

GRANT APPLICATION SUMMARY SHEET

Grant Name: OVW Justice for Families24
Department: OFFICE OF FAMILY SAFETY
Grantor: U.S. DEPARTMENT OF JUSTICE
Pass-Through Grantor (If applicable):
Total Applied For \$600,000.00
Metro Cash Match: \$0.00
Department Contact: Diane Lance
862-6013
Status: CONTINUATION

Program Description:

The goal of this project is to improve the response of the civil and criminal justice system to families with a history of domestic violence, dating violence, sexual assault, and stalking, or in cases involving allegations of child sexual abuse. Our application will focus on the following activities for improving the capacity of courts and communities to respond to families affected by the targeted crimes: court-based and court-related programs and training for people who work with families in the court system.

Plan for continuation of services upon grant expiration:

OFS will continue to apply for grants that service our mission and vision to sustain critical services and programming for the Family Safety Centers and their partners.

APPROVED AS TO AVAILABILITY
OF FUNDS:

APPROVED AS TO FORM AND
LEGALITY:

<u>Kevin Crumbo/mjw</u>	2/1/2024 11:15 AM CST	<u>Courtney Mahan</u>	2/1/2024 11:22 AM CST
Director of Finance	Date	Metropolitan Attorney	Date

APPROVED AS TO RISK AND
INSURANCE:

<u>Balogun Cobb</u>	2/1/2024 11:16 AM CST	<u>Freddie O'Connell</u>	2/1/2024 11:48 AM CST
Director of Risk Management Services	Date	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
OFFICE OF FAMILY SAFETY	51	Diane Lance	862-6013	
Grant Name:	OVW Justice for Families24			
Grantor:	U.S. DEPARTMENT OF JUSTICE		Other:	
Grant Period From:	10/01/24	(applications only) Anticipated Application Date:		
Grant Period To:	09/30/27	(applications only) Application Deadline:	02/01/24	
Funding Type:	FED DIRECT	Multi-Department Grant	☐ If yes, list below.	
Pass-Thru:		Outside Consultant Project:	☐	
Award Type:	OTHER	Total Award:	\$600,000.00	
Status:	CONTINUATION	Metro Cash Match:	\$0.00	
Metro Category:	Est. Prior.	Metro In-Kind Match:	\$0.00	
CFDA #	16.021	Is Council approval required?	☐	
Project Description:	Applic. Submitted Electronically? ☐			
The goal of this project is to improve the response of the civil and criminal justice system to families with a history of domestic violence, dating violence, sexual assault, and stalking, or in cases involving allegations of child sexual abuse. Our application will focus on the following activities for improving the capacity of courts and communities to respond to families affected by the targeted crimes: court-based and court-related programs and training for people who work with families in the court system.				
Plan for continuation of service after expiration of grant/Budgetary Impact:				
OFS will continue to apply for grants that service our mission and vision to sustain critical services and programming for the Family Safety Centers and their partners.				
How is Match Determined?				
Fixed Amount of \$		or	% of Grant	Other: ☐
Explanation for "Other" means of determining match:				
For this Metro FY, how much of the required local Metro cash match:				
Is already in department budget?		Fund	Business Unit	
Is not budgeted?		Proposed Source of Match:		
(Indicate Match Amount & Source for Remaining Grant Years in Budget Below)				
Other:				
Number of FTEs the grant will fund:	2.00	Actual number of positions added:		
Departmental Indirect Cost Rate	29.90%	Indirect Cost of Grant to Metro:	\$179,400.00	
*Indirect Costs allowed? ☐ Yes ☒ No	% Allow. 0.00%	Ind. Cost Requested from Grantor:	\$0.00	in budget
*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)				
Draw down allowable? ☐				
Metro or Community-based Partners:				
Metro General Sessions and Civil Courts, District Attorney's Office, Hispanic Family Foundation, YWCA				

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	24	\$200,000.00	\$0.00	\$0.00	\$0.00		\$0.00	\$200,000.00	\$59,800.00	\$0.00
Yr 2	25	\$200,000.00	\$0.00	\$0.00	\$0.00		\$0.00	\$200,000.00	\$59,800.00	\$0.00
Yr 3	26	\$200,000.00	\$0.00	\$0.00	\$0.00		\$0.00	\$200,000.00	\$59,800.00	\$0.00
Yr 4										
Yr 5										
Total		\$600,000.00	\$0.00	\$0.00	\$0.00		\$0.00	\$600,000.00	\$179,400.00	\$0.00
Date Awarded:				Tot. Awarded:		Contract#:				
(or) Date Denied:				Reason:						
(or) Date Withdrawn:				Reason:						

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

JP



U.S. Department of Justice

Office on Violence Against Women (OVW)

OVW Fiscal Year 2024 Justice for Families Program - Solicitation

Assistance Listing Number: 16.021

Grants.gov Opportunity Number: O-OVW-2024-171902

Solicitation Release Date: December 8, 2023

Deadline to submit SF-424 and SF-LLL in Grants.gov: 11:59 PM Eastern Time (ET) on January 30, 2024.

Deadline to submit full application in JustGrants: 8:59 PM ET on February 1, 2024

Eligibility:

Eligible applicants are limited to: States, units of local government, courts (including juvenile courts), Indian tribal governments, nonprofit organizations, legal services providers, and victim service providers in the United States or U.S. territories. For more information, see the [Eligibility Information](#) section of this solicitation.

Letter of Intent

Applicants are strongly encouraged to submit a non-binding Letter of Intent to OVW.JFF@usdoj.gov by January 3, 2024. Applicants that do not submit a Letter of Intent can still apply. For more information, see the [Application and Submission Information](#) section of this solicitation.

Pre-Application Information Session

OVW will conduct an optional web-based Pre-Application Information Session. During this session, OVW staff will review this program's requirements, review the solicitation, and allow for a brief question and answer period. For more information, see the [Application and Submission Information](#) section of this solicitation.

Contact Information

For assistance with the requirements of this solicitation, email OVW at OVW.JFF@usdoj.gov. Applicants also may call OVW at 202-307-6026.

OMB Number - 1122-0020
Expiration Date: 03/31/2025

Registration Information: OVW encourages first time applicants to apply for funding.
Organizations applying for the first time must complete registrations with multiple systems:

- i. System for Award Management (SAM) (<https://sam.gov/content/entity-registration>)
- ii. Grants.gov (<https://www.grants.gov/applicants/applicant-registration>)
- iii. JustGrants registration needs to be completed **ONLY** after successful submission of Step 1 of the application as described below.

For more information, see the [Prior to Application Submission](#) section of this solicitation.

Organizations that have applied for funding previously **must ensure their accounts with SAM, Grants.gov, and JustGrants are active and up to date.**

Applicants are strongly encouraged to begin the registration process or ensure that all accounts are active and up to date by January 9, 2024.

Submission Information: Applications must be submitted to OVW through a two-step process that begins in Grants.gov and is completed in JustGrants:

Step 1: The applicant must **submit** by the Grants.gov deadline (provided above) the required Application for Federal Assistance standard form (SF-424) and the Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov. To view the forms prior to completing them in Grants.gov, applicants can go to the Package tab under the funding opportunity that they're applying for and select Preview. The Preview then provides links to the forms.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at <https://justicegrants.usdoj.gov/> by the JustGrants application deadline (provided above). OVW encourages applicants to review the [JustGrants](#) website for more information, resources, and training.

Note that the Grants.gov and JustGrants deadlines are typically only a few days apart.
For more information about application submission, see the [How to Apply](#) section of this solicitation.

Notification

OVW anticipates notifying applicants of funding decisions by October 1, 2024.

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Program Description

Overview of OVW

OVW is a component of the United States Department of Justice (DOJ). Created in 1995, OVW administers grant programs authorized by the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership on issues of domestic violence, dating violence, sexual assault, and stalking. OVW grants support coordinated community responses that provide services to victims and hold offenders accountable.

About this OVW Program

This program is authorized by 34 U.S.C. § 12464. The Grants to Support Families in the Justice System Program (referred to as the Justice for Families Program) was authorized in the Violence Against Women Act of 2013 to improve the response of the civil and criminal justice system to families with a history of domestic violence, dating violence, sexual assault, and stalking, or in cases involving allegations of child sexual abuse.

The Justice for Families Program (CFDA #16.021) supports the following activities for improving the capacity of courts and communities to respond to families affected by the targeted crimes: court-based and court-related programs; supervised visitation and safe exchange by and between parents; training for people who work with families in the court system; and civil legal assistance. For additional information about this program and related performance measures, including how awards contribute to the achievement of program goals and objectives, see:

- OVW grant program information: [OVW Grants and Programs Webpage](#).
- Program performance measures under the Measuring Effectiveness Initiative: [VAWA Measuring Effectiveness Initiative webpage](#).
- Program-specific sections in OVW's [most recent report to Congress](#) on the effectiveness of VAWA grant programs.

What's New About this OVW Program

- Applicants proposing to implement new supervised visitation and safe exchange programs or that have never received funds from OVW for the proposed supervised visitation and safe exchange program for families with a history of domestic violence must include a planning period for up to 12 months.
- Applicants proposing new supervised visitation and safe exchange programs or that have never received funds from OVW for the proposed supervised visitation and safe exchange program for families with a history of domestic violence may be eligible to receive an additional 24 months of non-competitive funding (see "[Award Period and Amounts](#)" for more information).
- An Indian tribal government may submit signed Letter(s) of Commitment from each of the partnering agency(ies) if the Indian tribal government is unable to submit a signed Memorandum of Understanding (MOU) at the time of application. If selected for funding, the Indian tribal government will be required to submit an MOU signed by all project partners as a deliverable post-award.
- All applicants must allocate a minimum of \$3,000.00 in their budget for disability access (for expenses such as sensory toys for supervised visitation sites, adaptable toys/furniture for visitation rooms, materials in Braille or large print, assistive technology devices, etc.).
- All applicants must allocate a minimum of \$3,000 in their budget for improving communication access for individuals who are Deaf or hard of hearing (for expenses

such as ASL interpreter services, domestic violence training for ASL interpreters, captioning services, assistive technology devices or software, etc.).

- All applicants must allocate a minimum of \$5,000.00 in their budget for language access (for expenses such as interpretation services, translation services, domestic violence training for interpreters, etc.).

Program Scope

Activities supported by this program are determined by statute, federal regulations, and OVW policies. If an applicant receives an award, the funded project is bound by this solicitation, the [DOJ Financial Guide](#), including updates to the financial guide after an award is made, the [Solicitation Companion Guide](#), and the conditions of the award.

Purpose Areas

Pursuant to 34 U.S.C. § 12464, funds under this program must be used for one or more of the five purposes discussed below. Although the statute contains eight distinct purpose areas, OVW is limiting applicants to addressing only purpose areas 1, 3, 5, 6, and 8:

- (Purpose Area 1) Supervised visitation and safe exchange;
- (Purpose Area 3) Training for court-based and court-related personnel;
- (Purpose Area 5) Court and court-based programs and services;
- (Purpose Area 6) Civil legal assistance; and
- (Purpose Area 8) Training within the civil justice system.

OVW is interested in funding projects that take a coordinated approach to helping families victimized by domestic violence, dating violence, sexual assault, and stalking as they navigate the justice system. To help achieve this coordinated approach, applicants may propose **either** a standard project **or** a comprehensive project.

Standard Project: Applicants must propose activities either under purpose area 1 (supervised visitation/safe exchange) or 5 (court and court-based programs). If an applicant is proposing to provide supervised visitation/safe exchange services (purpose area 1), the applicant must propose activities under at least one additional purpose area. The courts' purpose area (purpose area 5) can be addressed in combination with another purpose area or on its own under any one or more of the purpose area 5 sub-categories. However, applications that address pro se victim assistance programs (purpose area 5(b)) or propose education and outreach programs (purpose area 5(e)) also must propose activities under at least one more purpose area 5 subcategory or other purpose area(s).

Comprehensive Project: Applicants must propose activities under purpose areas 1 (supervised visitation/safe exchange), 5 (court and court-based programs), and 6 (civil legal assistance). Applicants may include additional purpose areas in a comprehensive project application but are required to include purpose areas 1, 5, and 6.

- (Purpose Area 1) Supervised visitation and safe exchange: Provide supervised visitation and safe visitation exchange of children and youth by and between parents in situations involving domestic violence, dating violence, child sexual abuse, sexual assault, or stalking. Although the program statute allows for sliding scale fees (34 U.S.C. § 12464(d)(2)), to ensure accessibility of OVW-funded services, grantees providing supervised visitation and safe exchange services are not allowed to charge fees to parents served with OVW funds. **For a standard project, applicants proposing**

activities under this purpose area must propose activities under at least one additional purpose area. For a comprehensive project, this purpose area must be included.

- (Purpose Area 3) Training for court-based and court-related personnel: Educate court-based and court-related personnel and court-appointed personnel (including custody evaluators and guardians ad litem) and child protective services workers on the dynamics of domestic violence, dating violence, sexual assault, and stalking, including information on perpetrator behavior, evidence-based risk factors for domestic and dating violence homicide, and on issues relating to the needs of victims, including safety, security, privacy, and confidentiality, including cases in which the victim proceeds pro se. **Applicants proposing activities under this purpose area must also propose activities under purpose area 1 and/or 5.**
- (Purpose Area 5) Court and court-based programs and services: Enable courts or court-based or court-related programs to develop or enhance: a) court infrastructure (such as specialized courts, consolidated courts, dockets, intake centers, or interpreter services); b) community-based initiatives within the court system (such as court watch programs, victim assistants, pro se victim assistance programs, or community-based supplementary services); c) offender management, monitoring, and accountability programs; d) safe and confidential information-storage and information-sharing databases within and between court systems; e) education and outreach programs to improve community access, including enhanced access for underserved populations; and f) other projects likely to improve court responses to domestic violence, dating violence, sexual assault, and stalking. **For a standard project, applicants proposing activities under purpose area 5 are not required to propose activities under any other purpose area. (However, OVW will not consider applications that only propose pro se victim assistance programs (purpose area 5 (b)) or only propose education and outreach programs (purpose area 5(e)). Applicants may apply to implement additional purpose areas if they choose. For a comprehensive project, purpose area 5 must be included.**
- (Purpose Area 6) Civil legal assistance: Provide civil legal assistance and advocacy services, including legal information and resources in cases in which the victim proceeds pro se, to:
 - a. victims of domestic violence; and
 - b. nonoffending parents in matters:
 - i. that involve allegations of child sexual abuse;
 - ii. that relate to family matters, including civil protection orders, custody, and divorce; and
 - iii. in which the other parent is represented by counsel.

Applicants proposing activities under this purpose area must also propose activities under purpose area 1 and/or 5 for a standard project. This purpose area must be included in a comprehensive project. In addition, a project in which the primary focus is on providing civil legal assistance is not appropriate for the Justice for Families Program and will be removed from consideration. At least 50 percent of all proposed activities and budget items in the application must be targeted toward activities other than civil legal assistance. All costs supporting civil legal assistance, including indirect costs and pro se victim assistance programs that provide civil legal assistance

proposed under purpose area 5(b), will be counted toward this cap on civil legal assistance.

- (Purpose Area 8) Training within the civil justice system: Improve training and education to assist judges, judicial personnel, attorneys, child welfare personnel, and legal advocates in the civil justice system. **Applicants proposing activities under this purpose area must also propose activities under purpose area 1 and/or 5.**

OVW Priority Areas

In FY 2024, OVW has four programmatic priorities. The priorities identified below are applicable to this program. Applicants are strongly encouraged, but not required, to address a priority area. Applicants that state that they are addressing a priority area and meet the criteria for that priority area will be given special consideration.

1. Advance equity and tribal sovereignty as essential components of ending sexual assault, domestic violence, dating violence, and stalking by improving outreach, services, civil and criminal justice responses, prevention, and support for survivors from historically marginalized and underserved communities, particularly those facing disproportionate rates or impacts of violence and multiple barriers to services, justice, and safety. **Special consideration for this priority will be given to tribal applicants that propose to develop or enhance domestic violence specialized courts, consolidated courts, or dockets.**
2. Increase access to justice for all survivors of sexual assault, domestic violence, dating violence, and stalking, including through exploration of survivor-centered criminal justice system reform. **To receive special consideration under this priority area, applicants must demonstrate a coordinated systems and community approach for court cases involving domestic violence. Applicants addressing this priority area may propose to develop domestic violence specialized courts, consolidated courts, dockets and/or intake centers. Applicants should demonstrate meaningful coordination and collaboration with system and community partners such as prosecutors, defense attorneys, civil legal assistance, advocates, population-specific organizations, and/or a resource coordinator in the proposal narrative and signed Memorandum of Understanding.**
3. Expand economic justice and financial advocacy for survivors of sexual assault, domestic violence, dating violence, and stalking, including as a tool for violence prevention. **To receive special consideration under this priority area, applicants must include project activities to address barriers in accessing community services due to a lack of transportation and childcare. Applicants addressing this priority area may include costs in the budget for items such as transportation for supervised visitation/safe exchange, transportation for court hearings, and childcare in court settings for domestic violence or sexual assault cases.**

Activities that Compromise Victim Safety and Recovery or Undermine Offender Accountability

OVW does not fund activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to avoid responsibility for their actions. Applications that propose any such activities may receive a deduction in points during the review process or may be eliminated from consideration. OVW may support survivor-centered

alternative pathways to justice and non-criminal approaches to accountability that fall within the statutory scope of this program and do not compromise victim safety. Information on activities that compromise victim safety and recovery or undermine offender accountability may be found in the [Solicitation Companion Guide](#).

Out-of-Scope Activities

The activities listed below are out of the program scope and will not be funded under this program. See also the list of unallowable costs in the [Funding Restrictions](#) section of this solicitation.

1. Research projects. Funds under this program may not be used to conduct research, defined by 28 C.F.R. § 46.102(d) as a systematic investigation designed to develop or contribute to generalizable knowledge. Surveys and focus groups, depending on their design and purpose, may constitute research and therefore be out-of-scope. However, assessments conducted for internal improvement purposes only (see Limited Use of Funds below) may not be considered “research” as defined above. For information on distinguishing between research and assessments, see the [Solicitation Companion Guide](#).
2. Mediation requiring offenders and victims being physically present in the same place, where domestic violence, dating violence, sexual assault, or stalking is an issue.
3. Parent education programs.
4. Individual, group, and family counseling other than for offender accountability programs.
5. Telephonic and/or virtual monitoring of supervised visitation. (OVW will only grant temporary exceptions to in-person supervised visitation where grantees are experiencing extreme impediments, such as the COVID-19 pandemic or a natural disaster.)
6. Supervised visitation and exchange services unrelated to domestic violence, dating violence, child sexual abuse, sexual assault, or stalking.
7. Legal representation in child protection cases, except for cases in which the legal services are provided to a victim of domestic violence and the proceedings relate to or arise out of the abuse or violence committed against the victim.
8. Legal representation in child sexual abuse cases, except for cases in which the legal services are provided to nonoffending parents and relate to family matters, including civil protection orders, custody, and divorce, and where the other parent is represented by counsel.
9. Criminal defense of victims charged with crimes, except for representation in post-conviction relief proceedings where the victim’s conviction related to or arose from domestic violence, dating violence, sexual assault, or stalking.
10. Support of law reform initiatives, including, but not limited to, impact litigation.
11. Direct victim assistance such as emergency housing and transportation not directly related to accessing supervised visitation, legal assistance services, or court hearings.

Applications that propose activities deemed to be substantially out-of-scope may receive a deduction in points during the review process or may be eliminated from consideration.

Limited Use of Funds

Grantees may use up to two percent of grant award funds to conduct an assessment for internal improvement purposes only, such as by convening a listening session to identify service gaps in the community or surveying training participants about the quality of training content and delivery. Applicants considering such assessments must refer to the OVW research decision tree in the Solicitation Companion Guide to ensure that the activity does not qualify as human

subjects research. The [Solicitation Companion Guide](#) also provides additional information on federal requirements related to research, assessments, and surveys.

Grantees may use no more than 50 percent of grant award funds to support civil legal assistance and pro se victim assistance programs.

Activities Requiring Prior Approval

The activities listed below require prior approval to be supported by grant funds (see the [Solicitation Companion Guide](#) for more information on relevant requirements).

1. Surveys, regardless of their purpose. Prior approval is necessary to determine whether the activity is within the scope of the award and meets the requirements of the Paperwork Reduction Act.
2. Renovations, including such minor activities as painting, carpeting, or installing lighting. In addition to obtaining prior approval, recipients must follow all necessary steps to ensure that funded renovations are in compliance with the National Environmental Policy Act (NEPA) and related laws, which may be time consuming and may include public notice and consultation.

Federal Award Information

Availability of Funds

All awards are subject to the availability of appropriated funds as well as any modifications or additional requirements imposed by law. There is no guarantee that funds will be available in the future. Depending on availability of funding and an applicant's merit, OVW may elect to make awards for a future fiscal year if an application is not selected under this solicitation.

Type of Award

Awards will be made as grants.

Award Period and Amounts

The award period is 36 months. Budgets, including the total "estimated funding" on the SF-424, must reflect 36 months of project activity. OVW anticipates that the award period will start on October 1, 2024.

This program typically makes awards in the range of \$600,000 - \$700,000. OVW estimates that it will make up to 20 awards for an estimated \$14,000,000.

Funding levels under this program for FY 2024 are:

1. Standard projects: up to \$600,000 for the entire 36 months.
2. Comprehensive projects: up to \$700,000 for the entire 36 months.

OVW has the discretion to make awards for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants before making an award or after an award is made but prior to access to funds.

Types of Applications

In FY 2024, OVW will accept applications for this program from the following:

New: Applicants that have never received funding under this program or whose previous funding under this program expired on or before January 30, 2023. Note: Applicants proposing new supervised visitation and safe exchange programs or that have never received funds from OVW for the proposed supervised visitation and safe exchange program for families with a history of domestic violence, if funded, may be eligible to receive 24 months of additional non-competitive funding to continue their projects, provided OVW has sufficient appropriated funds, and the grantee has complied with the fiscal and programmatic requirements of the award.

Continuation: Applicants that have an existing or recently closed (after January 30, 2023) award under this program. Continuation funding is not guaranteed.

Note: Current grantees with a substantial amount of unobligated funds remaining (50 percent or more of the previous award) as of March 31, 2024, without adequate justification, may not be considered for funding or may receive a reduced award amount if selected for funding in FY 2024.

Program Requirements

Applicants that receive funding under this program will be required to engage in the following activities:

1. Participation in OVW-sponsored training and technical assistance (TTA).
2. Collection of and reporting on performance indicators. Forms, instructions, training, and related tools for each OVW program are available on the [VAWA Measuring Effectiveness Initiative webpage](#).
3. Participation in an assessment or evaluation, if OVW conducts one that requires grantee involvement.
4. Participation in new grantee orientation, unless exempted by OVW.
5. For new supervised visitation and safe exchange projects, completion of a planning period of up to 12 months prior to providing supervised visitation and safe exchange services. The planning period will conclude once (1) grantees have completed the development of and received OVW approval for policies and procedures and a site plan; (2) grantees have participated in a planning meeting with the assigned OVW technical assistance provider, and (3) the project director has completed the Supervised Visitation Immersion Training and Immersion Training focusing on Women, Children, and Youth.

Eligibility Information

Eligible Applicants

Pursuant to 34 U.S.C. § 12464(a), the following entities are eligible to apply for this program:

1. States, meaning any of the states and the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, and the Northern Mariana Islands (34 U.S.C. § 12291(a)(37)).

