

LEGISLATIVE TRACKING FORM

Filing for Council Meeting Date: 06/02/26

Resolution Ordinance

Contact/Prepared By: Everett Tucker Filbrun

Date Prepared: 04/24/26

Title (Caption): OCJP FY26 Family Justice Center Initiative 26 Amend 1 Revises Clauses, Budget, Scope, Increases with \$125,000.00

for a new total of \$250,000.00, extends the end date from 06/30/2026 to 06/30/2027.

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

Proposing Department: Office of Family Safety Requested By: _____

Affected Department(s): _____ Affected Council District(s): _____

Legislative Category (check one):

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

FINANCE	Amount +/-: \$ <u>\$ 125,000.00</u>	Match: \$ <u>\$ 0.00</u>
Funding Source:	<input type="checkbox"/> Capital Improvement Budget <input type="checkbox"/> Capital Outlay Notes <input type="checkbox"/> Departmental/Agency Budget <input type="checkbox"/> Funds to Metro <input type="checkbox"/> General Obligation Bonds <input type="checkbox"/> Grant <input type="checkbox"/> Increased Revenue Sources	<input type="checkbox"/> Judgments and Losses <input type="checkbox"/> Local Government Investment Project <input type="checkbox"/> Revenue Bonds <input type="checkbox"/> Self-Insured Liability <input type="checkbox"/> Solid Waste Reserve <input type="checkbox"/> Unappropriated Fund Balance <input type="checkbox"/> 4% Fund <input type="checkbox"/> Other: _____
Approved by OMB: <u>Arion Pratt</u>	<u>JD</u>	Date to Finance Director's Office: _____
Approved by Finance/Accounts: _____		APPROVED BY
Approved by Div Grants Coordination: <u>Quanita Paulsen</u>		FINANCE DIRECTOR'S OFFICE: _____

ADMINISTRATION

Council District Member Sponsors: _____

Council Committee Chair Sponsors: _____

Approved by Administration: _____ Date: _____

DEPARTMENT OF LAW

Date to Dept. of Law: _____ Approved by Department of Law: _____

Settlement Resolution/Memorandum Approved by: _____

Date to Council: _____ For Council Meeting: _____ E-mailed Clerk

All Dept. Signatures Copies Backing Legislative Summary Settlement Memo Clerk Letter Ready to File

GRANT SUMMARY SHEET

Grant Name: OCJP FY26 Family Justice Center Initiative 26 Amend 1

Department: OFFICE OF FAMILY SAFETY

Grantor: TENN. DEPT. OF FIN. & ADMIN.

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

Total Award this Action: \$125,000.00

Cash Match Amount \$0.00

Department Contact: Everett Tucker Filbrun

Status: AMENDMENT

Program Description:

The goal of this project is to plan and implement an in-person symposium event for Tennessee professionals who work in or partner with a Family Justice Center or collaborate with a coordinated community response. Amendment 1 Revises Clauses, Budget, Scope, Increases funding by \$125,000.00 for a new total of \$250,000.00 and extends the end date from 6/30/2026 to 6/30/2027.

Plan for continuation of services upon grant expiration:

