approximately 100 FJC partner staff attending 2 conference days with all GSA meals and lodging included as follow:</p> <ul style="list-style-type: none"> -Hotel Cost \$96 per day per member, total of \$19,200. -Per Diem Meals: \$59/day plus \$44.25 1st day of travel for the total of \$16,225 	\$48,500.00
Meeting Room rental : 3 conference days rental - for a state or national park rental, the venue rental could be approximately \$4,000 to \$5000 (example: Montgomery Bell Conference Center rental of \$1275 per day); private event space could be a higher cost	\$5,000.00
TOTAL	\$53,500.00

ATTACHMENT B

Parent Child Information

The Grantee should complete this form and submit it with the Grant Contract. The Grantee should submit only one, completed "Parent Child Information" document to the State during the Grantee's fiscal year.

"Parent" means an entity whose IRS filing contains the information of at least one other entity.

"Child" means an entity whose information is contained in another entity's IRS filing.

Grantee's Edison Vendor ID number: 4

Is Metropolitan Government of Nashville and Davidson County a parent? Yes No

If yes, provide the name and Edison Vendor ID number, if applicable, of any child entities.

Is Metropolitan Government of Nashville and Davidson County a child? Yes No

If yes, complete the fields below.

Parent entity's name: _____

Parent entity's tax identification number: _____

Note: If the parent entity's tax identification number is a social security number, this form must be submitted via US mail to:

Central Procurement Office, Grants Program Manager
3rd Floor, WRS Tennessee Tower
312 Rosa L Parks Avenue
Nashville, TN 37243

Parent entity's contact information

Name of primary contact person: _____

Address: _____

Phone number: _____

Email address: _____

Parent entity's Edison Vendor ID number, if applicable: _____