2. Units of local government, meaning any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a state (34 U.S.C. §12291(a)(47)). Pursuant to 28 C.F.R. § 90.2(g), the following are not considered units of local government and are not eligible to apply as the lead applicant – police departments, pre-trial service agencies, district or city attorneys’ offices, sheriffs’ departments, probation and parole departments, and universities.
3. Courts (including juvenile courts), meaning any civil or criminal, tribal, and Alaska Native Village, federal, state, local or territorial court having jurisdiction to address domestic violence, dating violence, sexual assault, or stalking, including immigration, family, juvenile, and dependency courts (34 U.S.C. § 12291(a)(7)). **Note:** prosecutors’ offices do not qualify as a court.
4. Indian tribal governments, meaning a tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act (43 U.S.C. § 1601 et seq.)), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians or the governing body of an Indian tribe (See 34 U.S.C. § 12291(a) (22) and (43)).
5. Nonprofit organizations, meaning an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501 (a) of such Code (34 U.S.C. § 12291(b)(15)(B)(i)).
6. Legal services providers, meaning entities that provide legal assistance to victims of domestic violence, dating violence, sexual assault, and stalking. This does not include for-profit organizations.
7. Victim service providers, meaning a nonprofit, nongovernmental or tribal organization or rape crisis center, including a State or tribal domestic violence and/or sexual assault coalition, that assists or advocates for domestic violence, dating violence, sexual assault, or stalking victims, including a domestic violence shelter, faith-based organization or other organization, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking (34 U.S.C. § 12291(a)(50)). Victim service providers must provide direct services to victims of domestic violence, dating violence, sexual assault, or stalking as one of their primary purposes and have a demonstrated history of effective work in this field. Culturally specific organizations, Tribal organizations, and population-specific organizations serving underserved communities that meet the definition of “victim service provider” are eligible to apply.

Faith-Based and Community Organizations

Faith-Based and community organizations, including culturally specific organizations, tribal organizations, and population-specific organizations, that meet the eligibility requirements are eligible to receive awards under this solicitation (see [Civil Rights Office I Partnerships with Faith-Based and Other Neighborhood Organizations I Office of Justice Programs](#) (ojp.gov) for more information).

501(c)(3) Status

Any entity that is eligible for this program based on its status as a nonprofit organization must be an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code. See 34 U.S.C. § 12291(b)(15)(B)(i).

Ineligible Entities and Disqualifying Factors

Applications submitted by ineligible entities or that do not meet all program eligibility requirements may not be considered for funding. In addition, an application deemed deficient in one or more of the following categories may not be considered for funding: 1. activities that compromise victim safety, 2. out-of-scope activities, 3. unallowable costs, 4. pre-award risk assessment, 5. completeness of application contents, and 6. timeliness.

Failure to comply fully with all applicable unique entity identifier and SAM requirements (see Application and Submission section for more information on these requirements) will result in removal from consideration.

An applicant with past performance issues, long-standing open audits, or an open criminal investigation also may not be considered for funding.

Note: Any nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code is not eligible for a grant from this program. See 34 U.S.C. § 12291(b)(15)(B)(ii).

Cost Sharing or Matching

This program has no matching or cost-sharing requirement.

Other Program Eligibility Requirements

In addition to meeting the eligible entity requirements outlined above, applicants for this program must also meet the requirements below. All certification and other eligibility related documents must be current and developed in accordance with the FY 2024 solicitation.

Certifications must take the form of a letter, on letterhead, signed, and dated by the authorized representative. Failure to provide required certifications may disqualify an application from further consideration. At a minimum, an applicant that fails to include the required certification letter(s) will be required to submit that certification letter prior to receiving an award. The signed certification letter must be uploaded/attached as a separate attachment under the Additional Application Components section in JustGrants.

Certification of Eligibility

Under 34 U.S.C. § 12464(d), **all applicants** for the Justice for Families Program must:

- Certify that the organizational policies of the applicant do not require mediation or counseling involving offenders and victims being physically present in the same place, in cases where domestic violence, dating violence, sexual assault, or stalking is alleged.

A sample [Certification of Eligibility](#) letter can be found on the OVW website.

Other Certifications

Applicants proposing projects under purpose area 1 (supervised visitation and/or safe exchange services) must also:

- Demonstrate that adequate security measures, including adequate facilities, procedures, and personnel capable of preventing violence, and adequate standards are, or will be, in place (including the development of protocols or policies to ensure that confidential information is not shared with courts, law enforcement agencies, or child welfare

agencies unless necessary to ensure the safety of any child or adult using the services of a program funded by OVW).

A sample [Certification of Eligibility](#) letter can be found on the OVW website.

Applicants proposing projects under purpose area 5 (court and court-based programs and services) must also:

- Certify that victims of domestic violence, dating violence, sexual assault, or stalking are not charged fees or any other costs related to the filing, petitioning, modifying, issuance, registration, enforcement, withdrawal, or dismissal of matters relating to the domestic violence, dating violence, sexual assault, or stalking.

A sample [Certification of Eligibility](#) letter can be found on the OVW website.

Applicants proposing projects under purpose area 5 to support custody evaluation and/or guardian ad litem services must also:

- Certify that any person providing custody evaluation or guardian ad litem services through a program funded under this program has completed or will complete training developed with input from and in collaboration with a tribal, state, territorial, or local domestic violence, dating violence, sexual assault, or stalking victim service provider or coalition on the dynamics of domestic violence and sexual assault, including child sexual abuse, that includes training on how to review evidence of past abuse and the use of evidence-based theories to make recommendations on custody and visitation.

A sample [Certification of Eligibility](#) letter can be found on the OVW website.

Applicants proposing projects under purpose area 5(b) or 6 to provide civil legal assistance services must also certify the following:

Delivery of Legal Assistance Certification

Pursuant to 34 U.S.C. § 12464(d) and 34 U.S.C. § 12291(b)(12), to be eligible for an award, any recipient or subrecipient providing legal assistance with funds awarded under this program must certify in writing that:

1. any person providing legal assistance with funds through this program – (A)(i) is a licensed attorney or is working under the direct supervision of a licensed attorney; (ii) in immigration proceedings, is a Board of Immigration Appeals accredited representative; (iii) in Veterans' Administration claims, is an accredited representative; or (iv) is any person who functions as an attorney or lay advocate in Tribal court; and (B)(i) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault, or stalking in the targeted population; or (ii)(I) is partnered with an entity or person that has demonstrated expertise described in clause (i); and (II) has completed, or will complete, training in connection with domestic violence, dating violence, stalking, or sexual assault and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide;
2. any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a tribal, state, territorial, local, or culturally specific domestic violence, dating violence, sexual assault

- or stalking victim service provider or coalition, as well as appropriate tribal, state, territorial, and local law enforcement officials;
3. any person or organization providing legal assistance with funds through this program has informed and will continue to inform state, local, or tribal domestic violence, dating violence, or sexual assault programs and coalitions, as well as appropriate state and local law enforcement officials of their work;
 4. the grantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, stalking, or child sexual abuse is an issue; and
 5. any person providing legal assistance through a program funded under the Justice for Families Program has completed or will complete training on domestic violence, dating violence, sexual assault, and stalking, including child sexual abuse, and related legal issues.

A sample [Delivery of Legal Assistance Certification](#) letter can be found on the OVW website.

Required Partnerships

All applicants for the Justice for Families Program must include formal partnerships with both 1) a nonprofit, nongovernmental, or tribal domestic violence or sexual assault victim service provider (as defined in "[Eligible Applicants](#)" section) and 2) a court. Formal partnerships must be clearly documented in the form of a signed Memorandum of Understanding (MOU). Signed Letters of Commitment (LOC) from a court may be submitted in lieu of a MOU.

If a court is the lead applicant, it must have a domestic violence and/or sexual assault victim service provider as a project partner. If a domestic violence and/or sexual assault victim service provider is the lead applicant, it must have a court as a partner. If the lead applicant is neither a domestic violence and/or sexual assault victim service provider nor a court, it must have a partnership with both a domestic violence and/or sexual assault victim service provider and a court.

Indian tribal governments that are unable to submit a signed MOU at the time of application may submit a signed LOC from each partner and will be required to submit a signed MOU if selected for funding. This consideration is offered only to Indian tribal governments as defined in the eligibility section.

If addressing priority area 2, "Increase access to justice," applicants must include partners such as prosecutors, defense attorneys, civil legal services, advocates, and/or population-specific organizations in the MOU (or LOC).

Limit on Number of Applications

OVW will consider only one application per organization for the same service area (i.e., the geographic area to be served). In addition, if an applicant submits multiple versions of the same application, OVW will review only the most recent system-validated version submitted before the deadline.

Application and Submission Information

Address to Request Application Package

The complete application package (this solicitation, including links to required forms) is available on Grants.gov and on the [OVW website](#). Applicants wishing to request a paper copy of these materials should contact OVW at 202-307-6026 or OVW.JFF@usdoj.gov.

Pre-Application Information Session

OVW will conduct a live web-based pre-application information session. During this live session, OVW staff will review this program's requirements, review the solicitation, and allow for a brief question and answer period. The live session is tentatively scheduled for:

- Monday, December 18, 2023 at 2:00 PM ET

Participation in a pre-application information session is optional and not a requirement to be eligible to apply and the recording will be available on the [OVW website](#).

To register for the live session, contact the Justice for Families Program at OVW.JFF@usdoj.gov or at 202-307-6026. Registration must be received at least two days prior to the start of the session. Participants are not registered until they receive a confirmation email. The webinar will be captioned in English and Spanish. Interested applicants needing additional language assistance should contact this program at OVW.JFF@usdoj.gov or at 202-307-6026 as soon as possible, but no later than Monday December 13, 2023.

Content and Form of Application Submission

The information below (**Letter of Intent** through **How to Apply**) describes the full content and form of application submission.

Letter of Intent

Applicants intending to apply for FY 2024 funding under this program are strongly encouraged to submit a Letter of Intent stating that they are registered and current with SAM and with Grants.gov. The letter should be submitted to OVW at OVW.JFF@usdoj.gov by January 3, 2024. This letter does not obligate the applicant to apply. See the OVW website for a sample [Letter of Intent](#).

Formatting and Technical Requirements

Applications must follow the requirements below for all documents attached to the application, unless otherwise noted. Points may be deducted for applications that do not adhere to the following requirements:

1. Double-spaced (charts may be single-spaced)
2. 8½ x 11 inch pages
3. One-inch margins
4. Arial font, type no smaller than 11 point, except for footnotes, which may be 9 point
5. Page numbers
6. No more than 20 pages for the Proposal Narrative for standard projects, and no more than 25 pages for the Proposal Narrative for comprehensive projects.
7. Documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt)
8. Headings and sub-headings that correspond to the sections identified in this section of the solicitation

Application Contents

Applications must include the required documents and meet the program eligibility requirements. For a checklist, see the [Application Checklist](#) in the Other Information section of this solicitation.

OVW will not contact applicants for missing items on the list below. **Applications that do not include all the following documents will not be considered for funding:**

1. Proposal Narrative
2. Budget Detail Worksheet and Narrative
3. Signed Memorandum of Understanding (MOU). (Letter(s) of Commitment (LOC) may be submitted a) by a court in lieu of a MOU or b) by each project partner where the lead applicant is an Indian tribal government that is unable to submit a signed MOU at the time of application).

Application for Federal Assistance (SF-424)

Applicants must complete the SF-424 in Grants.gov as part of **Step 1 of the application submission process**. The SF-424 is generated when the applicant begins the submission process in Grants.gov. For Type of Applicant (box 9), do not select "Other". The amount of federal funding requested in the "Estimated Funding" section of this form (box 18a) should match the amount of federal funding requested in the budget of the application. This program does not require a match; therefore, the value for the Applicant line (box 18b) should be zero. The individual who is listed as "**Authorized Representative**" (box 21) must have the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

Intergovernmental Review (SF-424 Question 19): This solicitation ("funding opportunity") is subject to Executive Order (E.O.) 12372, Intergovernmental Review of Federal Programs. Applicants must check the Office of Management and Budget's website for the names and addresses of state [Single Points of Contact](#) (SPOC) under Intergovernmental Review. If the applicant's state appears on the SPOC list, the applicant must contact the state SPOC to comply with the state's process under E.O. 12372. In completing the SF-424, the applicant must make the appropriate selection in response to question 19 once it has complied with its state E.O. 12372 process. An applicant whose state does not appear on the SPOC list should answer question 19 by selecting the following response: "Program is subject to E.O. 12372 but has not been selected by the state for review."

Disclosure of Lobbying Activities (SF-LLL)

All applicants must complete and submit the *Disclosure of Lobbying Activities* (SF-LLL) form in Grants.gov as part of **Step 1 of the application submission process**. Applicants that expend any funds for lobbying activities must provide the information requested on the SF-LLL. **Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.**

Standard Applicant Information (JustGrants 424 and General Agency Information)

This section in the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. Applicants begin **Step 2 of the application submission process** by reviewing the Standard Applicant Information in JustGrants, making edits as needed, confirming the Authorized Representative, verifying the legal name and address, and entering the ZIP code(s) for the areas affected by the project.

Proposal Abstract

The Proposal Abstract must provide a short summary (no more than two pages double-spaced) of the proposed project, including names of applicant and partners, project title, purpose of the project (including goal and intended outcome), primary activities for which funds are requested, who will benefit (including geographic area to be served), products and deliverables, and how the applicant will measure progress in completing project goals and objectives. Do not summarize past accomplishments in this section. The Proposal Abstract, which is to be entered into a text box in JustGrants, will not be scored but is used throughout the review process.

Applicants are strongly encouraged, but not required, to use the following template for the abstract:

Through this [Choose one: new or continuation] Justice for Families project, [Applicant Legal Name], in partnership with [list MOU Partners], will implement a [Choose one: standard or comprehensive] project addressing the following purpose areas: [list purpose areas being addressed including number and name of purpose area] for the [insert a brief description of the geographic area covered by the project]. [Optional: The project will address the following priority areas [Priority Area 1: Advance equity and tribal sovereignty; Priority Area 2: Increase access to justice; Priority Area 3: Expand economic justice and financial advocacy].] Specific activities will include: 1) [list specific activities and products/deliverables that will be addressed for each purpose area listed].

Data Requested with Application

Applicants must complete three questionnaires in JustGrants: the Pre-Award Risk Assessment, the Applicant Questionnaire, and the Justice for Families Summary Data Sheet. These questionnaires are not scored. Applicants should click on the questionnaire name in JustGrants to access and complete each questionnaire. Although the questionnaires must be completed in JustGrants, the questions can be viewed in Appendices B, C, and D of this solicitation.

Proposal Narrative

The Proposal Narrative may not exceed 20 pages (standard project) or 25 pages (comprehensive project), double-spaced. Reviewers will not read beyond this page limit. The Proposal Narrative must include the three sections below. The total point value for the proposal narrative section is 65 points. Applicants must upload the Proposal Narrative as an attachment in JustGrants.

Purpose of the Proposal (10 points)

This section must:

1. Describe the communities in the service area, including but not limited to: traditionally underserved populations, such as communities of color, people with disabilities, people who are Deaf or hard of hearing, persons with limited English proficiency, older adults, and LGBTQ+ communities.
2. Describe the challenge(s) or need(s) faced by the community and how the proposal will meet the need. If addressing OVW Priority Area 1, "Advance equity and tribal sovereignty," describe the challenges or needs of the identified tribal community and how the project will meet the need. If addressing OVW Priority Area 2: "Increase access to justice," describe the challenges of the community to be served and how a coordinated effort will meet the need. If addressing OVW Priority Area 3: "Expand

economic justice and financial advocacy,” describe the challenges or needs of the community and how the project will meet the need.

3. Identify the purpose area(s) the application is proposing to address.
4. Describe the gap in services and how the proposed project will complement and not duplicate existing services.
5. Describe any previous or current efforts (OVW-funded or not) to address the problem(s) the proposed project targets, and the effectiveness of those efforts.

What Will Be Done (45 points)

The application must provide a clear link between the proposed activities and the need identified in the “Purpose of the Proposal” section above. Do not include any of the activities listed as unallowable costs in the Funding Restrictions section of this solicitation.

This section must:

1. Describe the approach to addressing the challenge or need identified in the “Purpose of the Proposal” section.
2. Explain how the applicant will measure its progress in achieving the proposal’s goal(s)/vision. Identify targeted outcome(s) and describe any tool(s) the applicant will use to track those outcomes and report them to OVW. Tools may include OVW performance reports and logic model templates (both available at <https://www.vawamei.org/tools-resource/resources-available/>).
3. Describe the safety needs of victims of domestic violence, dating violence, sexual assault, and stalking, and the applicant’s commitment to addressing those needs through the proposed project.
4. Describe project goals, objectives, activities, and products (if applicable), and provide a corresponding 36-month timeline. If proposing to implement a new supervised visitation and safe exchange program or have never received funds from OVW for the proposed supervised visitation and safe exchange program for families with a history of domestic violence, include a planning period for up to 12 months.
5. Describe how the proposed project will address the unique needs of the traditionally underserved populations identified in the Purpose of the Proposal section above.
6. Describe how the proposed project will improve accessibility for people with disabilities and people who are Deaf or hard of hearing.
7. Describe how the proposed project will improve accessibility for people with limited English proficiency.
8. Describe how survivors and other people with relevant lived experiences have helped formulate and/or will be involved in shaping and implementing the project. Involving people with lived experience is a way to ensure that an approach is informed by people who have direct experience with the issues the approach is trying to alleviate. An example of involving people with lived experience is asking survivors who have obtained protection orders to help develop a brochure explaining the steps for requesting a protection order. For more information about engaging people with lived experience, see this brief from the [Department of Health and Human Services](#).

For applicants proposing projects under purpose area 1 – supervised visitation and/or safe exchange services:

1. Using concrete examples, describe the extent to which the applicant's or a project partner's supervised visitation and/or safe exchange services align—or will be aligned—with the [OVW's Supervised Visitation Guiding Principles](#).
2. Describe the applicant's or a partner's previous experience providing supervised visitation and exchange services to families affected by domestic violence, dating violence, child sexual abuse, sexual assault, or stalking. If the applicant or partner has no prior experience providing supervised visitation and exchange services to families affected by domestic violence, dating violence, child sexual abuse, sexual assault, or stalking, describe the steps that have been or will be taken to gain knowledge and understanding to be able to provide these services.
3. Provide a detailed statement of how the applicant will ensure that adequate security measures, including adequate facilities, procedures, and personnel capable of preventing violence, and adequate standards are, or will be, in place.
4. Describe the layout and security features of the anticipated facility and where in the community the facility is located. If a facility is not identified, describe the layout and security features that will be considered and factors to be considered of where the facility will be located within the community.
5. Describe how the applicant will develop protocols or policies to ensure that confidential information is not shared with courts, law enforcement agencies, or child welfare agencies unless necessary to ensure the safety of any child or adult using the services of a program funded by OVW.

For applicants proposing projects under purpose area 5 – court programs and services:

1. Describe any specialized docket or court infrastructure that is currently in place or will be established as part of this project to improve the handling of cases involving domestic violence, dating violence, sexual assault, and/or stalking. If no specialized docket or court infrastructure exists or will be established through this proposal, describe how the court handles cases involving domestic violence, dating violence, sexual assault, and/or stalking.
2. Describe how the project will improve the judicial handling of domestic violence, dating violence, sexual assault, stalking, and/or cases involving child sexual abuse; ensure offender accountability; and promote informed judicial decision-making.
3. Describe the technology used by the court for case management and how information is shared between courts and other partners, including how the project will address any victim safety concerns that could arise from the use of technology, such as confidentiality, safety planning, and informed consent.
4. If proposing a community-based initiative within the court system, describe how the initiative will enhance access to the court for victims of domestic violence, dating violence, sexual assault, and stalking, and/or in cases involving child sexual abuse.
5. If proposing an offender management, monitoring, and/or accountability program, describe the proposed program model and how it will enhance safety for victims of domestic violence, dating violence, sexual assault, and stalking, and/or in cases involving child sexual abuse and ensure offender accountability.
6. If proposing education and outreach programs to improve community access to the courts, describe how the project will enhance access to the courts and reach underserved populations.

For applicants proposing projects under purpose area 6 – civil legal assistance:

1. Describe the extent to which the applicant will provide civil legal assistance to victims of domestic violence and/or to nonoffending parents in matters that involve allegations of child sexual abuse and relate to family matters, including civil protection orders, custody, and divorce, and in which the other parent is represented by counsel.
2. Describe how the proposed activities will protect victim confidentiality.
3. Describe how the applicant or project partner will provide a supervision and mentoring plan for attorney staff supported by this project (attorneys with less than five years of experience must be supervised by an attorney).
4. Explain how the project will address any victim safety concerns that may arise from the use of technology, such as confidentiality, safety planning, and informed consent.
5. If the applicant is not a domestic violence or sexual assault victim service provider, explain how it will coordinate with a local domestic violence or sexual assault victim service as a required project partner when providing civil legal assistance to victims.

For applicants proposing projects under purpose area 3 or 8 – training:

1. Describe any training program or curriculum that is currently in place or will be established as part of this project.
2. Identify the agencies that will be trained, the estimated number of trainings and attendees for each training, and the purpose of the trainings.
3. Describe how the project will improve training and education for court-based and court-related personnel on the dynamics of domestic violence, dating violence, sexual assault, and stalking and/or improve training and education for those within the civil justice system.
4. Provide a detailed statement of how the applicant will reach the intended audience for training and education, including efforts MOU/LOC partners will engage in to encourage identified participants to attend the trainings.

Who Will Implement the Proposal (10 points)

This section must:

1. Identify the key people and organizations, including project partners involved in the proposed project. Identify the required court and domestic violence and/or sexual assault victim service provider. If proposing Priority Area 2: “Increase access to justice,” identify system and community partners such as prosecutors, defense attorneys, civil legal services, advocates, and/or a resource coordinator that will implement the coordinated system and community approach.
2. Demonstrate that the people and organizations identified have the capacity to address the stated need and can successfully implement the proposed project activities. Job descriptions of all key personnel must be attached but will not count toward the page limit.
3. Describe the applicant’s and/or project partner’s expertise in the areas of domestic violence, dating violence, sexual assault, stalking, and child sexual abuse. If proposing Priority Area 2: “Increase access to justice,” describe the expertise of system and community partners such as prosecutors, defense attorneys, civil legal services, advocates, and/or a resource coordinator that will implement the coordinated system and community approach.

Budget and Associated Documentation

Applicants must submit a detailed budget and budget narrative and must upload the applicable associated documentation as described below, under each heading. OVW strongly encourages using a spreadsheet (e.g., Excel, Numbers, etc.) for the budget attachments. The budget worksheet and budget narrative are worth a total of **15 points** and will be reviewed separately from the proposal narrative. The associated documentation will not be scored, but failure to include it may result in removal from consideration or a delay in access to funding.

Budget Worksheet and Budget Narrative (attachment)

Applicants must upload in JustGrants a detailed budget and budget narrative for all applicable cost categories. The budget narrative must describe each line item requested in the budget and explain all costs included in the budget, including how the costs of goods and services are determined and how they will fulfill the objectives of the project. See the Budget Information and Sample Budget Narrative in [Appendix A](#) and the [Creating a Budget](#) webinar on the OVW website. Keep in mind that budgetary requirements vary among programs. Budgets should be reasonable and based on the resources needed to implement their projects in their specific geographic location.

Award Period and Amounts

Budgets should cover a project period of 36 months starting October 1, 2024 and ending on September 30, 2027. Budget requests should not exceed \$600,000 for standard projects and \$700,000 for comprehensive projects.