This grant is for an annual one time event

Grants Tracking Form

Part One

Pre-Application <input type="radio"/> Application <input type="radio"/> Award Acceptance <input type="radio"/> Contract Amendment <input checked="" type="radio"/>					
Department	Dept. No.	Contact		Phone	Fax
OFFICE OF FAMILY SAFETY	51	Everett Tucker Filbrun			
Grant Name: OCJP FY26 Family Justice Center Initiative 26 Amend 1					
Grantor: TENN. DEPT. OF FIN. & ADMIN.OCJP Other:					
Grant Period From: 09/01/25		<small>(applications only)</small> Anticipated Application Date:			
Grant Period To: 06/30/27		<small>(applications only)</small> Application Deadline:			
Funding Type: STATE		Multi-Department Grant <input type="checkbox"/>		If yes, list below.	
Pass-Thru:		Outside Consultant Project: <input type="checkbox"/>			
Award Type: COMPETITIVE		Total Award: \$125,000.00			
Status: AMENDMENT		Metro Cash Match: \$0.00			
Metro Category: Est. Prior.		Metro In-Kind Match: \$0.00			
CFDA # N/A		Is Council approval required? <input checked="" type="checkbox"/>			
Project Description:		Applic. Submitted Electronically? <input checked="" type="checkbox"/>			
The goal of this project is to plan and implement an in-person symposium event for Tennessee professionals who work in or partner with a Family Justice Center or collaborate with a coordinated community response. Amendment 1 Revises Clauses, Budget, Scope, Increases funding by \$125,000.00 for a new total of \$250,000.00 and extends the end date from 6/30/2026 to 6/30/2027.					
Plan for continuation of service after expiration of grant/Budgetary Impact:					
This grant is for an annual one time event					
How is Match Determined?					
Fixed Amount of \$	n/a	or	0.0%	% of Grant	Other: <input type="checkbox"/>
Explanation for "Other" means of determining match:					
n/a					
For this Metro FY, how much of the required local Metro cash match:					
Is already in department budget?		\$0.00		Fund	Business Unit
Is not budgeted?				Proposed Source of Match:	
(Indicate Match Amount & Source for Remaining Grant Years in Budget Below)					
Other:					
Number of FTEs the grant will fund:		0.50	Actual number of positions added:		
Departmental Indirect Cost Rate		10.50%	Indirect Cost of Grant to Metro:		\$26,250.00
*Indirect Costs allowed? <input type="radio"/> Yes <input checked="" type="radio"/> No		% Allow. 0.00%	Ind. Cost Requested from Grantor:		\$0.00
in budget					
<small>*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)</small>					
Draw down allowable? <input type="checkbox"/>					
Metro or Community-based Partners:		Metro Nashville Police Dept., Nashville District Attorney's Office, Davidson County Sheriff's Office, the US Attorney's Office of Middle Tennessee, General Sessions Probation,			

Part Two

Grant Budget

Budget Year	Metro Fiscal Year	Federal Grantor	State Grantor	Other Grantor	Local Match Cash	Match Source (Fund, BU)	Local Match In-Kind	Total Grant Each Year	Indirect Cost to Metro	Ind. Cost Neg. from Grantor
Yr 1	FY26		\$125,000.00					\$125,000.00	\$13,125.00	\$0.00
Yr 2	FY27		\$125,000.00					\$125,000.00	\$13,125.00	\$0.00
Yr 3										
Yr 4										
Yr 5										
Total		\$0.00	\$250,000.00	\$0.00	\$0.00		\$0.00	\$250,000.00	\$26,250.00	\$0.00
Date Awarded:				04/27/26	Tot. Awarded:		\$125,000.00	Contract#:		58545
(or) Date Denied:					Reason:					
(or) Date Withdrawn:					Reason:					

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



Resolution No. _____

A resolution approving amendment one to a grant from the Tennessee Department of Finance and Administration to the Metropolitan Government, acting by and through the Office of Family Safety, to host a Tennessee Family Justice Centers Statewide Conference to enhance the statewide network of Family Justice Centers and increase the capacity and skill of statewide teams.

WHEREAS, the Metropolitan Government, acting by and through the Office of Family Safety, previously entered into a grant agreement with the Tennessee Department of Finance and Administration to host a Tennessee Family Justice Centers Statewide Conference to enhance the statewide network of Family Justice Centers and increase the capacity and skill of statewide teams approved by RS2025-1393; and,

WHEREAS, the parties wish to amend the grant agreement to increase the amount of the grant by \$125,000 from \$125,000 to \$250,000, extend the end date of the grant agreement to June 30, 2027, and delete and replace various sections and attachments in the contract, a copy of which amendment one is attached hereto; and,

WHEREAS, it is to the benefit of the citizens of The Metropolitan Government of Nashville and Davidson County that amendment one be approved.

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

Section 1. That amendment one to the grant by and between the Tennessee Department of Finance and Administration and the Metropolitan Government, acting by and through the office of Family Safety, to host a Tennessee Family Justice Centers Statewide Conference to enhance the statewide network of Family Justice Centers and increase the capacity and skill of statewide teams, a copy of which amendment one is attached hereto and incorporated herein, is hereby approved, and the Metropolitan Mayor is authorized to execute the same.