The budget must:

1. Present a clear link between the specific project activities and the proposed budget items. The budget should not contain items that are not supported by the proposal narrative.
2. Fairly and reasonably compensate all project partners for their full level of effort, unless otherwise stated in the MOU/LOC. For more information on compensating project partners, see the Budget Information and Sample Budget Narrative in [Appendix A](#).
3. Include a minimum of \$5,000 to provide language access or describe other resources available to the applicant to ensure meaningful access for persons with limited English proficiency. See Accessibility under the [Federal Award Administration Information](#) section of this solicitation for more information.
4. Include a minimum of \$3,000 to provide access for people with disabilities and a minimum of \$3,000 to provide access to those who are Deaf/hard of hearing or describe other resources available to the applicant to ensure meaningful access for such people. See Accessibility under the [Federal Award Administration Information](#) section of this solicitation for more information.
5. Include funds to attend OVW-sponsored TTA in the amount of \$15,000 for standard projects and \$20,000 for comprehensive projects located in the 48 contiguous states and \$20,000 for standard projects and \$25,000 for comprehensive projects for applicants located in the territories, Hawaii, and Alaska. This amount is for the entire 36 months and NOT per year. Applicants also may budget expenses in excess of the required amount if they are aware of relevant non-OVW sponsored conferences or training for which they would like permission to use grant funds to support staff/project partner attendance.
6. Applicants applying under Purpose Area 1 who are proposing to implement new supervised visitation and safe exchange programs or have never received funds from OVW for the proposed supervised visitation and safe exchange program for families with

a history of domestic violence should include costs for up to 12 months of planning activities (training, site-selection, development of policies and procedures, hiring and onboarding of new staff, etc.).

7. If addressing OVW priority 3, "Expand economic justice and financial advocacy," include costs related to transportation for supervised visitation/safe exchange, transportation for court hearings, and childcare in court settings for domestic violence or sexual assault cases.
8. If proposing to provide civil legal assistance and pro se victim assistance programs, do not include costs related to those activities that exceed 50 percent of the total project costs and activities.
9. Distinguish clearly between subawards and contracts in allocating any grant funds to other entities. Pursuant to 2 C.F.R. § 200.331, a subaward is for the purpose of carrying out a portion of the federal award, such as compensating an MOU partner; a contract is for the purpose of obtaining goods and services for the grantee's own use. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subrecipient or a contractor. The awarding and monitoring of contracts must follow the recipient's documented procurement procedures, including full and open competition, pursuant to the procurement standards and monitoring requirements in 2 C.F.R. §§ 200.317-200.327 & 200.329. The issuance and monitoring of subawards must meet the requirements of 2 C.F.R. § 200.332, which includes oversight of subrecipient/partner spending and monitoring performance measures and outcomes attributable to grant funds. For more information, see the Budget Information and Sample Budget Narrative in [Appendix A](#) and the [Solicitation Companion Guide](#) on the OVW website.

OVW awards are governed by the provisions of 2 C.F.R. Part 200 and the [DOJ Financial Guide](#), which include information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. For additional information on allowable and unallowable costs, see the Funding Restrictions section below and the Budget Information and Sample Budget Narrative in [Appendix A](#).

Funding Restrictions

The following information is provided to help applicants develop an application and budget consistent with program requirements.

Unallowable Costs

The costs associated with the activities listed below are unallowable and must not be included in applicants' budgets:

1. Lobbying except with explicit statutory authorization.
2. Fundraising.
3. Purchase of real property.
4. Physical modifications to buildings, including minor renovations (such as painting or carpeting) without prior approval by OVW.
5. Construction.

Food and Beverage/Costs for Refreshments and Meals

Recipients **must** receive prior approval before using grant funds to provide a working meal and/or refreshments at a meeting, conference, training, or other event. Food and beverages are generally considered personal expenses for which government funds should not be used.

Exceptions may be made for working meals that are necessary to accomplish official business and enhance the cost effectiveness of the meeting or conference. Examples include, but are not limited to:

1. The location of the event is not in close proximity to food establishments, despite efforts to secure a location near reasonably priced and accessible commercial food establishments.
2. Failure to serve food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes.
3. A special presentation at a conference requires a plenary address where there is no other time for food to be obtained.
4. Other extenuating circumstances necessitate the provision of food.

Justification for an exception listed above must be included in the applicant's budget narrative, including relevant details about the applicant's community, such as a rural or remote location. For additional information on restrictions on food and beverage expenditures, see [OVW conference cost planning](#).

Conference Planning and Expenditure Limitations

Applicants' budgets must be consistent with all requirements (including specific cost limits and prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (which is defined to include meetings, retreats, seminars, symposiums, training, and other similar events), and costs of attendance at such events. Information on conference planning, minimization of costs, and conference reporting is available at [OVW conference cost planning](#).

Pre-Award Costs

OVW generally does not allow pre-award costs. Costs incurred prior to the start date of the award may not be charged to the project unless the recipient receives prior approval from OVW. See the [DOJ Financial Guide](#) for more information on pre-award costs.

Indirect Cost Rate Agreement (if applicable)

Applicants that intend to charge indirect costs through the use of a negotiated indirect cost rate must have a current, signed, federally approved indirect cost rate agreement and must upload and attach a copy of the agreement to their application in JustGrants. Applicants that do not have a current negotiated (including provisional) indirect cost rate, except for those non-federal entities described in [Appendix VII to Part 200 paragraph \(d\)\(1\)\(B\)](#), may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC).

Organizations that wish to negotiate an indirect cost rate should contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 for more information.

Applicant Financial Capability Questionnaire (if applicable)

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last three years) received funding from OVW must complete an [Applicant Financial Capability Questionnaire](#) and attach it to their application in JustGrants. In addition, applicants may be required to submit their current year's audit report at a later time.

Disclosure of Process Related to Executive Compensation (if applicable)

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees. If so, the applicant must upload and attach a document with these disclosures to its application in JustGrants.

Under certain circumstances, a nonprofit organization that provides unreasonably high compensation to certain persons may subject both the organization's managers and those who receive the compensation to additional federal taxes. A rebuttable presumption of the reasonableness of a nonprofit organization's compensation arrangements, however, may be available if the nonprofit organization satisfies certain rules set out in Internal Revenue Service regulations with regard to its compensation decisions.

Each applicant must state at the time of its application (in the Data Requested with Application section) whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable. If the applicant states that it uses the safe-harbor procedure, then it must disclose, in an attachment to its application (to be titled "Disclosure of Process Related to Executive Compensation"), the process it uses to determine the compensation of its officers, directors, trustees, and key employees (together, "covered persons"). See 34 U.S.C. § 12291(b)(15)(B)(iii).

At a minimum, the disclosure must describe in pertinent detail: (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; (3) the appropriate data as to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and (4) the written or electronic records that the applicant maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions. For a sample [Disclosure of Process Related to Executive Compensation](#) letter, see the OVW website.

For purposes of the required disclosure, the following terms and phrases have the meanings set out by the Internal Revenue Service for use in connection with 26 C.F.R. § 53.4958-6: officers, directors, trustees, key employees, compensation, conflict of interest, appropriate data as to comparability, adequate documentation, and concurrent documentation.

Following receipt of an appropriate request, OVW may be authorized or required by law to make information submitted to satisfy this requirement available for public inspection. Also, a recipient may be required to make a prompt supplemental disclosure after the award in certain circumstances (e.g., if the recipient changes in the way it determines compensation).

Memorandum of Understanding and Supporting Documents

Memorandum of Understanding (MOU) or Letters of Commitment (LOC)

For purposes of this solicitation, the MOU is a document containing the terms of the partnership and the allocation of roles and responsibilities between two or more parties, and it must be included as an attachment to the application in JustGrants. The LOC is a letter affirming the intent to commit the specified resources towards the project by one party and it must be

included as an attachment to the application in JustGrants. The MOU and/or LOC is worth a total of **20 points**. The MOU is not a substitute for a subaward agreement, which ensures that subrecipients adhere to the requirements of the award and 2 C.F.R. Part 200 (see 2 C.F.R. § 200.332). Partners receiving funds under the award generally are considered subrecipients because they are carrying out a portion of the federal award.

The MOU **must** be a single document and **must** be signed and dated by the Authorized Representative of each proposed partner organization during the development of the application. OVW will accept electronic signatures. MOUs missing signatures may result in a point deduction or **removal from consideration, particularly if the MOU is missing the signature of a required partner**. If necessary, an MOU can include multiple signature pages so long as each page includes the names and titles of all signatories to the MOU. A sample [MOU](#) is available on the OVW website.

Applicants must have formal partnerships, delineated in the MOU (or LOC), with both 1) a nonprofit, nongovernmental, or tribal domestic violence and/or sexual assault victim service provider and 2) a court (as outlined in the “Required Partnerships” section under [Eligibility Information](#)).

The MOU must clearly:

1. Identify the partners and provide a brief history of the collaborative relationship between those partners, including when and under what circumstances the collaborative relationship began and when each partner entered into the relationship.
2. Describe the roles and responsibilities each partner will assume to ensure the success of the proposed project.
3. Demonstrate how the proposed partnership can address the needs of the traditionally underserved population(s) identified in the Purpose of the Proposal section.
4. State that each project partner has reviewed the budget, is aware of the total amount being requested, and is being equitably compensated for their work under the grant or is agreeing to be partially compensated or receive no compensation from the grant.
5. Demonstrate meaningful collaboration with a state, tribal, or local court system and a nonprofit, nongovernmental or tribal domestic violence and/or sexual assault victim service provider.
6. Demonstrate a meaningful partnership among all signing parties.
7. Specify the extent of each partner’s participation in developing the application, including the budget.
8. Identify the individuals who will be responsible for developing and implementing project activities and describe how they will work together.
9. Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training).
10. Demonstrate that the project has commitments from entities that will receive training if the applicant proposes training under purpose area 3 or 8 (training for court-based, court-related personnel or those within the civil justice system).

If a court is unable to sign an MOU, the court may submit a LOC in lieu of signing the MOU as described below:

- the court is the lead applicant and unable to sign an MOU, all project partners should submit LOCs and no MOU is required.

- the court is a project partner and unable to sign an MOU, the lead applicant should still submit an MOU signed by the applicant and any other non-court partners and the court partner should submit an LOC.
- the domestic violence and/or sexual assault victim service provider is the lead applicant, and the only project partner is the court, only the court should provide a signed LOC which the lead applicant will submit with the application.

If an Indian tribal government is unable to submit a signed MOU, the Indian tribal government may submit a signed LOC from each project partner. If selected for funding, the Indian tribal government must submit a signed MOU as a deliverable post-award.

A LOC must clearly:

1. Identify the name of the organization and provide a brief description of the collaborative relationship with the applicant.
2. Highlight the expertise of the individual or organization's staff who will be affiliated with this project.
3. State the roles and responsibilities the organization would assume to ensure the success of the proposed project.
4. Demonstrate how the proposed partnership can address the needs of the traditionally underserved communities identified in the "Purpose of the Proposal" section of the project narrative.
5. Demonstrate a commitment to work with the applicant and its partners to achieve the stated project goals.
6. State that the organization has reviewed the budget, is aware of the total amount being requested, and is being fully compensated for its work under the grant or is agreeing to be partially compensated or receive no compensation from the grant.
7. Specify the extent of the organization's participation in developing the application.
8. Describe the resources that would be contributed to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training).
9. Describe the collaboration, activities, and/or resources the partner(s) will contribute to addressing the identified traditionally underserved population(s).
10. Demonstrate that the project has commitments from entities that will receive training if the applicant proposes training under purpose area 3 or 8 (training for court-based, court-related personnel or those within the civil justice system).

Note: LOCs submitted in lieu of an MOU under circumstances other than those defined above will not be accepted.

Additional Application Components

The following components will not be scored but must be included with the application. Failure to do so may result in the application being removed from consideration. Some components will be generated during the application submission process while others will be uploaded and attached to the application in JustGrants.

Letter of Nonsupplanting

Applicants must attach a letter to OVW's Director, signed by the Authorized Representative, certifying that federal funds will not be used to supplant non-federal funds should a grant award be made. A sample [Letter of Nonsupplanting](#) is available on the OVW website.

Proof of 501(c)(3) Status (Nonprofit Organizations Only)

As noted under the [Eligible Applicants](#) section, an entity that is eligible for this program based on its status as a nonprofit organization must be an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of the Code. All such applicants are required to attach a determination letter from the Internal Revenue Service recognizing their tax-exempt status. OVW cannot make an award to any nonprofit organization that does not submit a 501(c)(3) determination letter from the Internal Revenue Service.

Confidentiality Notice Form

All applicants are required to acknowledge that they have received notice that grantees and subgrantees must comply with the confidentiality and privacy requirements of VAWA, as amended. Applicants must upload and attach, under Additional Attachments in JustGrants, the completed acknowledgement form available on the [OVW website](#). This form must be signed by the Authorized Representative.

Summary of Other Federal Funding

Applicants must disclose whether they have any of the following: 1) an OVW grant or cooperative agreement that is open or that closed within 12 months of the date this solicitation closes; 2) a subaward under an OVW grant or cooperative agreement that is open or that closed within 12 months of the date this solicitation closes; 3) a pending OVW application as either the lead applicant/potential recipient or as a partner/potential subrecipient; 4) a federal award to do the same or similar work; or 5) a pending federal application to do the same or similar work.

Applicants will provide this information by completing the Summary of Other Federal Funding form in the Disclosures and Assurances section of JustGrants during the application submission process.

Disclosures and Assurances

All applicants must review, complete, and submit all disclosures, assurances, and certifications as described below.

Disclosure of Lobbying Activities

Applicants must complete and submit the *Disclosure of Lobbying Activities* (SF-LLL) form in Grants.gov before beginning the application process in JustGrants.

DOJ Certified Standard Assurances

Applicants must read and acknowledge the DOJ Certified Standard Assurances in JustGrants.

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants must read and acknowledge these DOJ certifications in JustGrants.

Prior to Application Submission**Unique Entity Identifier (UEI) and System for Award Management (SAM)**

Entities applying for the first time must register with the following systems:

- SAM.gov: Registration with [SAM.gov](https://www.sam.gov) includes receiving a UEI and takes an average of **2 to 3 weeks**.
- Grants.gov: Registration with [Grants.gov](https://www.grants.gov) takes an average of **1 week**.
- JustGrants: Registration with JustGrants needs to be completed **ONLY** after successful submission of Step 1 of the application as described below under [How to Apply](#).

Note: Registration time frames are estimates. Applicants experiencing registration challenges should refer to the *OVW Policy for Applicants Experiencing Technical Difficulties During the Registration and Submission Processes* section below for guidance on how to proceed.

Entities that have previously applied for funding from DOJ must ensure their accounts with SAM, Grants.gov, and JustGrants are active and up to date.

It is the applicant's responsibility to ensure that they are registered with SAM, Grants.gov, and JustGrants. OVW strongly encourages all applicants to begin the registration process, or ensure that all accounts are active and up to date, by **January 9, 2024**. **Failure to do so may result in missing the application deadline and therefore not being considered for funding.**

Applicants experiencing technical difficulties with SAM should go to https://www.fsd.gov/gsafsd_sp.

Applicants experiencing technical difficulties with Grants.gov should contact support@grants.gov.

Applicants experiencing technical difficulties with JustGrants should contact OVW.JustGrantsSupport@usdoj.gov.

How to Apply

Submission Dates and Times

All applications must be submitted electronically first in Grants.gov (SF-424 and SF-LLL) and then in JustGrants. **Applicants must make every effort to submit their application in Grants.gov and JustGrants. Note: The Grants.Gov deadline is 11:59 pm ET on January 30, 2024, and the JustGrants application deadline is 8:59 pm ET on February 1, 2024.**

Applicants experiencing technical difficulties during the application submission process should refer to the *OVW Policy for Applicants Experiencing Technical Difficulties During the Registration and Submission Processes* below for guidance on how to proceed.

OVW strongly encourages all applicants to begin the application submission process at least 48 hours prior to the Grants.gov application deadline. Failure to do so may result in missing the application deadline and therefore not being considered for funding.

OVW will not accept applications after the JustGrants deadline, except for severe inclement weather or natural or man-made disaster. See the *OVW Policy on Late Submission Request Due to Severe Inclement Weather or Natural or Man-Made Disaster* below.

Submission Information and Other Submission Requirements

Applications must be submitted to OVW through a two-step process that begins in Grants.gov and is completed in JustGrants:

Step 1: The applicant must submit by the Grants.gov deadline (provided above) the required Application for Federal Assistance standard form (SF-424) and the Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov. To view the forms prior to completing them in Grants.gov, applicants can go to the Package tab under the funding opportunity that they're applying for and select Preview. The Preview then provides links to the forms.

Step 2: The applicant must then submit the full application, including attachments, in JustGrants at <https://justicegrants.usdoj.gov/> by the JustGrants application deadline (provided above). OVW encourages applicants to review the [JustGrants](#) website for more information, resources, and training.

Tip: JustGrants functions better using a PC with Chrome or Edge web browser.

OVW Policy for Applicants Experiencing Technical Difficulties During the Registration and Submission Processes

Technical difficulties are issues that are beyond the applicant's control. OVW can confirm when each registration and/or submission action began.

Technical difficulties with SAM or Grants.gov

1. Contact SAM or Grants.gov support as soon as the applicant is aware of a problem.
2. Maintain documentation of when the issue began and all communication with technical support.
3. Before the Grants.gov deadline, notify OVW, via email at OVW.JFF@usdoj.gov, stating the applicant is experiencing technical difficulties with SAM or Grants.gov. The applicant should provide regular updates to this program via email at OVW.JFF@usdoj.gov.
4. If the technical difficulty cannot be resolved before the Grants.gov deadline, the applicant must notify OVW via email at OVW.JFF@usdoj.gov before the Grants.gov deadline.
5. Once the Grants.gov deadline passes an applicant will not be able to apply in JustGrants. Therefore, the applicant **must** email the complete application (SF-LLL, SF-424, Proposal Narrative, Budget and Budget Narrative, MOU/LOC and all documentation confirming the technical difficulty to OVW at OVW.JFF@usdoj.gov by **8:59 p.m. E.T. on February 1, 2024**.

Technical difficulties while applying in JustGrants

1. Contact OVW JustGrants Support at OVW.JustGrantsSupport@usdoj.gov or 866-655-4482 as soon as the applicant is aware of a problem. OVW JustGrants Support is a separate Help Desk from OJP and COPS and is dedicated to OVW applicants.
2. Maintain documentation of all communication with OVW JustGrants Support.
3. Actively work with OVW JustGrants Support to resolve the technical difficulty.
4. Contact OVW, via email at OVW.JFF@usdoj.gov, prior to the JustGrants deadline (**8:59 p.m. E.T. on February 1, 2024**). If an applicant must submit their application via email due to a technical difficulty, they must do so by the JustGrants application deadline, but **no earlier than 4 hours prior to the deadline**. The email must include the following:
 - A detailed description of the technical difficulty.
 - The contact information (name, telephone, and email) for the person making the request.
 - The applicant's UEI number.
 - JustGrants application numbers and User Support tracking numbers.

- The complete application (SF-LLL, SF-424, Proposal Narrative, Budget and Budget Narrative, MOU/LOC).

It is not guaranteed that applications submitted via email will be considered for funding, even if the email is received before the JustGrants application deadline. OVW will decide and notify applicants of the decision within 30 days of the JustGrants application deadline. Applicants may be asked to coordinate with OVW to submit their application in Grants.gov and JustGrants later.

OVW Policy on Late Submission Request Due to Severe Inclement Weather or Natural or Man-Made Disaster

Cases of severe inclement weather or natural or man-made disaster are the only circumstances under which OVW may accept applications after **8:59 pm ET on February 1, 2024**. The information below provides the process applicants must follow in such a circumstance.

1. Contact this program at OVW.JFF@usdoj.gov as soon as the applicant is aware of severe weather or a natural or man-made disaster that may impede the submission of an application by the deadline. The email should include a detailed description of the weather event or natural or man-made disaster. A detailed description includes when the event occurred, or is likely to occur, the impacted area, and the specific impact on the applicant and/or partners' ability to submit the application by the deadline (e.g., without power for "x" days, office closed for "x" days). If the application is complete and ready for submission at the time the applicant notifies OVW, the application should be included with the email.
2. Applicants impacted by severe weather or a natural or man-made disaster occurring on or around the deadline must contact OVW within 48 hours after the deadline or as soon as communications are restored.

Note: OVW may not be able to accommodate all requests resulting from severe inclement weather or a natural or man-made disaster.

OVW will review the request for late submission and required documents and notify the applicant whether the request has been approved or denied within 30 days of the submitted request.

Application Review Information

Review Criteria

Applications will be scored based on the degree to which the application responds to each section and addresses each element in the section. Furthermore, applications will be scored based upon the quality of the response, capacity of the applicant and any partners, and the level of detail provided. Each element **must** be addressed in the section in which it is requested. Points may be deducted if the applicant does not include the information in the appropriate section regardless if it is included elsewhere within the application. Each section will be reviewed as a separate document and will be scored as such. Specifically, for the Justice for Families Program, scoring will be as follows:

1. Proposal narrative: (65) points, of which:
 - A. Purpose of the proposal: (10) points.
 - B. What will be done: (45) points.
 - C. Who will implement the proposal: (10) points.

2. Budget worksheet and budget narrative: (15) points.
3. MOU/LOC: (20) points.

Voluntary match or other cost sharing methods will not be considered in the evaluation of the application.

Review and Selection Process

Applications will be subject to a peer review and a programmatic review.

Peer Review

OVW will subject all eligible, complete, and timely applications to a [peer review process](#) that is based on the criteria outlined in this solicitation. OVW may use internal reviewers, external reviewers, or a combination of both.

OVW peer reviewers may include victim advocates, judges, prosecutors, law enforcement officers, legal professionals, and others with expertise in areas such as tribal communities, colleges and universities, rural areas, urban areas, working with people with disabilities or older adults, and providing services to victims, including transitional housing and services provided by culturally specific organizations and the faith community. While some peer reviewers are expert consultants on violence against women issues, the vast majority are current practitioners or recent retirees from the professions mentioned above. To ensure that applications are reviewed by people with on-the-ground experience responding to sexual assault, domestic violence, dating violence, or stalking, OVW does not use professional peer reviewers.

Programmatic Review

All applications that are considered for funding will be subject to a programmatic review. The programmatic review consists of assessing the application for compliance with the program's scope, activities that compromise victim safety, and, if applicable, past performance and priority area review. OVW reserves the right to deduct points from applications for the following reasons:

1. Activities that compromise victim safety and recovery and undermine offender accountability (deduct up to 10 points).
2. Out-of-scope and unallowable activities (deduct up to 10 points).
3. Past performance (deduct up to 25 points).
4. Formatting and Technical Requirements (deduct up to 5 points).
5. Activities and budget items associated with the provision of civil legal assistance described under Purpose Area 6 and pro se victim assistance under Purpose Area 5(b) that exceed 50 percent of the total project cost and activities (deduct up to 10 points).

An application that is substantially out-of-scope, proposes a substantial number of activities that are unallowable, or proposes activities that pose a significant threat to victim safety or a serious breach of confidentiality will not be considered for funding. **An applicant with considerable past performance issues may receive a deduction in points as listed above or be removed from consideration regardless of the application's peer review score.**

Past Performance Review

As a part of the programmatic review process described above, applicants with current or recently closed OVW awards under this program will be reviewed for past performance and risk based on the elements listed below.

1. Adherence to the grant program's statutory purposes and requirements.
2. Implementation of the project according to plan, without significant obstacles and/or challenges.
3. Implementation of the project within the original period of performance.
4. Drawdown of funds commensurate with the level of program activities completed.
5. Management of award such that applicant has had uninterrupted access to funds.
6. Attendance at/participation in all required OVW-sponsored training and technical assistance events.
7. Timely resolution of issues identified during programmatic monitoring.
8. Completion of close-out of prior awards within 120 days of the project end date.
9. Timely resolution of issues necessary to close out prior awards.
10. Timely resolution of issues identified during financial monitoring.
11. Timely response to OVW requests.
12. Development of deliverables that support the project goals and objectives and are of acceptable quality.
13. Implementation of the project as designed without unjustified modification.
14. Timely submission of federal financial reports (FFR).
15. Timely submission of performance reports.
16. Submission of complete and accurate performance reports.
17. Adherence to the terms and conditions of existing grant award(s) from OVW.

Prior to making an award, OVW is required to review and consider any information about applicants included in the designated integrity and performance system accessible through SAM. Applicants may review and comment on information about themselves that another federal awarding agency has previously entered. OVW will consider the applicant's comments as well as other information available in SAM in making its judgment about the risk posed by making an award to the applicant as described in 2 C.F.R. § 200.206.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the OVW Director, who also may consider factors including, but not limited to, reaching underserved populations, geographic diversity, OVW priorities, past performance, and available funding when making awards. All award decisions are final and not subject to appeal.

High-Risk Grantees

Based on DOJ's assessment of each grantee with regard to current or previous funding, unresolved audit issues, delinquent programmatic and fiscal reporting, and prior performance, a grantee may be designated "high-risk." Awards to high-risk grantees may carry special conditions such as increased monitoring and/or prohibitions on drawing down funds until certain requirements are met. High-risk grantees with substantial or persistent performance or compliance issues, long-standing open audits, or open criminal investigations may not be considered for funding.

Federal Award Administration Information

Federal Award Notices

Successful applicants will receive OVW award notifications electronically from JustGrants (not Grants.gov). Recipients will be required to log into JustGrants to review and accept the award. The Authorized Representative must acknowledge having read and understood all sections of

the award instrument and submit the required declaration and certification to accept the award; these steps will be completed electronically in JustGrants.

Administrative, National Policy, and Other Legal Requirements

Information for All Federal Award Recipients

Applicants selected for awards must agree to comply with additional legal, administrative, and national policy requirements. OVW strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. This information can be found in the section of the [Solicitation Companion Guide](#) entitled “Post-Award Requirements for All Federal Award Recipients.”

[Terms and conditions](#) for OVW awards are available on the OVW website. These terms are subject to change prior to the issuance of the awards.

Violence Against Women Act Non-Discrimination Provision

The Violence Against Women Reauthorization Act prohibits OVW grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. Recipients may provide sex-segregated or sex-specific programming if doing so is necessary for the essential operation of a program, so long as the recipient provides comparable services to those who cannot be provided with the sex-segregated or sex-specific programming. Additional information on the civil rights obligations of OVW funding recipients can be found in the [Solicitation Companion Guide](#) under “Civil Rights Compliance.”

Accessibility

Recipients of OVW funds must comply with applicable federal civil rights laws, which, among other things, prohibit discrimination on the basis of disability and national origin. Compliance with these laws includes taking reasonable steps to ensure that persons who are limited in their English proficiency have meaningful access to recipients’ programs and activities. Recipients are also responsible for ensuring that their programs and activities are readily accessible to people with disabilities, including those with physical or cognitive disabilities, as well as people who are Deaf or hard of hearing. OVW encourages applicants to go beyond minimum compliance with these requirements and allot sufficient resources to ensure programs and activities are accessible. More information on these obligations is available in the [Solicitation Companion Guide](#) under “Civil Rights Compliance.”

General Information about Post-Federal Award Reporting Requirements

OVW grantees are required to submit semi-annual performance reports and quarterly Federal Financial Reports (SF-425). Performance report forms will be provided to all award recipients. Forms will be submitted electronically. Future awards and fund drawdowns may be withheld if reports are delinquent. For more information on post award reporting requirements, including requirements for certain recipients to report information on civil, criminal, and administrative proceedings in SAM, see the [Solicitation Companion Guide](#) and the award condition on recipient integrity and performance matters available on the [OVW website](#).

Federal Awarding Agency Contact(s)

For assistance with the requirements of this solicitation, contact the following:

- Programmatic questions, contact this program at 202-307-6026 or OVW.JFF@usdoj.gov and reference this solicitation.

- Financial questions, contact 888-514-8556 or ovw.gfmd@usdoj.gov
- Technical questions:
 - Grants.gov Applicant Support at 800-518-4726 or support@grants.gov
 - OVW JustGrants Support at 1-866-655-4482 or OVW.JustGrantsSupport@usdoj.gov

Other Information

Public Reporting Burden - Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. OVW tries to create forms and instructions that are accurate, easily understood, and not unnecessarily burdensome. The estimated average time to complete and file this form is 30 hours. Comments regarding the accuracy of this estimate or suggestions for simplifying this form can be submitted to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.

Note: Any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

Application Checklist

Applicants must submit a fully executed application to OVW, including all required supporting documentation. Prior to peer review, OVW will not contact applicants for missing items. If an applicant plans to submit an application under any other OVW grant program this fiscal year, it is the applicant's responsibility to ensure that only documents pertinent to this solicitation are included with this application. OVW will not redirect documents that are inadvertently submitted with the wrong application (e.g., a Rural Program letter submitted with a Transitional Housing Program application will not be transferred to the Rural application).

Application Document	Date Completed
1. Letter of Intent	
2. Application for Federal Assistance: SF-424	
3. Disclosure of Lobbying Activities (SF-LLL)	
4. Proposal Abstract	
5. Data Requested with Application: a) Pre-Award Risk Assessment b) Applicant Questionnaire c) Summary Data Sheet	
6. Proposal Narrative: a) Purpose of the Proposal b) What Will Be Done	

c) Who Will Implement the Proposal	
7. Budget Worksheet and Budget Narrative (attachment)	
8. Indirect Cost Rate Agreement (if applicable)	
9. Applicant Financial Capability Questionnaire (if applicable)	
10. Disclosure of Process Related to Executive Compensation (if applicable)	
11. Memorandum of Understanding/Letter(s) of Commitment	
12. Letter of Nonsupplanting	
13. Proof of 501(c)(3) Status (Nonprofit Organizations Only)	
14. Confidentiality Notice Form	
15. Summary of Other Federal Funding	
16. Delivery of Legal Assistance Certification Letter (if applicable)	
17. Certification of Eligibility Regarding Mediation or Counseling (<i>required for all applicants</i>).	
18. Certification Letter Demonstrating Safe Operation of Supervised Visitation or Safe Exchange (<i>only applicable to applicants proposing activities under purpose area 1</i>).	
19. Certification Letter Regarding Filing and Other Fees (<i>only applicable to applicants proposing activities under purpose area 5 that are court-based programs</i>).	
20. Certification Letter Regarding Custody Evaluation and Guardian Ad Litem Services (<i>only applicable to applicants proposing activities under purpose area 5 to support custody evaluation and/or guardian ad litem services</i>).	

APPENDIX A

Budget Information and Sample Budget Narrative

Budget Information and Sample Budget Narrative

Budget Information

Cost information for selected items is provided below to assist applicants in preparing their budgets. Additional information is available in the [DOJ Financial Guide](#).

Consultants/Contracts

Compensation for services by an individual consultant must be reasonable and consistent with that paid for similar services in the marketplace. Applicants must consider the type of services provided and the individual's experience and expertise when deciding if a consultant's rate is reasonable. Applicants are strongly discouraged from requesting consultant rates over \$650 per day. Please note that the rate does not need to be as high as \$650 for all consultants. If a project is selected for funding with a budget allocating more than \$650 per day to a consultant, the applicant must provide additional information to OVW for review and approval before consultant costs are incurred. Applicants must also include all costs associated with consultants or contractors in the "Procurement Contracts" category, including travel-related costs. Applicants should not reflect these costs in the Personnel or Travel categories.

Applicants must follow the same established procurement policies with federal funds as with non-federal funds. All procurement transactions, including the awarding of consultant contracts, must be conducted in a manner that provides maximum open, free, and fair competition, and must follow 2 C.F.R. §§ 200.317-200.327. All sole-source procurements (not awarded competitively) over \$250,000 require prior approval from OVW. This applies to procurements of goods and services, but not to selection of subrecipients.

MOU Partner/Subrecipient versus Contractor Determination

Memorandum of Understanding (MOU) project partners are generally considered subrecipients for time spent working on program objectives. The following MOU project partner responsibilities are consistent with the characteristics in 2 C.F.R. § 200.331 that support their classification as subrecipients:

- they are using federal funds to carry out a program for a public purpose specified in the authorizing statute;
- they are responsible for adherence to program requirements;
- they are responsible for programmatic decision-making;
- their performance is measured by meeting program objectives; and
- in some cases, they may be responsible for determining who is eligible to receive assistance (services) under the grant award.

In contrast, a contractor:

- provides goods and services within normal business operations;
- provides similar good and services to many different purchasers;
- normally operates in a competitive environment;
- provides goods and services that are ancillary to the operation of the program; and
- provides goods or services to which programmatic requirements generally do not apply.

For additional information on determining subrecipient or contractor designation, please refer to [2 C.F.R. § 200.331](#), as well as the Solicitation Companion Guide, available at <https://www.justice.gov/ovw/resources-applicants>.

Compensation for Partners

In developing budgets, applicants should compensate all project partners for their participation in project-related activities, including but not limited to compensation for time and travel expenses to participate in project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental domestic violence and/or sexual assault services programs, and state and tribal domestic violence and/or sexual assault coalitions. Partners are generally considered subrecipients and are reimbursed for their actual costs incurred for the project rather than on a fee for service basis. If a partner is a state or local governmental agency and the partnership duties are performed within the course of the agency's "regular" scope of work, applicants do not need to compensate the partner if the partner: a) offers this arrangement; and b) an explanation of this arrangement is included in the application (typically in the MOU).

Training and Technical Assistance/Travel

The program solicitation specifies the amount of grant funds that must be budgeted for training and technical assistance. These funds must **only** be used for OVW-designated technical assistance, unless otherwise approved by OVW. These funds are to be used to support travel by all project partners, including nonprofit, nongovernmental service providers, to technical assistance events. This may include travel by individuals whose positions are not grant-funded if their roles and responsibilities are linked to the purpose of the project. If the technical assistance funds will be shared between the applicant and any project partners, the applicant's employees' travel costs must be listed in the "Travel" category in the budget, and partners' travel must be in the "Subawards" category. Label both costs as "OVW Technical Assistance" and ensure they total to the full required amount. Do not include registration fees, as OVW technical assistance is free for grantees.

If applicants are aware of relevant non-OVW sponsored conferences or training for which they would like permission to use grant funds to attend, they can budget expenses over the required amount.

Rent

Rental costs are generally allowable under OVW programs. Applicants must list square footage and cost per square foot in the budget. The amount must be based on the space that will be allocated to implement the OVW project, not the costs of the entire rental facility. **Rental costs are not allowable for property owned by the applicant or if the applicant has a financial interest in the property.** In this case, only the costs of ownership, including maintenance costs, insurance, depreciation, utilities, etc., are allowable. The applicant must state in the budget narrative whether they own the space that will be rented. Refer to the following document for more information on how to appropriately allocate and break down the cost of rent in the budget: Cost Allocation Information, available at <https://www.justice.gov/ovw/resources-applicants>.

Audit Costs

Costs for audits not required or performed in accordance with 2 C.F.R. Part 200 Subpart F – Audit Requirements are unallowable. If the applicant agency did not meet the applicable expenditure threshold (see 2 C.F.R. § 200.501) during the organization's fiscal year, they may not charge the cost of any audit performed to the grant.

Indirect Costs

Applicants that intend to charge indirect costs through the use of a negotiated indirect cost rate must have a current, signed, federally approved indirect cost rate agreement and must upload and attach a copy of the agreement to their application in JustGrants. Applicants that do not

have a current negotiated (including provisional) indirect cost rate, except for those non-Federal entities described in Appendix VII to Part 200 paragraph (d)(1)(B), may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC). Organizations that wish to negotiate an indirect cost rate should contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 for more information. Applicants may also choose to waive indirect costs.

Purchase and/or Lease of Vehicles

The purchase and lease of vehicles are prohibited under most OVW grant programs. However, some programs allow for purchasing vehicles on a case-by-case basis. Refer to the program solicitation to determine whether vehicles can be purchased or leased. A lease/purchase analysis must be submitted with the application if requesting a vehicle.

Non-Federal contributions

Any non-federal contributions can be discussed in the Proposal Narrative or Memorandum of Understanding (if required). **Applicants should not include supplemental contributions in the budget, budget narrative, or SF-424.**

If the applicant voluntarily decides to provide matching funds through the use of in-kind contributions and includes this information in the budget or budget narrative, the voluntary contributions will become a mandatory requirement under the grant award. Grantees that fail to provide these mandatory matching funds through cash or in-kind contributions during the award period may be required to meet their obligation by making a cash payment to OVW to close out the grant award.

Cost Allocations

Costs for shared items, those not used solely for the award, should be equitably distributed to the funding sources that receive a benefit from the items. For example, when budgeting for general office supplies, it is important to note that the full cost cannot be allocated to the project. Instead, an allocation method should be used to share the cost among all staff who use the supplies. Refer to the following document for information on allocating shared costs in the budget: Cost Allocation Information, available at <https://www.justice.gov/ovw/resources-applicants>.

Accessibility

The program solicitation requires that the applicant include sufficient funds to provide language access or describe other resources available to the applicant to ensure meaningful access for persons with limited English proficiency, including by offering translation and interpretation services, and to provide access for people with disabilities or who are Deaf/hard of hearing.

Determining how much to budget for accessibility requires that recipients analyze the following:

- Available data about the local population to understand the language and accessibility needs in their service area;
- Historical data on screening and serving individuals who are LEP, Deaf or Hard of Hearing, or disabled; and
- Costs or documented estimates of language and other accessibility services and modifications in the service area. For resources and assistance in this process, visit <https://www.justice.gov/atj> and <https://www.lep.gov/>.

Recipients should make every effort to use these funds for their budgeted purpose of providing accessibility, and not reallocate them for other purposes later in the project.

Sample Budget Narrative

Purpose: The Sample Budget Narrative may be used to assist with preparing the budget and narrative. Applicants may use this form or the format of their choice (plain sheets, Excel document, the applicant's own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to the applicant's project may be deleted.

Note: The following budget is an example intended to assist applicants in preparing their budgets. The sample expenses may not fit the purposes or activities of this particular grant program.

A. Personnel – List each position by title and employee name, if available. Show the annual salary rate and the percentage of time devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Program Coordinator	\$65,000 x 50% x 3 years	\$97,500
Bilingual Shelter Manager	\$70,000 x 100% x 3 years	\$210,000
Administrative Assistant	\$45,000 x 10% x 3 years	\$13,500

Sample narrative: The Program Coordinator will dedicate 50% of their time to the project by coordinating and organizing regular council meetings between all partner organizations, ensuring compliance with program requirements, and serving as the central point of contact for all project activities.

The Bilingual Shelter Manager will dedicate 100% of their time to the project by providing direct client assistance, coordinating services and case management for clients, and managing the temporary shelter activities.

The Administrative Assistant for the project will spend 10% of their time on the project, providing administrative and clerical support for activities directly related to this project.

TOTAL PERSONNEL: \$ 321,000

B. Fringe Benefits – Fringe benefits must be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Worker's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Program Coordinator		
Employer's FICA	\$97,500 x 7.65%	\$ 7,459
Health Insurance	\$4,800/year x 50% x 3 years	\$ 7,200

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Worker's Compensation	\$97,500 x 1.00%	\$ 975
Unemployment Compensation	\$97,500 x 0.50%	\$ 488
Bilingual Shelter Manager		
Employer's FICA	\$210,000 x 7.65%	\$16,065
Health Insurance	\$4,800/year x 100% x 3 years	\$14,400
Worker's Compensation	\$210,000 x 1.00%	\$ 2,100
Unemployment Compensation	\$210,000 x 0.50%	\$ 1,050
Administrative Assistant		
Employer's FICA	\$ 13,500 x 7.65%	\$ 1,033
Health Insurance	\$4,800/year x 10% x 3 years	\$ 1,440
Worker's Compensation	\$ 13,500 x 1.00%	\$ 135
Unemployment Compensation	\$ 13,500 x 0.50%	\$ 68

Sample Narrative: We request fringe benefits for the Program Coordinator, Bilingual Shelter Manager, and Administrative Assistant. Each employee's share of Health Insurance cost is prorated based on their projected time on the project.

TOTAL FRINGE BENEFITS: \$ 52,413

C. Travel – Project staff travel expenses should be itemized by purpose (e.g., training, field interviews, advisory group meeting, etc.) and include the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X per diem). For training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of travel policies applied, either the applicant's policy or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OVW-Mandated Training and Technical Assistance	TBD	TBD	TBD	\$12,000
Local Program Mileage	XYZ County		150 miles/month x \$0.655/mile x 36 months	\$ 3,537

Sample narrative: According to the requirements in the solicitation for this program, \$12,000 out of the total \$20,000 in OVW mandated technical assistance and training funds has been allocated to cover the travel cost for staff. The remaining amount of \$8,000 has been allocated for partner travel and can be found in Section G of this form. The exact locations of the trainings are currently unknown. However, travel estimates have been made using our formal written travel policy.

It is expected that the Program Coordinator will use a privately owned vehicle for local program mileage when traveling between the program shelter, main office, and all partner organizations. The rate for mileage reimbursement is calculated based on the current GSA Mileage Reimbursement Rate of \$0.655/mile and is estimated to be around 150 miles per month for a period of 36 months.

TOTAL TRAVEL: \$ 15,537

D. Equipment – List tangible personal property with a useful life of more than one year that needs to be purchased to support the project. It is important to follow the applicant's own capitalization policy for equipment classification. For high-cost items and information technology systems, applicants should perform an analysis (and attach it to the application) that compares the cost of purchasing versus leasing equipment items, to determine the most economical approach. Rented or leased equipment items should be listed in the "Procurement Contracts" category. Describe in the narrative how the equipment is necessary for the success of the project.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
(2) Video Cameras	\$1,500/camera x 2 cameras	\$ 3,000

Sample narrative: The portable video cameras and tripod package will be used during the interviews of alleged offenders, as well as to record witness testimony in preparation for trial in cases of domestic violence, dating violence, sexual assault, and stalking. Our capitalization threshold is \$1,000, so these items are classified as Equipment.

TOTAL EQUIPMENT: \$ 3,000

E. Supplies – List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, thumb drives, and flash drives) and show the basis for computation. Generally, supplies include any expendable or consumable materials that are used during the project period that are not equipment.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies (paper, printer, toner, pens, etc.)	\$250/month x 53% x 36 months	\$4,770
Postage	\$ 100/month x 53% x 36 months	\$1,908
Program Supplies	\$ 50/month x 36 months	\$1,800
75 Client Assistance Kits	\$ 25/kit x 75 kits	\$1,875

Sample narrative: Office supplies and postage are needed for the general operation of the program and are shared amongst all office staff. The FTE allocation rate for shared costs incurred by all staff in this budget is 53% (based on total FTEs in the office is 3FTEs, and total FTEs in this budget is 1.6FTEs, so $1.6 / 3 = 0.53$, or 53%). Monthly costs for Office Supplies at \$250/month and Postage at \$100/month are estimated based on historical data. Charges to the

grant will be based on the actual supplies purchased and actual percentage of staff time worked on the project (not budgeted amounts).

Program Supplies are estimated at a cost of \$50/month, based on historical data. The program supplies will be used for direct program activities such as art supplies and educational handouts/brochures for healing circles and group meetings for survivors.

The Client Assistance Kits will be provided to clients who receive services for domestic violence, dating violence, sexual assault, and stalking. These kits will contain toiletries and other personal hygiene products. We estimate the need for 75 kits, and the cost is based on similar kits provided by other programs.

TOTAL SUPPLIES: \$10,353

F. Construction – As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with OVW before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
TOTAL CONSTRUCTION:		<u>\$ 0</u>

G. Subawards (subgrants): Describe project activities for which subrecipients/MOU partners will receive compensation under the award, including services for clients. Include any compensation for partner/subrecipient travel in this section as well.

<u>Subrecipient Name</u>	<u>Computation</u>	<u>Cost</u>
XYZ Survivor Services Organization		
Advocate	\$40,000 per year x .25 FTE x 3 years	\$30,000
Advocate	Benefits x 28% of FTE salary	\$ 8,400
OVW-Mandated Training and Technical Assistance	Location and cost TBD	\$ 4,000
Subtotal XYZ Survivor Services Organization Subaward		\$42,400

Sample narrative: The MOU partner XYZ Survivor Services Organization will offer advocacy services, such as safety planning and court accompaniment services. To cover the cost of travel for their staff, \$4,000 of the required \$20,000 in OVW mandated technical assistance and training funds has been allocated, in line with the budget requirements set forth in the solicitation. However, the training session locations are currently unknown. Travel estimates are based on the subrecipient's formal written travel policy.

123 Housing Provider		
Permanent housing advocate	\$40,000 per year x .10 FTE x 3 years	\$12,000
Permanent housing advocate	Benefits x 28% of FTE salary	\$ 3,360
Rent subsidies	\$150/month x 36 months x 15 clients/families	\$81,000

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OVW-Mandated Training and Technical Assistance	Location and cost TBD	\$ 4,000
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Subtotal 123 Housing Provider Subaward \$100,360

Sample narrative: The MOU partner, 123 Housing Provider, will provide rent subsidies for clients and their dependents, permanent housing placement services, and advocacy. The rent subsidy rates are based on our experience with available community housing. Out of the required \$20,000 for OVW mandated technical assistance and training funds, \$4,000 has been allocated to cover the cost of travel for partner staff. Travel estimates are based on the subrecipient's formal written travel policy and training locations are currently unknown.

TOTAL SUBAWARDS: \$142,760

H: Procurement Contracts – Applicants should follow their documented procurement procedures that comply with the procurement standards in the Uniform Guidance at 2 C.F.R. §§ 200.317-200.327 or the Federal Acquisition Regulation.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. The actual rate for each consultant should be evaluated on a case-by-case basis, consistent with fair market value, and equal to the individual's experience, education, and compensation they receive for providing similar services in the marketplace. Consultant fees over \$650 per day (for an 8-hour day) or \$81.25 per hour require additional justification and prior approval from OVW.

<u>Name of Consultant</u>	Service Provided	Computation	Cost
Consultant/Trainer	Sexual Assault Training	\$575/day x 3 days	\$ 1,725

Sample narrative: A Consultant/Trainer will provide a three-day on-site training (at 8 hours per day) on sexual assault and related issues to law enforcement, prosecution, court personnel, and medical and social services personnel. The training will focus on addressing cultural needs of clients who experience sexual assault, domestic violence, dating violence, and stalking.

Subtotal Consultant Fees: \$ 1,725

Consultant Travel: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.).

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<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Delivery of Sexual Assault Training	Town of XYZ	Airfare	\$500 (avg.) x 1 person x 1 trip	\$ 500
		Lodging	\$ 75 (avg.)/night x 2 nights	\$ 150
		Per diem	\$ 45 (avg.)/day x 3 days	\$ 135

Subtotal Consultant Travel: \$ 785

Sample narrative: Funds are allocated to pay for the Consultant/Trainer to travel to provide sexual assault training.