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

APPROVED AS TO AVAILABILITY OF FUNDS:

Jenneen Reed/mjr
Jenneen Reed, Director
Department of Finance

INTRODUCED BY:

APPROVED AS TO FORM AND LEGALITY:

Abby Greer
Assistant Metropolitan Attorney

Member(s) of Council



GRANT AMENDMENT

Agency Tracking # NA	Edison ID 58545	Contract # 58545	Amendment # 1		
Contractor Legal Entity Name Metropolitan Government of Nashville and Davidson County			Edison Vendor ID 4		
Amendment Purpose & Effect(s) Revises Clauses, Revises Budget, Revises Contract Scope, Increases Maximum Liability, and Extends Expiration Date					
Amendment Changes Contract End Date: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		End Date: 6/30/2027			
TOTAL Contract Amount INCREASE or DECREASE per this Amendment (zero if N/A):			\$125,000.00		
Funding —					
FY	State	Federal	Interdepartmental	Other	TOTAL Contract Amount
FY26	\$125,000.00				\$125,000.00
FY27	\$125,000.00				\$125,000.00
TOTAL:	\$250,000.00	\$ 0.00			\$250,000.00
Budget Officer Confirmation: There is a balance in the appropriation from which obligations hereunder are required to be paid that is not already encumbered to pay other obligations.			<i>OCR USE</i>		
Speed Chart FA00002555		Account Code County - 71301000			

AMENDMENT ONE OF GRANT CONTRACT

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

1. Grant Contract section B.1. is deleted in its entirety and replaced with the following:
 - B.1. This Grant Contract shall be effective on 9/1/2025 ("Effective Date") and extend for a period of Twenty-Two (22) months after the Effective Date ("Term"). The State shall have no obligation to the Grantee for fulfillment of the Scope outside the Term.
2. Grant Contract section B.2. is added with the following:
 - B.2. Term Extension. It is understood and agreed that the State may extend the Term an additional period of time, not to exceed three hundred-sixty five (365) days beyond the expiration date of this Grant Contract, under the same terms and conditions. In no event, however, shall the maximum Term, including all extensions or renewals, exceed a total of sixty (60) months.
3. Grant Contract section C.1. is deleted in its entirety and replaced with the following:
 - C.1. Maximum Liability. In no event shall the maximum liability of the State under this Grant Contract exceed Two Hundred Fifty Thousand Dollars (\$250,000.00) ("Maximum Liability"). The Grant Budget attached and incorporated as Attachment A-1 for fiscal year 2026 and Attachment A-1 for fiscal year 2027 is the maximum amount due the Grantee under this Grant Contract. The Grant Budget line-items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Grantee.
4. The following is added as Grant Contract section E.7.
 - E.7. Hold Harmless. To the extent permitted by law, the Grantee agrees to indemnify and hold harmless the State of Tennessee as well as its officers, agents, and employees from and against any and all claims, liabilities, losses, and causes of action which may arise, accrue, or result to any person, firm, corporation, or other entity which may be injured or damaged as a result of acts, omissions, or negligence on the part of the Grantee, its employees, or any person acting for or on its or their behalf relating to this Grant Contract. The Grantee further agrees that to the extent permitted by law, it shall be liable for the reasonable cost of attorneys' fees, court costs, expert witness fees, and other litigation expenses for the State to enforce the terms of this Grant Contract
5. The following is added as Grant Contract section E.8.
 - E.8. Dismantling DEI Acts. The Grantee agrees to comply with Tennessee 114th General Assembly 2025-2026 public chapters 0458 and 0494 and all related provisions of Tennessee law regarding the Dismantling DEI in Departments Act and Dismantling DEI in Employment Act, as they relate to unlawful diversity, equity and inclusion programming, eligibility practices and discriminatory hiring practices. The Grantee shall require all contractors, subcontractors, and vendors to comply with these public chapters and related law, and shall monitor these entities for compliance as a part of its oversight of these entities.

- 6. Grant Contract Attachment A is deleted in its entirety and replaced with the new attachment A attached hereto.
- 7. Grant Contract Attachment A-1 is deleted in its entirety and replaced with the new attachment A-1 attached hereto.

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

Amendment Effective Date. The revisions set forth herein shall be effective 6/30/2026. All other terms and conditions of this Grant Contract not expressly amended herein shall remain in full force and effect.