Subtotal Consultants: \$ 2,510

Contracts: Provide a clear description of the product or services that will be acquired through the contract, along with an estimated cost. All procurement transactions must be conducted in a manner that ensures full and open competition and adheres to the standards in 2 C.F.R. §§ 200.317-200.327. A separate justification must be provided for sole source (non-competitive) contracts in excess of \$250,000.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Therapist	\$85/hr. x 10 hrs./month x 36 months	\$30,600
Cell Phone Service	\$75/month x 36 months	\$ 2,700
Copier and Printer Lease	\$262/month x 53% x 36 months	\$ 5,000
Telephonic Interpretation	\$3.95/min. x 300 min. x 3 years	\$3,555
In-person Interpreter – Spanish	\$100/hour x 20 hours x 3 years	\$6,000
In-person Interpreter – non-Spanish	\$125/hour x 10 hours x 3 years	\$3,750
Translation – Spanish	\$25/page x 20 pages x 3 years	\$1,500
Translation – non-Spanish	\$25/page x 14 pages x 3 years	\$1,050
Sign Language Interpretation	\$95/hour x 20 hours x 3 years	\$5,700
CART Services	\$65/hour x 8 hours x 3 years	\$1,560

Subtotal Contracts: \$ 61,415

Sample narrative: The Therapist will be compensated at a rate of \$85/hour, consistent with the therapist's normal rate for providing this service in the marketplace. This contracted position will provide individual counseling sessions to clients on an as-needed basis and facilitate the group healing sessions once per week for 2 hours. A total of 10 hours of service per month is estimated.

The Bilingual Shelter Manager will need a cell phone to ensure 24 hours/day communication to provide emergency services and transportation to clients. This position is funded 100% through the application, therefore 100% of this cost is budgeted.

Equipment to be rented and/or leased includes the copier and printer. The copier and printer costs are estimated based on historical costs and allocated using an FTE allocation method (see allocation breakdown in Supplies Category).

The most common language in the local service area is Spanish, followed by Mandarin Chinese and Tagalog. Spanish language interpreters in applicant's area charge approximately \$100 per hour, and Mandarin and Tagalog interpreters charge approximately \$125 per hour. We estimate the number of hours of interpretation based on previous years plus an anticipated 10% increase during the project period. (We also employ a Spanish-English bilingual Shelter Manager, who assists with Spanish language interpretation.)

Translations in our service area cost approximately \$25 per page. We plan to have the following documents translated into Spanish during the project period: intake form (3 pages), confidentiality policy (1 page), house rules (2 pages), non-discrimination notice and complaint forms (3 pages), pamphlet on domestic violence (5 pages), pamphlet on sexual assault (5 pages), Power and Control Wheel (1 page). We plan to have the following documents translated into Mandarin and Tagalog: intake form (3 pages X 2), confidentiality policy (1 page X 2), non-discrimination notice and complaint forms (3 pages X 2).

Qualified sign language interpreters charge approximately \$95 per hour, and we anticipate using interpreters approximately 20 hours per year, based on past use and allowing for a 5% increase in usage over past years. We will host 1 day-long training session each year and anticipate providing Communication Access Realtime Translation services at each session.

TOTAL PROCUREMENT CONTRACTS: \$ 63,925

I. Other Costs – List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by each type of cost and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Bus Vouchers	\$15/client x 10/month x 36 months	\$ 5,400
Crisis Hotline	\$ 75/month x 36 months	\$ 2,700
Rent	\$1.50/sq. foot x 1,000 sq. feet x 36 months	\$54,000
Utilities	\$200/month x 36 months	\$ 7,200
Housing Assistance	\$500/family x 12 families/year x 3 years	\$18,000

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Sample narrative: The Indirect Cost Rate Agreement was approved by the Department of Health and Human Services, the applicant's cognizant federal agency on January 1, 2023. (A copy of the fully executed, negotiated agreement that covers the current period is attached).

Budget Summary – Upon completion of the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of federal funds requested and the amount of non-federal funds that will support the project.

Budget Category	Amount
A. Personnel	\$ 321,000
B. Fringe Benefits	\$ 52,413
C. Travel	\$ 15,537
D. Equipment	\$ 3,000
E. Supplies	\$ 10,353
F. Construction	\$ 0
G. Subawards.	\$ 142,760
H. Procurement Contracts	\$ 63,925
I. Other Costs	\$ 87,300
Total Direct Costs	\$ 694,113
J. Indirect Costs	\$ 102,720
 TOTAL PROJECT COSTS	 <u>\$ 796,833</u>
 Federal Share Requested	 \$ 796,833
Non-Federal (Match) Amount	\$ 0

Appendix B

Pre-Award Risk Assessment

Pre-Award Risk Assessment

Each applicant must respond to each question. **Do not submit responses from a prior fiscal year without updating them to be responsive to all questions listed in the questionnaire.** This information will be used for a mandatory pre-award risk assessment. Failure to provide this information or to respond to questions from OVW regarding this information in a timely manner could result in the application being removed from consideration or a delay in access to funds. Provide complete responses that address all questions included for each numbered item.

1. Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding? Provide a brief description of the applicant's policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Provide a brief list of the topics covered in the applicant's policies and procedures. OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? Provide a brief summary of the organization's process for tracking expenditures, including tracking budgeted versus actual amounts.
4. Does the applicant have procedures in place for minimizing the time between transfer of funds from the United States Treasury and disbursement for project activities? Provide a short summary of the applicant's policy for requesting payments for grant awards.
5. Does the applicant have effective internal controls in place to ensure that federal funds are used solely for authorized purposes? Provide a brief description of the applicant's internal controls that will provide reasonable assurance that the award funds will be managed properly.
6. Does the applicant have a documented records retention policy? If so, briefly describe the policy and confirm that the policy complies with federal regulations. Information on Record Retention and Access can be found at 2 C.F.R. 200.334-200.338.
7. Does the applicant or any of its employees have any potential personal or organizational conflicts of interest related to the possible receipt of OVW award funds? Applicants are required to disclose in writing any potential conflicts of interest to their awarding agency. See 2 C.F.R. 200.112 and Chapter 3.20, Grant Fraud, Waste and Abuse, of the [DOJ Financial Guide](#) for additional information.
8. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200)? Provide a short list of the individual's qualifications/experience. If the individual is not familiar with the applicable rules and regulations, the applicant must contact OVW's Grants Financial Management

Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 immediately after the applicant is notified of its award to coordinate training.

9. Does the applicant have policies and procedures in place to manage subawards and monitor activities of subrecipients as necessary to ensure that subawards are used for authorized purposes, in compliance with laws, regulations, and terms and conditions of the award, and that established subaward performance goals are achieved (2 C.F.R. 200.331-200.333)? Provide a brief description of the organization's policies and procedures on subrecipient management and monitoring.
10. Does the applicant currently require employees to maintain time distribution records that accurately reflect the work performed on specific activities or cost objectives in order to support the distribution of employees' salaries among federal awards or other activities (2 C.F.R. 200.430)? Budget estimates do not qualify as support for charges to federal awards. Provide a brief description of the organization's established timekeeping policies and procedures.
11. Is the applicant designated as high risk by a federal agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant entity's past performance, or other programmatic or financial concerns with the applicant entity.) If so, provide the names(s) of the federal awarding agency, the date(s) the agency notified the applicant entity of the high risk designation, contact information for the high risk point of contact at the federal agency, and the reason for the high risk status, as set out by the federal agency.

Appendix C

Applicant Questionnaire

Applicant Questionnaire

Note: Applicants must complete this questionnaire in JustGrants. The questions listed below are for reference only.

The Applicant Questionnaire is required for every applicant for OVW funding and therefore includes questions that may not be obviously relevant or specifically focused on a particular grant program. Applicants should provide the most accurate answers and may respond “Yes” to more than one question or “No” to all questions. These questions help OVW understand the organizations that are applying for funding, but the answers do not influence funding decisions.

1. Is the applicant a **sexual assault victim service provider**, defined as a victim service provider for which the primary purpose of the organization is to provide intervention and related assistance to victims of sexual assault without regard to their age (see 34 U.S.C. 12291(a)(50) & 12511(b))?
2. Is the applicant a federally recognized tribe (see 34 U.S.C. 12291(a)(22))?
3. Is the applicant a tribal organization as defined by 34 U.S.C. 12291(a)(45)?

Note: 34 U.S.C. 12291(a)(45) defines a tribal organization in three ways:

- the governing body of an Indian tribe;
 - any legally established organization of Indians which is controlled, sanctioned, or chartered by such governing body of a tribe or tribes to be served, or which is democratically elected by the adult members of the Indian community to be served by such organization and which includes the maximum participation of Indians in all phases of its activities; or
 - any tribal nonprofit organization (defined by 34 U.S.C. 12291(a)(44) as a victim services provider that has as its primary purpose to assist Native victims of domestic violence, dating violence, sexual assault, or stalking and that has staff and leadership with a demonstrated history of assisting American Indian or Alaska Native victims of domestic violence, dating violence, sexual assault, or stalking).
4. Does the applicant primarily focus on a rural area or community as defined by 34 U.S.C. 12291(a)(32)?

Note: Applicants can enter their address or zip code into the following tool to determine if their area or community is rural: <https://data.hrsa.gov/tools/rural-health>.

5. Is the applicant a **faith-based organization**?
6. Is the applicant a **culturally-specific organization**, defined as a private nonprofit/tribal organization for which the primary purpose of the organization as a whole is to provide culturally specific services to American Indians (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians and other Pacific Islanders, Blacks, or Hispanics (see 34 U.S.C. 20421(c) and 12291(a)(8)-(9); 42 U.S.C. 300u-6(g))?

If yes, are the services of the applicant entity *primarily* directed toward serving:

- ☐ Hispanics or Latinos
- ☐ Black or African Americans
- ☐ American Indians
- ☐ Alaska Natives
- ☐ Asian Americans
- ☐ Native Hawaiians
- ☐ Other Pacific Islanders

7. Is the applicant a **population specific organization**, defined by 34 U.S.C. 12291(a)(26) as a nonprofit, nongovernmental organization that primarily serves members of a specific underserved population and has demonstrated experience and expertise providing targeted services to members of the **specific underserved population**?

Underserved population (defined by 34 U.S.C. 12291(a)(46)) means a population who faces barriers in accessing and using victim services, including populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, and populations underserved because of special needs (such as language barriers, disabilities, immigration status, or age).

If yes, is the applicant entity designed *primarily* to serve a population underserved because of:

- ☐ Rural location
- ☐ Sexual orientation/gender identity
- ☐ Religion
- ☐ Race
- ☐ Ethnicity
- ☐ Language barriers
- ☐ Disabilities
- ☐ Immigration status
- ☐ Age

Appendix D

Summary Data Sheet

The Summary Data Sheet questionnaire is a required element and must be fully completed and submitted to successfully apply for this program.

1. Provide the following information for the grant point-of-contact. This person must be an employee of the applicant.

- Name
- Title
- Address
- Telephone number
- Email address

2. Is the applicant (the organization whose unique entity identifier is being used for the application) serving as a fiscal agent? A fiscal agent is an entity that does not participate in implementation of the project and passes **all** funds through to subrecipients, conducting minimal administrative activities. **Note: The fiscal agent must be an eligible applicant for the program.**

List all subrecipients.

Note: The applicant acknowledges that it will be responsible for all applicable statutory, fiscal, and programmatic requirements, including those of 2 C.F.R. Part 200, as well as all project deliverables.

3. Has the applicant expended \$750,000 or more in federal funds in the applicant's past fiscal year?

Specify the end date of the applicant's fiscal year.

4. Is the applicant a nonprofit organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code?

Note: The applicant must upload proof of 501(c)(3) status in the Additional Application Components section of JustGrants.

5. Is the applicant a nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code?

6. Is the applicant a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable? For additional information about the safe-harbor procedure, see Disclosure of Process Related to Executive Compensation in the Budget and Associated Documentation section of this solicitation.

Note: The applicant must upload the required Disclosure of Process Related to Executive Compensation in the Budget and Associated Documentation section of JustGrants.

7. Identify the percentage of grant activities, should the application be funded, that will address each of the following issues (the total percentages should not exceed 100):

- Domestic Violence
- Dating Violence
- Sexual Assault
- Stalking
- Child Sexual Abuse

8. Does the applicant propose to address the OVW Priority Area: Advance equity and tribal sovereignty as essential components of ending sexual assault, domestic violence, dating violence, and stalking by improving outreach, services, civil and criminal justice responses, prevention, and support for survivors from historically marginalized and underserved communities, particularly those facing disproportionate rates or impacts of violence and multiple barriers to services, justice, and safety?

9. Does the applicant propose to address the OVW Priority Area: Increase access to justice for all survivors of sexual assault, domestic violence, dating violence, and stalking, including through exploration of survivor-centered criminal justice system reform?

10. Does the applicant propose to address the OVW Priority Area: Expand economic justice and financial advocacy for survivors of sexual assault, domestic violence, dating violence, and stalking, including as a tool for violence prevention?

11. Does the applicant propose to implement a Standard Project?

12. Does the applicant propose to implement a Comprehensive Project?

13. Will the application address **Purpose Area 1 (supervised visitation and safe exchange)?**

14. Is the applicant a new supervised visitation and safe exchange program or an applicant that has never received funds from OVW for the proposed supervised visitation and safe exchange program for families with a history of domestic violence?

15. Will the application address **Purpose Area 3 (training for court-based and court-related personnel)?**

16. Will the application address **Purpose Area 5 (courts and court-based services)?**

17. Will the application address **Purpose Area 6 (civil legal assistance)?**

18. Will the application address **Purpose Area 8 (training within the civil justice system)?**

19. Is the applicant a State?

20. Is the applicant a unit of local government?

21. Is the applicant a court (including a juvenile court)?

22. Is the applicant an Indian tribal government?

23. Is the applicant a nonprofit organization?

24. Is the applicant a legal service provider?

25. Is the applicant a victim service provider?

26. [Identify the mandatory](#) Court and the nonprofit, nongovernmental, or tribal domestic violence or sexual assault victim service provider [partners:](#)

Court

Victim service provider

Nashville's High Risk & Court Watch Program

Purpose of the Proposal

The applicant for this proposal is the Metropolitan Government of Nashville and Davidson County (Metro). This project will be specifically managed by Metro's Office of Family Safety (OFS). The community to be served by this project are residents of Nashville and Davidson County. Nashville and Davidson County consists of 526 square miles of rural, suburban, and urban communities and is the most populous county in Tennessee at 715,884. Nashville is known for the rich cultural diversity of its residents which include African Americans (27%), Hispanics or Latinos (11%), and Asians (4%). An estimated 12% of Nashville's population growth is a result of refugee resettlement with over 18% of the population being foreign-born (*Migration Policy Institute*). The largest immigrant groups in Nashville are from Mexico, Honduras, and El Salvador. Over 100 languages are spoken throughout the city with 16.5% of the County's residents speaking a language other than English at home with the most common languages being Spanish, Arabic, Kurdish, and Somali. An estimated 13% of the population is 65 years or older (*census.gov*) and 11 % of residents have a disability, including 17,650 who have hearing difficulty (*American Community Survey*). Nashville's LGBTQ population is estimated at 52,000 or 3.7% of the total population (*Williams Institute at the UCLA School of Law*).

Challenges and how the proposal will meet the need

(1) Nashville implemented the Lethality Assessment Protocol (LAP) in December of 2016. This protocol is used by law enforcement to screen for high-risk indicators in the relationship. Victims who screen in as "high-risk" are immediately connected to the YWCA of Nashville, the State's largest shelter provider, for emergency safety planning on the scene. Metro's OFS reviews all LAPs and provides further follow-up services for the highest-risk victims. Additionally, OFS coordinates the city's High-Risk Intervention Panel (HRIP) where partners come together weekly to ensure wrap-around services for victims and accountability for

offenders. There is a need to increase court awareness of high-risk cases (as designated under the LAP) that appear on criminal and order of protection dockets. High-risk information is relevant to victim safety and offender accountability at the following junctures: Sentencing, setting bond amount and conditions, order of protection, and probation requirements. LAPs are currently not used to promote informed judicial decision-making. This project meets community needs by expanding the availability of high-risk information to the court at permissible junctures in criminal proceedings and in order of protection cases via a high-risk victim notification program. Additionally, court practitioners would be trained on lethality indicators and high-risk dynamics in domestic violence cases to increase understanding. (2) From 2011-13 Nashville and Davidson County performed a Safety & Accountability Assessment (Praxis International–Blueprint for Safety) of Nashville’s law enforcement and court-based domestic violence response systems. During this assessment, a court watch program was initiated and was an effective tool to identify how Nashville and Davidson County courts could be safer and more trauma-informed for victims of domestic violence. Nashville’s last court watch program was 10 years ago, and domestic violence courts now have all new specialized judges, prosecutors, and court officers. OFS was created from the assessment to implement the recommendations of the report, including oversight and management of the city’s two-Family Justice Centers. To continue evaluating Nashville’s progress since the assessment, OFS holds Interpersonal Violence Summits where government and nonprofit partners who assist victims of domestic violence, human trafficking, strangulation, firearm dispossession, sexual assault, elder and vulnerable adult abuse, child abuse collaborate to identify new and continued gaps in victim safety and offender accountability. These summits are designed to inform police, prosecutors, advocates, and courts on areas of successful practices and recommended improvement. During the most recent summit, partners identified the need for a domestic violence-focused court watch program. The YWCA is the nonprofit partner that will create and manage the court watch program (emphasizing survivor voices) to observe and complete questionnaires regarding

Nashville's domestic violence criminal and civil order of protection court experiences. (3) The delay between offender arrest to disposition has risen from an average of 72 days for General Sessions bond cases and an average of 255 days for Criminal Court bond cases before COVID mandates to an average of 174 days for General Sessions bond cases and an average 362 days for Criminal Court bond cases. This extended period allows offenders to escalate faster than the criminal justice system can respond and decreases the likelihood that victims will appear in court. When a victim is designated as high risk of being killed or seriously injured under the LAP, the justice system needs to respond at a more rapid rate. Tennessee's Crime Victims Bill of Rights includes the "right to a speedy trial or disposition" and "the right to be free from harassment, intimidation and abuse throughout the criminal justice system." Exceedingly lengthy delays between arrest and disposition deny victims these rights This is especially true for high-risk victims. This project will address this need by enabling courts to consider victim risk This proposal addresses priority area 2 with survivor-centered criminal justice reform and increased victim access to justice. To accomplish this priority, the high-risk victim notification program's work will prioritize high-risk domestic violence criminal cases, enhance the visibility of high-risk cases in bond and sentencing hearings, and reduce the time between arrest and disposition. This proposal is a Standard Project addressing purpose area 5(a)(b) and priority area (2).

Gaps in Services

Gap (1) Nashville does not have an effective procedure to communicate high-risk LAP designations to courts. In making decisions on sentencing, bond amounts, and bond and order of protection conditions, Nashville courts do not have access to LAP results. Two Metro Government Departments that have access to LAP data are Metro-Nashville Police Department (MNPd) and Metro's OFS. The high-risk victim notification project will expand access to LAP high-risk results to courts. OFS leads Nashville's two Family Justice Centers. This unique governmental department has a 10-year history of working closely with courts in the following

areas that relate to high-risk and victims safety: 1) Establishment of a court-based family safety center where domestic violence victims wait for court and receive prosecution and advocacy assistance, 2) development of a firearm dispossession protocol and bench cards, 3) policy work regarding pre-trial release exceptions, and 4) provide trainings for commissioners, judges, and court personnel on interpersonal violence, 5) civil-legal assistance for petitioners seeking an order of protection, and 6) court accompaniment. Gap (2)- Nashville has not had a court watch program in over 10 years and is overdue. Since that court watch, there has been 100% turnover in the five specialized domestic violence and order of protection judges, their court personnel, and domestic violence assistant district attorneys. This turnover, combined with the impact of COVID-19 on the court system, resulted in a loss of consistent practices that take risk, trauma reduction, and victim safety into account. For this reason, this proposal engages the YWCA to develop a court watch program that will provide effective feedback to courts, prosecutors, and court-based advocates. Gap (3) Nashville does not have an effective way to prioritize high-risk cases for a speedy case disposition in General Sessions Criminal Court. Nashville has had specialized domestic violence courts for 30 years. The past effort to fast-track domestic violence cases was the establishment of a specialized court at the trial court level. This effort was not effective. This proposal, prioritizing high-risk cases for speedy adjudication, will positively impact victim safety and offender accountability.

What will be done

Challenge (1) There is a need to bring high-risk case identification and prioritization into the courtroom via a high-risk victim notification project. **Approach:** One JFF-funded position will be employed at Metro OFS. Daily, this position will compile past and current LAP results and make those results available to relevant court personnel. LAP data will also be available to General Sessions Probation to ensure probation officers can distinguish high-risk offenders in need of increased supervision and specialized conditions. **Progress** will be measured by a) completed training of courts and judicial personnel on high-risk indicators, b) the number of

high-risk cases identified enabling courts to use high-risk information in judicial determinations in sentencing, continuances, bond amount and bond/OP conditions, and probation requirements. **Outcomes:** a) increase in consideration of victim risk/ safety in the above-named determinations, and b) increased knowledge about high-risk indicators from training for court personnel. **Challenge (2)** With a 100% turnover in judges since the last court watch program, Nashville needs to engage a trusted community nonprofit partner to create and manage a survivor-focused court watch program. Court watch observations and questionnaire results need to be used to enhance effective court practices and find the best/promising alternatives to ineffective practices that negatively impact victim safety and trauma. **Approach:** OFS will subcontract with the YWCA of Middle Tennessee to lead a court watch program. This nonprofit is the largest provider of domestic violence services in the state of Tennessee, located in Nashville. Court watch volunteers will be recruited by the YWCA, OFS, nonprofit partners, and survivor groups. All volunteers will be trained by JFF-funded staff on the dynamics of domestic violence, trauma, and the significance of court settings. Quantitative and qualitative data will be aggregated to reinforce current successful practices and distill recommendations from areas of needed/suggested improvement. **Progress** will be measured by: (a) Number of volunteers and survivors recruited (b) number of volunteers and survivors trained (c) number of court watch sessions accomplished (d) number of successful practices identified (e) number of needed improvements identified and then implemented. **Outcomes:** (a) Court watch program operating in each of the 5 courts that hear general sessions criminal cases and civil orders as well as circuit court orders of protections, (b) a court-watch finding and recommendations summary report, (c) implemented recommendations and strengthened practices. **Challenge (3)** A standard is needed to prioritize high-risk offenders' cases, to improve victim safety. Standards to be considered for prioritizing high-risk cases on dockets will be LAP results, new offenses committed while on bond, severity of injury, and a history of strangulation and firearm threats/use. Prioritizing cases where the victim is at the highest risk of being killed or seriously

injured will help identify which cases are best fast-tracked on dockets. **Approach:** While court watch is being implemented, OFS' Grant Position will begin discussions with judges on prioritizing high-risk cases to lessen delay and opportunity for repeat offenses. OFS is well positioned to have these discussions as its existing work within the criminal justice system includes the following: a) OFS operates the court-based Family Justice Center, a safe, separate homey space for domestic violence, sexual assault, and trafficking victims to wait for court, receive advocacy services, and discuss their case with prosecutors, b) OFS advocates provide daily support to domestic violence victims in court (including orders of protection), c) OFS leads the city's bi-annual Interpersonal Violence Summit that includes judges and the District Attorney General, nonprofits, and survivors. d) OFS has an Executive Committee (mandated by Mayoral Executive Order) and includes the following elected officials: general sessions judges, court clerks, District Attorney General, and Chief of Police. **Progress** will be measured by: a) Court agreement that risk to victim is a relevant factor to consider for bond amounts, bond and order of protection conditions (including GPS monitoring), and the granting of continuances that delay a timely disposition, b) shared agreement on what constitutes a "high-risk victim" after training, c) recurring grant committee meetings on ways to more deeply consider high-risk victim safety to further aid judicial decision making when ruling on bond, court-ordered conditions, case setting, and continuances. **Outcomes:** a) Court agreement on changes to improve high-risk victim safety between the offender's arrest and disposition of the case, and b) reduction in delay between arrest and case disposition for high-risk victims. Currently, there is an average of 174 days from arrest to disposition for General Sessions bond cases and an average of 362 days from filing to disposition for Criminal Court bond cases. OFS leads seven interpersonal violence-related taskforces and teams. The work of these taskforces and teams culminates in Nashville's Interpersonal Violence Summit. This Summit's focus areas are a) domestic and dating violence, b) sexual assault, c) child & vulnerable adult abuse, d) stalking, e) human trafficking, f) strangulation, and g) firearm dispossession. Metro

OFS's nonprofit and governmental partners such as prosecution, courts, and police provide feedback on Nashville's strengths and weaknesses that impact victim safety and offender accountability in each focus area. Findings are discussed and recommendations are made. In January 2024, OFS and nonprofit leadership met with the judiciary, police, and prosecution to discuss the most recent Summit recommendations. Recommendations relevant to this project include: 1) In high-risk cases of IPV including SA and DV, cases need to move quicker through the system; 2) Reduce delays in court proceedings to prevent backlogs, attrition, and increased victim trauma 3) Need for stronger bond conditions to ensure those who are at highest risk of escalating violence have stricter bond conditions.

Objective (1) Bring high-risk case identification and prioritization into the courtroom.

Activity: Compile past and current LAP results related to offenders moving through the court system and make those results available daily to judges and probation officers.

Products a) training curricula and evaluations collected from judicial personnel on high-risk indicators, b) data tracking the number of high-risk cases identified and access of such designations available to courts to aid judicial determinations in sentencing, continuances, bond amount, and bond/OP conditions.

Objective (2) Quantitative and qualitative data will be aggregated from the court watch program to reinforce current successful court practices and distill recommendations from areas of needed/suggested improvement.

Activities a) Contract with the YWCA to create and manage a survivor-focused court watch program. b) Use collected data to identify best/promising alternatives to ineffective court practices that negatively impact victims. c) Recruit court watch volunteers d) Train volunteers on the structure of the court watch program, dynamics of domestic violence and trauma with a focus on court processes.

Products a) Quantitative and qualitative court watch data. b) Tracker for organizing volunteers and survivors recruited. c) Training curricula post-training evaluations for volunteers and survivors trained.

Objective (3) Create a standard for prioritizing high-risk offenders' cases.

Activities a) implement recurring collaborative with judges that results in a coordinated approach to prioritizing high-risk cases b) Create court agreement that considers risk to victim as a relevant factor to consider for bond amounts, bond and order of protection conditions, and the granting of continuances, c) Train judicial and court personnel trained on high-risk victimization.

Products a) Court agreement that addresses high-risk victim safety between the offender's arrest and disposition of the case, and b) data reports documenting a reduction in delay between arrest and case disposition for high-risk victims.

Grant-funded personnel will engage diverse partners who provide services to traditionally underserved populations as identified by the solicitation to ensure marginalized communities are consulted and recruited for the court watch program. Recruited volunteers will ensure specific court watch questions regarding marginalized victims are included in court watch questionnaires. Court watch program participation reflecting the diversity of Nashville along with data collected will inform court improvements thereby addressing to the unique needs of traditionally underserved populations including people with disabilities, people who are deaf and hard of hearing, and people with limited English proficiency. The engagement of partners servicing underserved communities, survivors, and other people with relevant lived experiences is crucial to the recruitment of court watch volunteers. Volunteers recruited will work collaboratively to formalize court watch materials. Survivors including VOICES, Nashville's Family Justice Survivor group will be a critical component of the court watch program.

Timeline

The two positions funded by this grant may collaborate, assist, and support grant-funded work to accomplish the goals, objectives, and tasks of the project. OFS and grant-funded staff will use existing data access from current collaborative with court clerks and Metro-Nashville Police Department to accomplish the objectives of this grant including LAPs, criminal records, unrestricted ex parte orders of protection petitions, and domestic violence and order of protection dockets.

TASKS & ACTIVITIES – YEAR 1	10/1/24 – 3/31/25	4/1/25 – 9/31/25
Posting, interviewing for, and hiring Court Watch (CW) and High Risk (HR) positions	X	
HR & CW – In office training: Onboarding training	X	
HR & CW - In field training: Court observations, police ride along, OFS' survivor committee, High Risk Intervention Panel and access logistics for LAP	X	
CW- Research court watch programs and interview two jurisdictions that had a successful court watch program	X	
CW – Form a Committee consisting of domestic violence survivors and grant listed nonprofit partners and practitioners to develop court watch training, procedures, and select/modify court watch observation form.	X	
HR – Meet with prosecutors and judges regarding their needs and expectations	X	
HR – Meet with Justice Integrated Systems (IT) and MNPd to discuss improving ease of accessibility of LAP	X	
HR – Secure trainer for prosecutors to learn effective approaches to present high-risk victim information to courts and prepare advance court briefings		X
HR – Review LAPs as needed and identify best avenues for information sharing and potential for improved court access	X	
CW - Create court watch committee with partner nonprofits, metro departments and survivors to plan for implementation		X

HR – Form stakeholder committee to begin discussions with judges and clerks on value and barriers of prioritizing high-risk domestic violence cases on dockets		X
TASKS & ACTIVITIES – YEAR 2	10/1/25 – 3/31/26	4/1/26 – 9/31/26
HR – Meet with judges to confirm how and when they would prefer high-risk information be presented to the court. Engage Metro Legal for any legal questions or concerns and IT/JIS for access avenues and barriers	X	
HR & CW – Finalize court watch and high-risk materials- including data collection forms, surveys, etc. with input from survivor VOICES and partners representing marginalized and underserved populations and determine best format for utilization	X	
HR & CW – Finalize judicial high-risk training and court watch curriculums	X	
HR – Finalize how court practitioners will access LAP, including creation of any documents, forms, or other materials to be shared	X	
CW – Recruit volunteers for court watch including survivors	X	
HR – Pilot Court Watch in 1 domestic violence courtroom		
CW - Meet with judges for procedural feedback on court watch logistics	X	
CW - Meet with court watch volunteers to meet training needs identified from pilot court watch	X	
HR – Continue meeting with court practitioners to finalize procedures and timing for LAP sharing	X	
HR – Prepare materials related to admissibility of LAP	X	
HR – Launch all courts and probation receiving LAP for victims when admissible during court		X
CW – Launch court watch for all domestic violence courts		X
CW – Remain accessible to court watch volunteers and court personnel for questions and feedback	X	
HR – Begin discussions on creating more effective bond amounts, bond conditions, and OP conditions based on identified risk level – including GPS monitoring		X

CW – Complete court watch		X
HR – Continue discussions with judges and clerks on value and barriers of prioritizing high-risk domestic violence cases on dockets. Implement identified areas for change to be made		X
TASKS & ACTIVITIES – YEAR 3	10/1/26 – 3/31/27	4/1/27 – 9/31/27
CW – Assimilate court watch quantitative and narrative data	X	
CW - Report to judges and others observed on identified effective and/or concerning practices identified by court watch and receive feedback and suggestions	X	
CW – Create a findings and recommendation report	X	
CW – Work collaboratively with court personnel and court watch representatives (including survivors) on suggestions that can be implemented, and current practices strengthened	X	
HR - Continue discussions regarding Fasttrack docket for high-risk domestic violence cases and advance any decisions made	X	
HR - Continue discussions regarding more effective bond amounts, bond conditions, and OP conditions based on identified risk level – including GPS monitoring	X	
HR – Continue discussions with judges and clerks on value and barriers of prioritizing high-risk domestic violence cases on dockets. Implement identified areas for change to be made	X	
CW – Advance court recommendations from court watch and court watch discussions	X	

Nashville has three specialized domestic violence General Sessions Courts that handle criminal cases and orders of protection. Nashville also has one Magistrate who hears all orders of protection when the respondent and petitioner are or have been married and/or have children in common. These judges have extensive domestic violence backgrounds including work as public defenders and prosecutors. The District Attorney's Office has a specialized domestic violence division with 9 domestic violence prosecutors. These prosecutors staff the General Sessions Criminal domestic violence dockets. Metro's OFS operates the court-based Family Safety Center (Jean Crowe Advocacy Center), where victims can wait comfortably and safely

apart from their offender while being provided advocacy support in a safe space. OFS staffs this Center with highly trained advocates who meet with victims to discuss safety planning, orders of protection, resource connection (including shelter), and high-risk indicators. Additionally, victims meet with their district attorney at this location. OFS is the lead trainer on victim advocacy, high-risk indicators, and strangulation in the state. In addition to victim safety, enhancing offender accountability is embedded in the Mission of Metro's Office of Family Safety (OFS). For example, the Nashville-Davidson County High-Risk Intervention Panel (HRIP) is a multi-disciplinary team led by OFS that works to identify high-risk domestic violence cases and create individualized intervention plans that incorporate the entire response system to increase victim safety and hold offenders accountable. The HRIP reviewed 1,221 high-risk cases in 2022. OFS also reviews every granted Order of Protection and domestic violence criminal conviction to ensure that the offender has filed the legally mandated firearm dispossession affidavit. Bi-weekly, OFS sends a list of all those who are not in compliance to judges and prosecutors. This proposal will accomplish the final and most challenging leg of this work, ensuring courts have access to this high-risk information to aid with informed decision-making.

This project proposes to expand the availability of high-risk information to the court at permissible junctures in criminal proceedings and in order of protection cases. Once available, this data could be used to further guide informed judicial decision-making in a variety of areas including sentencing, granting/denying continuances, setting bond amounts and conditions (such as GPS monitoring), and setting conditions on orders of protection. In addition to judges, this data would be made available to the Probation and Parole to better identify high-risk offenders that likely need increased supervision and specialized conditions.

The National Digital Inclusion Alliance (NDIA) named Metro Nashville and Davidson County as a 2023 Visionary Digital Inclusion Trailblazer, recognizing ongoing efforts to close the digital divide. In the first year of being recognized, Metro Nashville and Davidson County has been named a Visionary Digital Inclusion Trailblazer in recognition of excellence in the areas of

strategy, policy, community engagement, and programming. In 2023, Metro Nashville was one of 22 cities awarded in the top category.¹ Most Metro-Nashville Government IT needs are met by Metro's Information Technology Services Department. Select justice related department IT needs are met by a different department, Justice Integrated Systems (JIS). JIS' mission is to provide customized, integrated case management software and technology support products to Metro Nashville Justice Agencies so they can manage and used shared information to improve the administration of justice for the Nashville community. The Office of Family Safety, Courts, Clerks, Probation, Office of the District Attorney General, Public Defender's Office, Sheriff's Office, and Metro Nashville Police Department all use the JIS system and IT needs are met by JIS technicians. Metro's Office of Family Safety Center client database can only be accessed by approved OFS employees. To share client information with partners at High-Risk Intervention Panel, written and time-limited consent is need by the victim for each partner the information is to be shared with. OFS has existing daily access to all completed LAP forms from Metro-Nashville Police Department, offender criminal records from Criminal Justice Information Systems (CJIS), weekly gun arrest summary from Metro-Nashville Police Department, ex parte order of protection petitions from General Sessions Circuit and Civil Court Clerk (via Caselink and Innovision), and domestic violence and order of protection court dockets from Civil, Circuit General Sessions Criminal Court Clerks. Metro OFS also has access to the schedules of prosecutors and advocates meeting with victims at OFS' court and community-based Family Justice Centers. All Office of Family Safety employees have had a successful background check that allows them access to CJIS and unrestricted access to information contained in Caselink and Innovision. All staff are required to abide by confidentiality guidelines as directed by the Violence Against Women Act.

¹ *Nashville ranked among top U.S. cities for digital inclusion, Caleb Wethington, WSMV4, 2023*

The proposed court watch program is a community-based initiative as defined in the grant solicitation. Community members, practitioners, and survivors will be recruited and managed by the contracted nonprofit, YWCA, to implement this portion of the project. Court watch participants will observe court proceedings and assess whether courts are serving the identified community fairly. In addition to focusing court watch on domestic violence cases, specialized attention will be placed on marginalized and underserved victims appearing in those courts. Judicial turnover, combined with the detrimental impact of COVID on the court system, resulted in a loss of consistent court practices that take risk, trauma reduction, and victim safety into account. The court watch program will re-center victim safety and offender accountability within Nashville courts by gathering data on current practices and their impacts on victims, providing court and judicial reports outlining findings, and identifying and assisting with the implementation of best/promising alternatives to ineffective practices that negatively impact victim safety and trauma. All court watch volunteers will be trained on understanding domestic violence including common misconceptions, court processes, trauma responses in and outside of court settings, recording and compiling data, and victim safety dynamics, and further training on these topics will be provided to court personnel.

WHO WILL IMPLEMENT

Metro's Office of Family Safety (OFS) will lead the project's work. OFS' mission is focused on finding and implementing collaborative multi-agency solutions to increase interpersonal violence victim safety and offender accountability. OFS leads the city's two-Family Justice Centers and the vast partner collaborative that works within that model. Longstanding partners of OFS include Nashville's domestic violence and order of protection courts, police, district attorney's office, and the many nonprofit agencies OFS' supports and collaborates with including the YWCA. These longstanding trusting relationships will prove invaluable in implementing this project. Noteworthy is the YWCA's history of in-depth involvement with Nashville's Court Watch Program ten years ago.

Metro OFS leads the following collaborative teams and taskforces for the city: High-Risk Intervention Panel, Domestic Abuse Death Review Team, Domestic Violence Taskforce (including issues of strangulation, firearms dispossession, and stalking), Sexual Assault Taskforce, Child Abuse Taskforce, Elder/Vulnerable Adult Abuse Taskforce, and Human Trafficking Taskforce. These taskforces and teams culminate into a bi-annual Interpersonal Violence Summit attended by 60-80 practitioners and survivors. OFS' Advisory Committee (established by the Mayor's Executive Order) consists of the following members relevant to this proposal: Chief of Police, District Attorney General, and General Sessions Domestic Violence Judges. OFS' Department Head, Diane Lance, is a former domestic violence and child abuse prosecutor and Mayor's Office staff member. In her current role as OFS' Department Head, she reports to the Mayor, Freddie O'Connell. Additionally, Nashville's three General Sessions Judges all have extensive domestic violence experience. Judge Escobar has served as an assistant public defender, Assistant District Attorney (leading the domestic violence division), Metro Clerk, and Deputy Director of the Administrative Office of the Courts. Judge Walker has served as an Assistant Public Defender and assistant district attorney (also leading the domestic violence division). Judge Floyd's experience includes working as a probation officer, Mayoral Policy Advisor, Assistant Public Defender, and Assistant District Attorney.

MNPD utilizes the Lethality Assessment Protocol (LAP) for intimate partner cases. Metro OFS reviews all police LAPs and refers the highest-risk cases to OFS' multi-disciplinary High-Risk Intervention Panel (HRIP). In 2023 OFS reviewed 7,083 LAPs and selected over 1000 of those cases for HRIP to make specific enhanced efforts to increase victim safety and offender accountability efforts. HRIP is a collaborative partnership between OFS, police, prosecutors, probation/parole, and shelter providers. The YWCA is one of OFS' closest nonprofit partners and has signed MOUs with OFS each year since 2015. The YWCA serves a leadership role with Nashville's community-based Family Justice Center, serves on many OFS teams and

taskforces, and holds a leadership position for all of OFS' Interpersonal Violence Summits. The Nashville Survivor VOICES Chapter has heavily informed the development of projects, training, and programming of Metro's OFS. Lastly, with 24 years in operation, the YWCA's Weaver Center Shelter has cultivated strong relationships with survivors in Nashville and will be instrumental, along with VOICES, in recruiting survivors as observers and trainers in this project.

Metro' OFS is particularly well positioned to lead this effort as they lead much of Nashville's law enforcement, court-based, and nonprofit collaborative work in the city including all the above-named teams and taskforces and bi-annual Interpersonal Violence Summit. OFS also leads Nashville's two-Family Justice Centers. One of these Centers focuses exclusively on supporting abuse victims in court and the other is a 24/7 facility that provides walk-in crisis intervention services. Many of OFS' governmental and nonprofit partners work in these Centers including the interpersonal crimes branch of the police department (also includes therapists), Nashville's Sexual Assault Center, legal aid society, domestic violence and child sex abuse teams of the District Attorney's Office, the Department of Children Services Investigative Division, Nashville's Child Advocacy Center, and a domestic violence shelter provider. OFS works collaboratively with over 50 governmental, community, and nonprofit partners to improve interpersonal violence victim safety and offender accountability.

Metro Nashville has a history of successfully implementing projects including projects funded by OVW via the ARREST/ICJR grant program. From 2011-13, Metro Nashville and Davidson County performed a Safety & Accountability Assessment of Nashville's law enforcement and court-based domestic violence response systems. During this Assessment, a court watch program was initiated and was an effective tool to identify how Nashville/Davidson County courts could be safer and more trauma-informed for victims of domestic violence. The following highlights important changes that happened as a result of the Assessment's court

watch: 1) A court-based family justice center was created to ensure that victims have a safe and separate trauma-informed place to wait for court and meet with an advocate and prosecutors, 2) Metro Charter was amended to create Metro's Office of Family Safety (OFS) that now has 52 employees, 3) court advocates were hired to help victims with their needs including court and an obtaining and order of protection 4) specialized domestic violence courts were re-established for all domestic violence cases with three specialized judges presiding over those courts, 5) The largest Family Justice Center in the country was built. Helpful courtroom logistical changes were also made such as separating victims and offenders in the courtroom, staggering their departure, and reversing the swing on holding cell doors to prevent offenders from making eye contact with and gesturing to their victim in the courtroom gallery.

OFS is a leader in providing training and technical assistance to local, state, and national organizations and communities. In 2023, OFS provided a total of 192 trainings to 12,653 professionals and community members and provided 7,377 instances of technical assistance to multi-disciplinary partners across the country on topics related to domestic violence, court advocacy, and other interpersonal violence-related topics. OFS has presented at the National Conference on Crimes Against Women and the International Alliance for Hope Family Justice Center Conference and received the MNPDP Community Service Award in 2022 for OFS's 14-week training on IPV for all MNPDP officers. In 2024, OFS will host the Tennessee Statewide Family Justice Center Conference for the 3rd year. The goal of this event is to enhance the work of Tennessee's statewide network of Family Justice Centers through increased collaboration between FJC staff and their multi-disciplinary partners.

BUDGET DETAIL WORKSHEET**A. Personnel**

Position	Computations	Costs
High Risk Programs Position	\$62,000 X 100% X 3 Years	\$186,000

TOTAL PERSONNEL: \$ 186,000

The High-Risk Victim position will be a full-time position for the 3 years of the grant employed at the Office of Family Safety. This position will compile past and current Lethality Assessment Protocol (LAP)) results and make them available to the relevant court personnel. The compiled information will be used to guide informed judicial decision-making on sentencing, and bond setting such as amounts and conditions (GPS Monitoring and to set conditions on respondents to accompany granted Orders of Protection (OP). This position will oversee and work with YWCA Court Watch Employee and participating volunteers.

B. Fringe Benefits

Position	Computations	Costs
High Risk Programs Employee	\$26,800 X 3 Years	\$80,400

TOTAL FRINGE: \$80,400

The Metro Government of Nashville-Davidson County is requesting fringe benefits for the 3-year full-time High-Risk Victims Position. Fringe benefits include 1). OASDI at 6.2%; 2). SSMed at 1.45%; 3). Group Health; 4). Dental insurance 5). Life insurance; 6). Pension. These calculations are based on Metro Government position cost calculator.

TOTAL PERSONNEL AND FRINGE BENEFITS: \$266,400**C. Travel**

Purpose of Travel	Location	Item	Computation	Cost
OVW Mandated Training And Technical Assistance	TBD	Airfare	\$650 (avg) X 5 people X 2 trips	\$6,500
		Lodging	\$250 (avg) X 4 nights X 5 people X 2 trips	\$10,000
		Per Diem	\$175 X 3 days X 5 people X 2 trips	\$5,250
		Ground	\$100 X 2 days X 5 people X 2 trips	\$2,000
			Total:	\$23,750

An additional \$18,000 funds above the OVW-mandated training and technical assistance funds have been allocated for the Metro Office of Family Safety for programming personnel, high-risk, and partners. This brings the total training & technical assistance costs to \$27,200 including the mandated \$15,000. The exact locations of the training and technical assistance are currently unknown. Travel estimates have been made using Metro's travel policy.

JFF Grantee Orientation Travel

Purpose of Travel	Location	Item	Computation	Cost
OVW mandated travel to JFF grantee orientation	TBD	Airfare	\$650 (avg) 3 people	\$2,600
		Lodging	\$250 (avg) 3 people x 3 nights	\$3,000
		Per Diem	\$175 (avg) people x 4 days	\$2,800
		Ground	\$100 X 2 days X 4 people X 1 trips	\$800
				Total \$9,200

TOTAL OVW GRANTEE ORIENTATION TRAVEL: \$9,200

TOTAL TRAVEL: \$32,950

D. Equipment

Item	Computations	Costs
Copy Machine rental & maintenance	\$ 50/ month X 36	\$1,800
Laptop computers	\$ 1,200 X 1	\$1,200
Monitor	\$ 200 X 1	\$200
Eport Replicator	\$ 100 X 1	\$100
Eview Stand	\$ 101 X 1	\$101

Grant-funded personnel will be using an existing 3-function copy machine (copy, scan, fax) for items such as brochures, training materials, agendas, memorandums, etc. One laptop and associated equipment will be purchased for the one grant-funded employee.

TOTAL EQUIPMENT: \$3,401

E. Supplies

Item	Computations	Costs
Office Supplies (Paper, toner, pens, folders, flash drives, etc.)	\$100/month X 36 months	\$3,600

TOTAL SUPPLIES: \$3,600**F. Training/Working Lunch**

Item	Computations	Costs
Box Lunch	18 lunches for 10 people X \$15	\$2,700

TOTAL TRAINING /WORKING LUNCH: \$2,700

Nashville - Davidson County will offer working lunch during training for the judicial judges given the extenuating nature of judicial schedules. The working lunch will ensure judges can step away from their busy dockets and attend training as part of their scheduled lunch break without impacting or lengthening the day for judges, court personnel, or victims waiting in court or extending the training to achieve program outcomes. Per DOJ manual guidance, not serving food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes.

G. Other Cost

Item	Computations	Costs
Employee Background check	\$100 per person X 2	\$200
Printing Materials	\$.60 each page X 3000	\$1,800
Translate Materials	\$2,000 per language X 7 languages	\$14,000
Parking for Court Watch Volunteers	\$20 per day for 100 days	\$2,000
Database Access fee	\$ 200 X36 Months	\$7,200

All employees must have a criminal background check before being hired. Allowances have been made for more than one applicant per job and possibly having to replace an employee that resigns. In order to effectively serve the marginalized and underserved populations due to language barriers, Metro will create, translate, and print brochures in 7 languages commonly spoken in Nashville. Judicial instruction cards will be printed.

TOTAL OTHER: \$25,200**H. Indirect Cost-N/A****Total: \$0**

I. Contract/ Consulting

Metro Office of Family Safety will contract with the YWCA of Middle Tennessee to create and manage a survivor-focused court watch program. The contract will fund one (1) full-time position employed by the YWCA of Middle Tennessee and will cover 100% of the salary, fringe benefits, equipment, supplies, etc.

Position	Computations	Costs
YWCA Employee Salary Year 1:	\$55,000 X 100%	\$ 55,000
YWCA Employee Salary Year 2:	\$55,000 X 100% X 3%	\$ 56,650
YWCA Employee Salary Year 3:	\$56,650 X 100% X 3%	\$ 58,350

YWCA TOTAL PERSONNEL: \$170,000

BENEFITS & TAXES

Position	Computations	Costs
YWCA Employee Benefits & Taxes Year 1:	\$55,000 X 15%	\$8,250
YWCA Employee Benefits & Taxes Year 2:	\$56,650 X 15%	\$8,498
YWCA Employee Benefits & Taxes Year 3:	\$58,350 X 15%	\$8,753

YWCA TOTAL FRINGE BENEFITS: \$25,500

YWCA TOTAL PERSONNEL & FRINGE BENEFITS: \$195,500

J. YWCA OTHER COST

Position	Computations	Costs
YWCA Office Supplies	\$500 X 3 Years	\$1,500.00
YWCA Professional Fees (Monthly IT Support)	\$1,320 X 3 Years	\$3,960.00
YWCA Equipment (New Laptop & Set-up)	\$3,775 X 1	\$3,775.00
YWCA Employee Travel	\$338 X 3 Years	\$1,014

YWCA TOTAL OTHER COST: \$10,249

YWCA TOTAL CONTRACT/CONSULTING: \$205,749

K. OTHER CONTRACT/CONSULTING

Metro Office of Family Safety will fund OFS partners and nonprofits; Fifty Forward, Bridges for the Deaf and Hard of Hearing, and Hispanic Family Foundation for recruiting volunteers and assisting with training. The court watch efforts will specifically look for concerns regarding the unique needs of people with disabilities, people who are deaf and hard of hearing, and non-English speaking populations. OFS will also fund survivors and people with relevant lived experiences.

<u>Item</u>	<u>Computations</u>	<u>Costs</u>
Hispanic Family Foundation	\$15,000 X 1	\$15,000
Bridges for the Deaf & Hard of Hearing	\$15,000 X 1	\$15,000
Fifty Forward	\$15,000 X 1	\$15,000
Voices Survivor Group	\$15,000 X 1	\$15,000

TOTAL OTHER CONTRACT/CONSULTING: \$60,000

TOTAL CONTRACT/CONSULTANT: \$264,865

BUDGET SUMMARY

Budget Category	Amount
A. TOTAL PERSONNEL:	\$186,000
B. TOTAL FRINGE BENEFITS:	\$80,400
C. TOTAL TRAVEL:	\$32,950
D. EQUIPMENT:	\$3,401
E. TOTAL SUPPLIES:	\$3,600
F. TRAINING/WORKING LUNCH	\$2,700
G. OTHER COST	\$25,200
H. TOTAL CONTRACT/CONSULTANT	\$265,749
TOTAL PROJECT COSTS:	\$600,000

January 24, 2024

Director
Office on Violence Against Women
145 N St., NE
Washington, DC 20530

Director:

This letter serves to certify that, in fulfillment of the statutory applicant requirement, The Metropolitan Government of Nashville and Davidson County will:

Ensure that the organizational policies of the applicant do not require mediation or counseling involving offenders and victims being physically present in the same place, in cases where sexual assault, domestic violence, dating violence, or stalking is alleged.

Sincerely,

Freddie O'Connell
Freddie O'Connell
Mayor

U.S. Department of Justice
Office on Violence Against Women



Acknowledgement of Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provisions of the Violence Against Women Act, as Amended

Under section 40002(b)(2) of the Violence Against Women Act, as amended (42 U.S.C. 13925(b)(2)), grantees and subgrantees with funding from the Office on Violence Against Women (OVW) are required to meet the following terms with regard to nondisclosure of confidential or private information and to document their compliance. By signature on this form, applicants for grants from OVW are acknowledging that they have notice that, if awarded funds, they will be required to comply with this provision, and will mandate that subgrantees, if any, comply with this provision, and will create and maintain documentation of compliance, such as policies and procedures for release of victim information, and will mandate that subgrantees, if any, will do so as well.

(A) In general

In order to ensure the safety of adult, youth, and child victims of domestic violence, dating violence, sexual assault, or stalking, and their families, grantees and subgrantees under this subchapter shall protect the confidentiality and privacy of persons receiving services.

(B) Nondisclosure

Subject to subparagraphs (C) and (D), grantees and subgrantees shall not—

- (i) 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
- (ii) 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.

(C) Release

If release of information described in subparagraph (B) is compelled by statutory or court mandate—

- (i) grantees and subgrantees shall make reasonable attempts to provide notice to victims affected by the disclosure of information; and
- (ii) grantees and subgrantees shall take steps necessary to protect the privacy and safety of the persons affected by the release of the information.

(D) Information sharing

(i) Grantees and subgrantees may share—

- (I) 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;
- (II) court-generated information and law enforcement-generated information contained in secure, governmental registries for protection order enforcement purposes; and
- (III) law enforcement-generated and prosecution-generated information necessary for law enforcement and prosecution purposes.

(ii) In no circumstances may—

- (I) an adult, youth, or child victim of domestic violence, dating violence, sexual assault, or stalking 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 grantee or subgrantee;
- (II) 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.

(E) Statutorily mandated reports of abuse or neglect

Nothing in this section prohibits a grantee or subgrantee from reporting suspected abuse or neglect, as those terms are defined and specifically mandated by the State or tribe involved.

(F) Oversight

Nothing in this paragraph shall prevent the Attorney General from disclosing grant activities authorized in this Act to the chairman and ranking members of the Committee on the Judiciary of the House of Representatives and the Committee on the Judiciary of the Senate exercising Congressional oversight authority. All disclosures shall protect confidentiality and omit personally identifying information, including location information about individuals.

(G) Confidentiality assessment and assurances

Grantees and subgrantees must document their compliance with the confidentiality and privacy provisions required under this section.

As the duly authorized representative of the applicant, I hereby acknowledge that the applicant has received notice that if awarded funding they will comply with the above statutory requirements. This acknowledgement shall be treated as a material representation of fact upon which the Department of Justice will rely if it determines to award the covered transaction, grant, or cooperative agreement.

Freddie O'Connell	Mayor
Typed Name of Authorized Representative	Title

Telephone Number _____

<i>Freddie O'Connell</i>	2/1/2024 11:48 AM CST
Signature of Authorized Representative	Date Signed

Metropolitan Government of Nashville and Davidson County
Agency Name

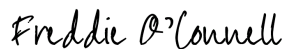
January 24, 2024

Director
Office on Violence Against Women
145 N St., NE
Washington, DC 20530

Director:

Metropolitan Government of Nashville and Davidson County certifies that any funds received through the Justice for Families Grant Program will be used to supplement, not supplant, existing non-federal funds that otherwise would be available for activities under the award. The Metropolitan Government of Nashville and Davidson County understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Sincerely,



Freddie O'Connell
Mayor



December 30, 2023

Dear Director:

In response to inquiries regarding the financial management practices of the Applicant Metropolitan Government of Nashville-Davidson County, Tennessee ("Metro"):

Financial Management Questionnaire

1. Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding? Provide a brief description of the applicant's policies and procedures that ensure funds will be tracked appropriately.

Yes. Grants in Metro Government are budgeted and accounted for separately under Special Revenue Funds with a separate Business Unit (Cost Center) for each grant in Metro's general ledger.

2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Provide a brief list of the topics covered in the applicant's policies and procedures. OVW may request a copy for review during the application/award process or as part of the grant monitoring process.

Yes. Metro has written accounting and financial policies and procedures. These policies and procedures are reviewed quarterly by a Policy Review Steering Committee. Some topics are as follows: 1) Post award; 2) Grants Monitoring; 3) Questioned Costs; 4) Grant drawdowns & reimbursements.

3. Is the applicant's financial management system able to track actual expenditures

and outlays with budgeted amounts for each grant or subgrant? Provide a brief summary of the organization's process for tracking expenditures, including tracking budgeted versus actual amounts.

Yes, same as in #1 above. Grantees can track activities on grants and sub grants on a continuing basis.

4. Does the applicant have procedures in place for minimizing the time between transfer of funds from the United States Treasury and disbursement for project activities? Provide a short summary of the applicant's policy for requesting payments for grant awards.

Yes, policies and procedures are in place that require Metro grant recipients to submit claims for reimbursement as close to the timing that actual expenses are incurred as possible.

5. Does the applicant have effective internal controls in place to ensure that federal funds are used solely for authorized purposes. Provide a brief description of the applicant's internal controls that will provide reasonable assurance that the award funds will be managed properly.

Yes, Metro has strong internal controls in place. The receipts of funds, requisitions and approval of purchases and disbursements, recording of financial transactions and reporting are completely segregated. No one person has complete control of any complete process.

6. Does the applicant have a documented records retention policy? If so, briefly describe the policy and confirm that the policy complies with federal regulations.

Information on Record Retention and Access can be found at 2 C.F.R. 200.334-200.338.

Yes, Metro has policies in place to retain records until audited or in compliance with grantor specific requirements.

7. Does the applicant or any of its employees have any potential personal or organizational conflicts of interest related to the possible receipt of OVW award funds? Applicants are required to disclose in writing any potential conflicts of interest to their awarding agency. See 2 C.F.R. § 200.112 and Chapter 3.20, Grant Fraud, Waste and Abuse, of the DOJ Financial Guide for additional information.

Applicant and employees do not have conflicts of interest related to the possible receipt of OVW award funds. If a conflict were to arise, Metro would disclose in writing to the awarding agency. Grant fraud, waste and abuse materials will be posted as required.

8. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200)? Provide a short list of the individual's qualifications/experience. If the individual is not familiar with the applicable rules and regulations, the applicant must contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 immediately after the applicant is notified of its award to coordinate training.

Yes, Diane Lance is a former prosecutor, OFS's Department Head and was the Mayors Safety & Accountability Audit Chair. She has administered numerous grants awarded to Metro. Diane and her executive leadership team are familiar with applicable grant management rules, principles and regulations including the Uniform Administrative Requirements, Cost Principles, and Audit requirements for Federal Award. Diane Lance has managed JAG, VOCA, STOP, OVC and ICJR grants.

9. Does the applicant have policies and procedures in place to manage subawards and monitor activities of subrecipients as necessary to ensure that subawards are used for authorized purposes, in compliance with laws, regulations, and terms and conditions of the award, and that established subaward performance goals are achieved (2 C.F.R. §§ 200.331-200.333)? Provide a brief description of the organization's policies and procedures on subrecipient management and monitoring.

Yes. In addition to a Metro Grants Department, the Office of Family Safety conducts a minimum of semi-annual monitoring of any sub-recipients as necessary to ensure that sub-awards are used for authorized purposes, in compliance with laws, regulations, and terms and conditions of the award; and that established sub-award performance goals are achieved (2 CFR 200.330-332).

10. Does the applicant currently require employees to maintain time distribution records that accurately reflect the work performed on specific activities or cost objectives in order to support the distribution of employees' salaries among federal awards or other activities (2 C.F.R. § 200.430)? Budget estimates do not qualify as support for charges to federal awards. Provide a brief description of the organization's established

timekeeping policies and procedures.

Employees under this grant will be 100% funded by this grant. No employee under this grant will have time distributed between grants. If this were to change, Metro would require employees to maintain time distribution records that accurately reflect the work performed on specific activities or cost objectives to support the distribution of employees' salaries among awards and activities.

11. Is the applicant designated as high risk by a federal agency outside of DOJ? ("High risk" includes any status under which a federal awarding agency provides additional oversight due to the applicant entity's past performance, or other programmatic or financial concerns with the applicant entity.) If so, provide the names(s) of the federal awarding agency, the date(s) the agency notified the applicant entity of the high risk designation, contact information for the high-risk point of contact at the federal agency, and the reason for the high-risk status, as set out by the federal agency.

The Metro Government of Nashville and Davidson County is not designated as high risk by a referral agency outside of DOJ.

Sincerely,



Diane Lance

Department Head

Metropolitan Government of Nashville-Davidson County

Office of Family Safety

Data Requested with Application

1. Name, title, address, telephone number, and email address for the grant point-of contact. This person must be an employee of the applicant.

LaToya Townsend, LMSW

Deputy Director of Development – Metro Office of Family Safety

Family Safety Center

610 Murfreesboro Pike

Nashville, TN 37210

615-862-5159 latoyatownsend@jnsnashville.gov

2. Is the applicant (the organization whose unique entity identifier is being used for the application) serving as a fiscal agent? A fiscal agent is an entity that does not participate in implementation of the project and passes all funds through to subrecipients, conducting minimal administrative activities. Note: The fiscal agent must be an eligible applicant for the program.

The Metropolitan Government of Nashville and Davidson County will not serve as a fiscal agent on this grant. The Metropolitan Government of Nashville and Davidson County will implement this project and handle all related statutory, fiscal, and programmatic requirements as well as all project deliverables.

3. Has the applicant expended \$750,000 or more in federal funds in the applicant's past fiscal year?
Specify the end date of the applicant's fiscal year

a. Yes, the Metropolitan Government of Nashville and Davidson County has expended more than \$750,000 in federal funds this past fiscal year. The end date of the fiscal year is June 30th of each year.

4. Is the applicant a nonprofit organization that is described in section 501(c)(3) of the Internal

Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code?

The Metropolitan Government of Nashville and Davidson County is not a nonprofit organization. The Metropolitan Government of Nashville and Davidson County is a unit of local government. The Metropolitan Government of Nashville and Davidson County is a unit of local government. The Office of Family Safety is a department within the Metropolitan Government of Nashville and Davidson County. The mission of the Metropolitan Government of Nashville and Davidson County's Office of Family Safety is to increase victim safety and offender accountability by providing vital crisis intervention services to victims of interpersonal violence while maintaining the emotional wellness of service providers.

5. Is the applicant a nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code?

a. The Metropolitan Government of Nashville-Davidson County is not a nonprofit organization. The Metropolitan Government of Nashville and Davidson County is a unit of local government.

6. Is the applicant a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable? For additional information about the safe-harbor procedure, see Disclosure of Process Related to Executive Compensation in the Budget and Associated Documentation section of this solicitation.

The Metropolitan Government of Nashville and Davidson County is not a nonprofit organization. The Metropolitan Government of Nashville and Davidson County is a unit of local government.

6. Statement as to whether the applicant is a faith-based organization.

The Metropolitan Government of Nashville and Davidson County is not a faith-based organization. The Metropolitan Government of Nashville and Davidson County is a unit of local government.

7. Identify the percentage of grant activities, should the application be funded, that will address each of the following issues (the total percentages should not exceed 100):

- a. Domestic Violence 81%
- b. Dating Violence 10%
- c. Sexual Assault 5%
- d. Stalking 2%
- e. Child Sexual Abuse 2%

8. Does the applicant propose to address the OVW Priority Area: Advance equity and tribal sovereignty as essential components of ending sexual assault, domestic violence, dating violence, and stalking by improving outreach, services, civil and criminal justice responses, prevention, and support for survivors from historically marginalized and underserved communities, particularly those facing disproportionate rates or impacts of violence and multiple barriers to services, justice, and safety?

- a. **This application does not address OVW Priority Area: Advance equity and tribal sovereignty as essential components of ending sexual assault, domestic violence, dating violence, and stalking by improving outreach, services, civil and criminal justice responses, prevention, and support for survivors from historically marginalized and underserved communities, particularly those**

facing disproportionate rates or impacts of violence and multiple barriers to services, justice, and safety

9. Does the applicant propose to address the OVW Priority Area: Increase access to justice for all survivors of sexual assault, domestic violence, dating violence, and stalking, including through exploration of survivor-centered criminal justice system reform?

a. **This application does address OVW Priority Area: Increase access to justice for all survivors of sexual assault, domestic violence, dating violence, and stalking, including through exploration of survivor-centered criminal justice system reform.**

10. Does the applicant propose to address the OVW Priority Area: Expand economic justice and financial advocacy for survivors of sexual assault, domestic violence, dating violence, and stalking, including as a tool for violence prevention?

a. **This application does not address OVW Priority Area: Expand economic justice and financial advocacy for survivors of sexual assault, domestic violence, dating violence, and stalking, including as a tool for violence prevention.**

11. Does the applicant propose to implement a Standard Project?

a. **The Metropolitan Government of Nashville and Davidson County will implement a Standard project.**

12. Does the applicant propose to implement a Comprehensive Project?

a. **The Metropolitan Government of Nashville and Davidson County does not propose a comprehensive project.**

13. Will the application address Purpose Area 1 (supervised visitation and safe exchange)?

- a. **This application does not address Purpose Area 1 - supervised visitation and safe exchange.**

14. Is the applicant a new supervised visitation and safe exchange program or an applicant that has never received funds from OVW for the proposed supervised visitation and safe exchange program for families with a history of domestic violence?

- a. **The Metropolitan Government of Nashville & Davidson County is not a new supervised visitation and safe exchange program or an applicant who has never received funds from OVW for the proposed supervised visitation and safe exchange program for families with a history of domestic violence.**

15. Will the application address Purpose Area 3 (training for court-based and court-related personnel)?

- a. **This application does not address Purpose Area 3 - training for court-based and court-related personnel.**

16. Will the application address Purpose Area 5 (courts and court-based services)?

- a. **This application does address Purpose Area 5 - (courts and court-based services).**

17. Will the application address Purpose Area 6 (civil legal assistance)?

- a. **The Metropolitan Government of Nashville & Davidson County is not addressing Purpose Area 6 (civil legal assistance).**

18. Will the application address Purpose Area 8 (training within the civil justice system)?

- a. **This application does not address Purpose Area 8 - within the civil justice system**

19. Is the applicant a State?

- a. The Metropolitan Government of Nashville & Davidson County is not a state. The Metropolitan Government of Nashville & Davidson County is a unit of local government. The Metropolitan Government of Nashville-Davidson County is a unit of local government. The Office of Family Safety is a department within the Metropolitan Government of Nashville-Davidson County. The mission of the Metropolitan Nashville-Davidson County Office of Family Safety is to increase victim safety and offender accountability by providing vital crisis intervention services to victims of interpersonal violence while maintaining the emotional wellness of service providers.**

20. Is the applicant a unit of local government?

- a. The Metropolitan Government of Nashville & Davidson County is a unit of local government. The Office of Family Safety is a department within the Metropolitan Government of Nashville and Davidson County. The mission of the Metropolitan Nashville and Davidson County Office of Family Safety is to increase victim safety and offender accountability by providing vital crisis intervention services to victims of interpersonal violence while maintaining the emotional wellness of service providers.**

21. Is the applicant a court (including a juvenile court)?

- b. The Metropolitan Government of Nashville & Davidson County is not a court. The Metropolitan Government of Nashville & Davidson County is a unit of local government. The Office of Family Safety is a department within the Metropolitan Government of Nashville and Davidson County. The mission of the Metropolitan Nashville and Davidson County Office of Family**

Safety is to increase victim safety and offender accountability by providing vital crisis intervention services to victims of interpersonal violence while maintaining the emotional wellness of service providers.

22. Is the applicant an Indian tribal government?

- c. **The Metropolitan Government of Nashville and Davidson County is not an Indian tribal government. The Metropolitan Government of Nashville-Davidson County is a unit of local government.**

23. Is the applicant a nonprofit organization?

- a. **The Metropolitan Government of Nashville and Davidson County is not a nonprofit organization. The Metropolitan Government of Nashville-Davidson County is a unit of local government.**

24. Is the applicant a legal service provider?

- a. **The Metropolitan Government of Nashville and Davidson County is not a legal service provider. The Metropolitan Government of Nashville and Davidson County is a unit of local government.**

25. Is the applicant a victim service provider?

- a. **The Metropolitan Government of Nashville and Davidson County is not a victim service provider. The Metropolitan Government of Nashville and Davidson County is a unit of local government.**

26. Identify the mandatory Court and the nonprofit, nongovernmental, or tribal domestic violence or sexual assault victim service provider partners:

- a. Court

- i. **General Sessions Court Administrator (several courts), Metropolitan Nashville and Davidson County Criminal Court Clerk's Office, and the Metropolitan Nashville and Davidson County Civil Court Clerk's Office**
- b. Victim service provider
 - i. **YWCA**
 - ii. **Hispanic Family Foundation**
 - iii. **Bridges for the Deaf & Hard of Hearing**
 - iv. **Fifty Forward**

Job Title: High-Risk Court Watch Specialist
Department: Office of Family Safety (OFS) & YWCA
Full/Part Time: Full Time
Location: Nashville, TN

Summary:

This position is responsible for supporting the Court Watch Program funded by the Office on Violence Against Justice for Families Program. This program will identify significant safety gaps for victims of interpersonal violence rooted in-court experience. This work is accomplished through court watch, training, and collaborative work with court-based partners. Court system recommendations will be compiled in a report to implement cross-cutting solutions. This position is responsible for working collaboratively with community partners and Metro OFS as appropriate. This position is responsible for tracking court watch projects, quality assurance, issue tracking, and training staff, volunteers, and partners.

Supervision Exercised/Supervision Received

This position works under the direct supervision of the Director of High-Risk Programs. This position is responsible for training court personnel, volunteers, and staff on topics related to interpersonal violence and the court watch program.

Working Environment/Physical Demands

The work environment involves high exposure to trauma of victims of interpersonal violence at risk for homicide. The risk of vicarious trauma is high. The office environment is favorable and only normal safety precautions typical of offices, meeting and training rooms, etc.

Essential Duties and Responsibilities:

Court Watch Data Entry & Analysis

- Assists with data entry on high-risk program teams related to court including high-risk case review, fatality case review, human trafficking case management, strangulation, sexual assault, and firearms dispossession.
- Tracks trends and patterns in the Court Watch, LAP, Danger Assessment, etc.)
- Coordinates data collection and reporting for IPV Taskforces, IPV Summit, and other collaborative events
- Collect high-risk court data and related information on individuals served and case outcomes for grant reporting and analysis
- Performs quality assurance for data to represent high-risk teamwork
- Works with the Office of Family Safety Training, Outreach, and Grant Manager to meet all grant deadlines through reports, outcomes, and updates.

High-Risk Court Watch Project Support

- Assist with planning, meeting coordination, and follow-up tasks for Court watch collaborative and other task force and multi-disciplinary team meetings as needed
- Assists Deputy Director of Programs with coordination of semi-annual IPV Summit related to high-risk interpersonal violence cases (focus on court experience).
- Create curricula and present training on High-Risk Court experience specialized topics as appropriate

Court Watch Research, Reports & Document Creation

- Conduct research related to the Courtwatch program.
- Creation of reports, infographics, and other documents related to courtwatch outputs
- Research existing court watch programs and best practices

- Create deliverables for the JFF program such as reports, policies, and protocols as needed

Supervision

- Train and support court watch volunteers and interns

General

- Establishes and maintains positive and supportive working relationships with staff and partners.

Required Qualifications:

- Bachelor's Degree from an accredited college or university
- Strong administrative skills with Microsoft program (Excel, Access, PowerPoint).
- Experience working on domestic violence, sexual assault or related issues
- Experience working in or with both non-profits and the criminal justice system – specifically court
- Experience working with multidisciplinary teams/collaboratives

Preferred Qualifications:

- Demonstrated understanding of the dynamics of domestic violence and effective intervention strategies.
- Demonstrated ability and willingness to engage in positive collaboration with individuals and groups with diverse perspectives
- Strong interpersonal skills
- Excellent written and oral communication skills
- Strong organizational skills
- Background check
- Problem solver, highly efficient, and detail-oriented
- Experience with programs that create compelling video or presentation materials.
- Experience with data management and analytics, particularly Microsoft Access
- Experience working under and reporting on grants

Applicant Materials:

- Cover Letter
- Resume
- References
- 1-2 page writing sample related to at least one of the following topics: domestic violence, sexual assault, rates of abuse for incarcerated women, human trafficking, and child abuse.



Interagency Memorandum of Understanding

WHEREAS, the Metropolitan Government of Nashville and Davidson County, The Metro Office of Family Safety (OFS) and the Office of the Nashville & Davidson County District Attorney General, The YWCA Nashville & Middle Tennessee, 50 Forward, Bridges, and the Hispanic Family Foundation (HFF) have come together to collaborate and to make an application for OVW Fiscal Year 2024 Justice for Families grant; and

WHEREAS, the partners listed below have agreed to enter into a collaborative agreement in which the Metropolitan Government of Nashville and Davidson County will be the lead agency and named applicant and the other agencies will be partners in this application; and

WHEREAS, the partners herein desire to enter into a Memorandum of Understanding setting forth the services to be provided by the collaborative; and

WHEREAS, the application prepared and approved by the collaborative through its partners is to be submitted to the Office on Violence Against Women on or before **February 1, 2024.**

I. Description of Partner Agencies

Metro's Office of Family Safety

Metro's Office of Family Safety is a Department within the Nashville & Davidson County government. This Department was established in the Metro Charter in 2015. The mission of the Metropolitan Nashville & Davidson County Office of Family Safety is to increase victim safety and offender accountability by providing vital crisis intervention services to victims of interpersonal violence while maintaining the emotional wellness of service providers. This Mission is accomplished in our court and community-based Family Safety Centers through client advocacy, training, outreach, multi-disciplinary teams, and Family Safety Center collaboration.

DA's Office

The District Attorney General for the 20th Judicial District is responsible for the prosecution of all alleged violations of state criminal laws that occur within Metropolitan Nashville-Davidson County.

YWCA of Nashville & Middle Tennessee

A 125-year institution in Nashville, the YWCA is one of the oldest and largest nonprofits in the region focused on the needs of women, girls, and families. They are deeply committed to working on issues of gender, economic, social, and racial justice with a Mission of eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity for all.

Bridges for the Deaf and Hard of Hearing

Founded in 1927, Bridges for the Deaf and Hard of Hearing serves individuals with hearing loss, providing education, outreach, case management, and interpreting services while striving for a community of equality, access, opportunity, and self-realization, a community in which all are welcomed and valued.

Hispanic Family Foundation

The Hispanic Family Foundation advocates for all Hispanic and immigrant families in Nashville and the surrounding area and is committed to programs that improve their quality of life. The Hispanic Family Foundation's Mission is to utilize its platforms of economic, social services, advocacy, and culture to educate and strengthen Nashville's Hispanic and immigrant communities.

II. History of Relationship

All non-partners listed above are longstanding MOU partners with Metro's Office of Family Safety and its Family Justice Centers. The aforementioned partners collaborate with the Metro Office of Family Safety in resource development efforts including but not limited to:

- 1) Assist Metro's Office of Family Safety (OFS) in furthering the recommendations of Metro's 2013 Domestic Violence Safety and Accountability Assessment.
- 2) Working collaboratively with OFS under the Family Safety Centers' coordinated response to interpersonal violence model.
- 3) Supporting the high-risk intervention and training initiatives of the Office of Family Safety, including the work of the OFS training and outreach committees and affinity groups.
- 4) Working cooperatively with the Office of Family Safety and its Family Safety Centers partners, including those listed in this MOU.
- 5) Assisting with resource development efforts such as providing needed grant and interpersonal violence outcome data, not including confidential and non-public record information.
- 6) Supporting OFS resource development efforts, absent a conflict/disagreement.

Specific collaborative work accomplished with each non-profit partner is as follows:

1) YWCA

- a. YWCA President & CEO appointed by Mayor John Cooper to Nashville's Community Safety Partnership Advisory Board.
- b. YWCA President and CEO serves as an executive member of OFS' Interpersonal Violence Summit.
- c. YWCA is the shelter and crisis line provider for the Metro-Nashville Police Department Lethality Assessment Protocol.
- d. YWCA serves on the following Metro Office of Family Safety Teams and Taskforces: High-Risk Intervention Panel, Domestic Abuse Death Review, Family Safety Center Leadership Team, Strangulation Response Taskforce, and Firearm Dispossession Taskforce.
- e. YWCA is the primary shelter referral for Metro Office of Family Safety clients, their children, and pets.
- f. YWCA has been a partner of the Metropolitan Government for over 20 years and a specific partner of OFS since its inception.

2) 50 Forward

- a. 50 Forward has history of co-locating staff at OFS' community-based Family Justice Center.
- b. Has executive representation at OFS' Interpersonal Violence Summits.
- c. Assisted in OFS accessibility plan creation.
- d. Collaborates with OFS on Metro's Vulnerable Adult Protective Investigation Team
- e. Serves as referral partner for Nashville's Family Justice Center clients
- f. Provides training and technical assistance for OFS.

3) Bridges for the Deaf & Hard of Hearing

- a. Assisted in OFS accessibility plan creation.
- b. Serves as a primary referral partner for clients with language accessibility needs.
- c. Provides training and technical assistance.

4) Hispanic Family Foundation

- a. Collaborates on events serving underserved populations.
- b. Serves as a major referral partner for clients with language accessibility needs.
- c. Provides opportunities for OFS engagement related to underserved community needs.

5) DA's Office

- a. Participates in OFS' High-Risk Intervention Panel's weekly calls and monthly meetings.
- b. Participates in OFS' case review on the monthly Domestic Abuse Death Review Team.
- c. Participates in quarterly taskforce meetings facilitated by the OFS, including the Sexual Assault Response Systems Taskforce, the Strangulation Response Committee, and the Antitrafficking Collaborative of Davidson County.
- d. Leads the county's Vulnerable Adult Protection Investigative Team (VAPIT) at OFS' community-based Family Justice Center.
- e. Assistant District Attorneys and Victim Witness Coordinators meet with domestic violence victims daily in OFS' court-based Family Justice Center.
- f. Participates in Domestic Violence & Firearms Disposition Taskforce meetings that occur on a bi-annual basis facilitated by the OFS.
- g. Receives OFS's daily firearms and strangulation flagging data on offenders from OFS.
- h. Participates in and/or led team discussions on better prioritizing high-risk intimate partner cases to improve victim safety and offender accountability.

III. Development of Application

The Metro Nashville and Davidson County Government's is the lead application. The following were steps taken in the development of the application by Metro Government's Office of Family Safety>

- 1) Metro OFS, The Office of the District Attorney General, Domestic Violence Judges, and nonprofit partners including the Presiding Judge and Court Administrators worked to develop shared objectives for court watch and high-risk designation considerations.
- 2) OFS used feedback to develop this application
- 3) In addition to court feedback in developing this application, OFS used top-tier recommendations from OFS' 2023 Interpersonal Violence Summit. This Summit had approximately 75 stakeholders present who expressed support for the objectives of this grant, including identifying accessibility issues in court for marginalized and underserved individuals. Emphasis in discussing this topic was placed on vulnerable adults.
- 4) Internal OFS meetings compiled feedback from court meetings and the summit to write this grant proposal.
- 5) Drafts of this grant were provided to all stakeholders for feedback.
- 6) Once feedback was received it was discussed and/or incorporated.
- 7) OFS shared this proposal and draft with the YWCA and other partners. OFS received positive feedback in this partnership, a partnership that continues a long and sustained history of working together.
- 8) This MOU and letters of commitment were drafted by OFS and shared with partners. Any feedback received was discussed and/or incorporated.
- 9) Metro OFS worked closely with the city government to process the grant application through the Mayor and Council Offices to submit.
- 10) All parties have read and support the programs outlined in this proposal.

IV. Roles and Responsibilities

NOW, THEREFORE, it is hereby agreed by and between the partners as follows:

- 1) The **Metropolitan Government of Nashville and Davidson County's Office of Family Safety** will provide support to victims of domestic violence, dating violence, sexual assault, and stalking by fulfilling the following project activities:
 - Formulating and launching a court observation program with training and preparation for all court observers and inclusion of marginalized viewpoints (including survivors) and experiences in collaboration with the YWCA of Nashville and Middle Tennessee.
 - Assimilating court observation feedback in a manner that informs training needs, practice improvement, material creation, and practice improvement.
 - Determining nonprofit partner trainers to assist in their unique areas of expertise and receive feedback and input from participants and judicial leaders.
 - Launching training.
 - Assimilating high-risk information in a manner that can be better utilized and accessed by court practitioners.
 - Assisting in identifying areas of training needs as well as best and promising practices in the handling of high-risk victims and offenders.
 - Leading collaborative team meetings under the JFF grant.

- 2) The **District Attorney General of Nashville and Davidson County (DA's Office)** will support victims of domestic violence, dating violence, sexual assault, and stalking by fulfilling the following project activities:
 - Receiving and participating in court observation feedback opportunities.
 - Participating in court-focused trainings to improve practices and procedures.
 - Working collaboratively with grant partners to improve accessibility and trauma responsiveness of court-focused services and experiences
 - Assisting in the assimilation of high-risk information in a manner that can be better utilized by court practitioners.
 - Assisting in identifying areas of training needs as well as best and promising practices.
 - Participating in collaborative team meetings under this grant
 - Assisting in training court watch volunteers
 - Participating in recurring meetings focused on high-risk case prioritization.

- 3) The **YWCA of Middle Tennessee** will support victims of domestic violence, dating violence, sexual assault, and stalking by fulfilling the following project activities:
 - Formulating and launching a court watch program with training and preparation for all participants and inclusion of marginalized viewpoints and experiences in collaboration with the Metro Office of Family Safety and the Metropolitan Government of Nashville & Davidson County
 - Assisting in identifying areas of court practitioner training needs
 - Permitting staff and/or volunteers (as able) to participate in court observations.
 - Assisting/leading court practitioner training in trauma-informed best and promising practices to victims of sexual assault
 - Assisting with court practitioner training focused on accessibility for marginalized populations as identified in this grant
 - Participating in collaborative team meetings under this grant

4) **Bridges for the Deaf & Hard of Hearing**

- Assisting in recruiting court watch volunteers and survivors
- Providing training and technical assistance on accessibility for Deaf and Hard of Hearing needs in court

5) **The Hispanic Family Foundation** will support victims of domestic violence, dating violence, sexual assault, and stalking by fulfilling the following project activities:

- Assisting in recruiting court watch volunteers and survivors
- Providing training and technical assistance on accessibility for Deaf and Hard of Hearing needs in court

6) **Fifty Forward** will support victims of domestic violence, dating violence, sexual assault, and stalking by fulfilling the following project activities:

- Assisting in recruiting court watch volunteers and survivors who have lived experience with accessibility and/or disability issues
- Providing training and technical assistance on the importance of accessibility for victims who have accessibility and/or disability issues related to court

Timeline

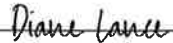
The roles and responsibilities described above are contingent on the Metropolitan Government of Nashville-Davidson County receiving funds requested for the project described in the OVW grant application. Responsibilities under this Memorandum of Understanding would coincide with the grant period, anticipated to be **10/01/2024 through 09/30/2027**.

Commitment to Partnership

The collaboration service area includes Metropolitan Nashville-Davidson County and the State of Tennessee.

The partners agree to collaborate and provide direct client services, multidisciplinary team participation and protocol development, and training participation for victims of domestic violence, sexual assault, stalking, and dating violence pursuant to the program narrative of the grant application attached to this agreement.

We, the undersigned have read and agree with this MOU. Further, we have reviewed the proposed project and approve it.

DocuSigned by:  By <u>3138D429935C485...</u> <i>Diane Lance, Department Head, Metro Office of Family Safety</i> Date _____	By _____ <i>Glenn Funk, District Attorney General, Office of the Nashville District Attorney</i> Date _____
By _____ <i>Diane Janbakhsh, Executive Director, Hispanic Family Foundation</i> Date _____	By _____ <i>Sharon Roberson, CEO, YWCA Nashville & Middle Tennessee</i> Date _____
	By _____ <i>Sallie Hussey, Executive Director, FiftyForward</i> Date _____
By _____ <i>Nancy Denning-Martin, President & CEO, Bridges for the Deaf and Hard of Hearing</i> Date _____	By _____ <i>Freddie O'Connell, Mayor, Metropolitan Nashville and Davidson County</i> Date _____

Commitment to Partnership

The collaboration service area includes Metropolitan Nashville-Davidson County and the State of Tennessee.

The partners agree to collaborate and provide direct client services, multidisciplinary team participation and protocol development, and training participation for victims of domestic violence, sexual assault, stalking, and dating violence pursuant to the program narrative of the grant application attached to this agreement.

We, the undersigned have read and agree with this MOU. Further, we have reviewed the proposed project and approve it.

By _____ <i>Diane Lance, Department Head, Metro Office of Family Safety</i> Date _____	By <u></u> <i>Glenn Funk, District Attorney General, Office of the Nashville District Attorney</i> Date <u>1/26/24</u>
By _____ <i>Diane Janbakhsh, Executive Director, Hispanic Family Foundation</i> Date _____	By _____ <i>Sharon Roberson, CEO, YWCA Nashville & Middle Tennessee</i> Date _____
By _____ <i>Chief John Drake, Police Chief, Metropolitan Nashville Police Department</i> Date _____	By _____ <i>Sallie Hussey, Executive Director, Fifty Forward</i> Date _____
By _____ <i>Nancy Denning-Martin, President & CEO, Bridges for the Deaf and Hard of Hearing</i> Date _____	By _____ <i>Freddie O'Connell, Mayor, Metropolitan Nashville and Davidson County</i> Date _____

Commitment to Partnership

The collaboration service area includes Metropolitan Nashville-Davidson County and the State of Tennessee.

The partners agree to collaborate and provide direct client services, multidisciplinary team participation and protocol development, and training participation for victims of domestic violence, sexual assault, stalking, and dating violence pursuant to the program narrative of the grant application attached to this agreement.

We, the undersigned have read and agree with this MOU. Further, we have reviewed the proposed project and approve it.

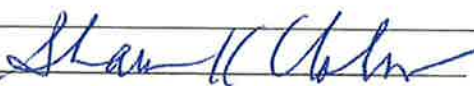
By _____ <i>Diane Lance, Department Head, Metro Office of Family Safety</i> Date _____	By _____ <i>Glenn Funk, District Attorney General, Office of the Nashville District Attorney</i> Date _____
By <u><i>Diane Janbakhsh</i></u> Diane Janbakhsh, Executive Director, Hispanic Family Foundation Date <u>1/29/24</u>	By _____ <i>Sharon Roberson, CEO, YWCA Nashville & Middle Tennessee</i> Date _____
	By _____ <i>Sallie Hussey, Executive Director, Fifty Forward</i> Date _____
By _____ <i>Nancy Denning-Martin, President & CEO, Bridges for the Deaf and Hard of Hearing</i> Date _____	By _____ <i>Freddie O'Connell, Mayor, Metropolitan Nashville and Davidson County</i> Date _____

Commitment to Partnership

The collaboration service area includes Metropolitan Nashville-Davidson County and the State of Tennessee.

The partners agree to collaborate and provide direct client services, multidisciplinary team participation and protocol development, and training participation for victims of domestic violence, sexual assault, stalking, and dating violence pursuant to the program narrative of the grant application attached to this agreement.

We, the undersigned have read and agree with this MOU. Further, we have reviewed the proposed project and approve it.

By _____ <i>Diane Lance, Department Head, Metro Office of Family Safety</i> Date _____	By _____ <i>Glenn Funk, District Attorney General, Office of the Nashville District Attorney</i> Date _____
By _____ <i>Diane Janbakhsh, Executive Director, Hispanic Family Foundation</i> Date _____	By  <i>Sharon Roberson, CEO, YWCA Nashville & Middle Tennessee</i> Date <u>1/30/2024</u>
By _____ <i>Chief John Drake, Police Chief, Metropolitan Nashville Police Department</i> Date _____	By _____ <i>Sallie Hussey, Executive Director, Fifty Forward</i> Date _____
By _____ <i>Nancy Denning-Martin, President & CEO, Bridges for the Deaf and Hard of Hearing</i> Date _____	By _____ <i>Freddie O'Connell, Mayor, Metropolitan Nashville and Davidson County</i> Date _____

Commitment to Partnership

The collaboration service area includes Metropolitan Nashville-Davidson County and the State of Tennessee.

The partners agree to collaborate and provide direct client services, multidisciplinary team participation and protocol development, and training participation for victims of domestic violence, sexual assault, stalking, and dating violence pursuant to the program narrative of the grant application attached to this agreement.

We, the undersigned have read and agree with this MOU. Further, we have reviewed the proposed project and approve it.

By _____ <i>Diane Lance, Department Head, Metro Office of Family Safety</i> Date _____	By _____ <i>Glenn Funk, District Attorney General, Office of the Nashville District Attorney</i> Date _____
By _____ <i>Diane Janbakhsh, Executive Director, Hispanic Family Foundation</i> Date _____	By _____ <i>Sharon Roberson, CEO, YWCA Nashville & Middle Tennessee</i> Date _____
	By <u><i>Sallie Hussey</i></u> , CEO <i>Sallie Hussey, CEO, FiftyForward</i> Date <u>1/29/2024</u>
By _____ <i>Nancy Denning-Martin, President & CEO, Bridges for the Deaf and Hard of Hearing</i> Date _____	By _____ <i>Freddie O'Connell, Mayor, Metropolitan Nashville and Davidson County</i> Date _____

Commitment to Partnership

The collaboration service area includes Metropolitan Nashville-Davidson County and the State of Tennessee.

The partners agree to collaborate and provide direct client services, multidisciplinary team participation and protocol development, and training participation for victims of domestic violence, sexual assault, stalking, and dating violence pursuant to the program narrative of the grant application attached to this agreement.

We, the undersigned have read and agree with this MOU. Further, we have reviewed the proposed project and approve it.

By _____ Diane Lance, Department Head, Metro Office of Family Safety Date _____	By _____ Glenn Funk, District Attorney General, Office of the Nashville District Attorney Date _____
By _____ Diane Janbakhsh, Executive Director, Hispanic Family Foundation Date _____	By _____ Sharon Roberson, CEO, YWCA Nashville & Middle Tennessee Date _____
	By _____ Sallie Hussey, Executive Director, FiftyForward Date _____
By <u>Nancy Denning-Martin</u> Nancy Denning Martin, President & CEO, Bridges for the Deaf and Hard of Hearing Date <u>31 Jan 2024</u>	By <u>Freddie O'Connell</u> Freddie O'Connell, Mayor, Metropolitan Nashville and Davidson County 2/1/2024 11:48 AM CST Date _____



Metro Office of Family Safety

Letter of Commitment

WHEREAS, **The Office of Family Safety** and the **Davidson County General Sessions Court** have come together to collaborate and to make an application for the **Justice for Families** grant; and

WHEREAS, the mission of the Office of Family Safety (OFS) is to increase victim safety and offender accountability by providing vital crisis intervention services to victims of interpersonal violence while maintaining the emotional wellness of service providers.

WHEREAS, the partners listed below have agreed to enter into a collaborative agreement in which Metro-Nashville Government through **the Office of Family Safety** will be the lead agency; and

WHEREAS, the partners herein desire to enter a Letter of Commitment (LOC) setting forth the services to be provided by the collaborative; and

WHEREAS, the application prepared and approved by the collaborative through its partners is to be submitted to the Office on Violence Against Women on or before February 1, 2024;

Now, THEREFORE, the partners enter this LOC.

Timeline

The roles and responsibilities described below are contingent on The Office of Family Safety receiving funds requested for the project described in the Justice for Families grant application. Responsibilities under this Letter of Commitment would coincide with the grant period anticipated to be October 1, 2024, through September 30, 2027.



Metro Office of Family Safety

Commitment to Partnership

- A. The collaboration service area includes Davidson County, Nashville, Tennessee.
- B. The Office of Family Safety (OFS) will work collaboratively with the General Sessions Court to accomplish the goals, activities, objectives, and timeline of this grant application.
- C. The Office of Family Safety will keep the General Sessions Court apprised of grant activities involving domestic violence and order of protection courts.
- D. The General Sessions Court will work with OFS and the YWCA, as they collaboratively work to launch the JFF court watch and high-risk projects. This collaboration will enhance open communication, invite feedback, identify hurdles, limit court disruptions, assist with participation, and successfully schedule meetings and activities.
- E. The General Sessions Court will work with OFS and the YWCA to accomplish training of court personnel recommended under this grant, including high-risk indicators. OFS will discuss the content of those trainings with the Court Administrator.
- F. The Office of Family Safety will include the General Sessions Court in court-related planning events under this grant. The partners agree to collaborate and provide services under the program narrative of the grant application attached to this agreement.
- G. We, the undersigned, have read and agree with this LOC. Further, we have reviewed the proposed project and approve it.



Metro Office of Family Safety

SIGNATURE PAGE

INTERAGENCY LETTER OF COMMITMENT

APPROVED BY:

Diane S. Lance

Department Head, Metro Office of Family Safety

1-29-24

Date

Kyle Sowell

General Sessions Court Administrator of Davidson County

1-29-24

Date

Freddie O'Connell

Mayor

2/1/2024 | 11:48 AM CST

Date

APPLICATION FOR 2024 Justice for Families Grant

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY



Director
Metro Office of Family Safety

1-24-24

Date

Certificate Of Completion

Envelope Id: 9427ECB0267143A4A609A7A38AB4C0E0

Status: Completed

Subject: Complete with DocuSign: OFS-OVW Justice for Families 24 Ready updated.pdf

Source Envelope:

Document Pages: 120

Signatures: 3

Envelope Originator:

Certificate Pages: 15

Initials: 1

Juanita Paulson

AutoNav: Enabled

730 2nd Ave. South 1st Floor

Enveloped Stamping: Enabled

Nashville, TN 37219

Time Zone: (UTC-06:00) Central Time (US & Canada)

Juanita.Paulsen@nashville.gov

IP Address: 170.190.198.185

Record Tracking

Status: Original

Holder: Juanita Paulson

Location: DocuSign

2/13/2024 2:55:04 PM

Juanita.Paulsen@nashville.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Metropolitan Government of Nashville and
Davidson County

Location: DocuSign

Signer Events**Signature****Timestamp**

Ernest Franklin



Sent: 2/13/2024 3:02:50 PM

Ernest.Franklin@nashville.gov

Viewed: 2/13/2024 3:19:54 PM

Security Level: Email, Account Authentication
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Signature Adoption: Pre-selected Style

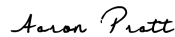
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Aaron Pratt



Sent: 2/13/2024 3:20:53 PM

Aaron.Pratt@nashville.gov

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Kevin Crumbo/mjw



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MaryJo.Wiggins@nashville.gov

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Courtney Mohan



Sent: 2/14/2024 11:22:45 AM

Courtney.Mohan@nashville.gov

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Signature Adoption: Pre-selected Style

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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Danielle Godin
Danielle.Godin@nashville.gov
Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
Not Offered via DocuSign

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Sally Palmer
sally.palmer@nashville.gov
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Electronic Record and Signature Disclosure:
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Completed	Security Checked	2/15/2024 4:21:59 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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