IN WITNESS WHEREOF,

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY:

SEE NEXT PAGE

GRANTEE SIGNATURE

DATE

Freddie O' Connell, Mayor

PRINTED NAME AND TITLE OF GRANTEE SIGNATORY (above)

DEPARTMENT OF FINANCE AND ADMINISTRATION:

JAMES E. BRYSON, COMMISSIONER

DATE

**SIGNATURE PAGE
FOR
GRANT NO. 58545**

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

**METROPOLITAN GOVERNMENT OF
NASHVILLE AND DAVIDSON COUNTY**



Department Head
Metro Office of Family Safety

4/27/26

Date

**APPROVED AS TO AVAILABILITY
OF FUNDS:**



Director of Finance
Department of Finance

5/16/2026 | 8:44 PM CDT

Date

APPROVED AS TO RISK AND INSURANCE:



Director of Insurance

5/19/2026 | 10:52 AM CDT

Date

**APPROVED AS TO FORM AND
LEGALITY:**



Metropolitan Attorney

5/18/2026 | 9:50 AM CDT

Date

Freddie O' Connell
Metropolitan Mayor

Date

ATTEST:

Metropolitan Clerk

Date

Scope of Services/Project Narrative

Tennessee Coordinated Community Response State Conference

TRAINING GRANT

PROBLEMS FOR INTERVENTION AND TRAINING NEEDS TO BE IMPROVED

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

The Tennessee Family Justice Centers Statewide Conference will enhance the statewide network of Family Justice Centers through increased partnership between FJC Directors and their FJC Partners. It will also increase the capacity and skill of statewide teams through instructive sharing, network, and collaboration around best practices from rural and urban FJCs around the state and from national and regional experts where appropriate.

The conference will meet the expressed needs of FJC directors and their partners for training and resources on the topics of collaboration & team building, conflict resolution, underserved and isolated communities, practitioner wellness, strategies for using risk/danger assessments, CCR strategies and projects, and emerging best practices being implemented in Tennessee. Conference sessions will be offered for FJC and partner staff (including law enforcement, prosecutors, civil attorneys, probation, healthcare providers, and non-profit victim services organizations).

Following feedback from the 2025 post-conference leadership retreat, where 67% of participants expressed a preference for a standalone retreat and interest in increasing gatherings to twice annually, a separate two-day retreat model was piloted in fall 2025. The outcomes of implementing this separate retreat demonstrated strong impact and value: 100% of attendees reported they would incorporate what they learned into their work, 100% rated peer connection and information exchange as highly beneficial, and 100% expressed interest in attending future retreats. Participants highlighted the importance of dedicated time for problem-solving, strategic discussions, and addressing leadership and organizational challenges, as well as the benefit of structured, peer-driven dialogue. This model strengthens ongoing professional development, fosters collaboration across centers, and creates a consistent, supportive space for leadership growth.

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

The Office of Family Safety has planned multiple trainings, webinars and events that have been offered statewide, including the 2-Day Strangulation Training Institute in 2019, Strangulation Summits in 2021 and 2022, the Statewide Domestic Violence Fatality Review Training in 2018, and led the planning and coordination of the TN Statewide FJC Conferences in 2022, 2023, 2024, 2025, and 2026.

In 2025, OFS provided 21,449 Attendees with more than 13,000 hours of training. 62% of those attendees were from OFS staff and local partners in Nashville/Davidson County, 34% were statewide attendees, 4% were from a national audience. Attendees included the staff of 106 Victim Services Agencies across 53 cities in Tennessee.

Additionally, OFS's Director of Education, who would help to supervise this project, has planned and coordinated a total of ten multi-day statewide conferences through her previous work with the Tennessee Coalition to End Domestic & Sexual Violence as well as her coordination of the first TN Statewide FJC Conference in 2022 and oversight of the Conference in 2023 - 2026.

ATTACHMENT A
APPLICATION FOR FUNDING
GRANT PROJECT NARRATIVE
(Narrative Page 2)

PURPOSE

Goals, Objectives, and Activities

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

Goal: Increase capability, interest, and reach of multi-disciplinary teams and FJCs in TN to reduce gaps in victim safety and offender accountability

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

Activities:

- Secure venue space. Venue search will prioritize the Tennessee State Parks as we have history of using the space for conferences, it is cost effective, and all inclusive.
- Convene meetings with OCJP as needed for the purposes of Conference planning for the duration of the grant
- Convene a meeting, either in-person or virtually, with all FJC Directors for the purpose of gathering feedback and input on agenda, topics, and speakers in order to ensure the conference speaks to Centers and Teams from all jurisdictions (urban and rural, single and multi-county, established and emerging teams, etc.)
- Secure approved venue space for the chosen dates of the Conference
- Coordinate with venue to arrange for associated catering, lodging, and other needs for attendees
- Manage Conference registration and attendance, including Save the Dates, registration form, and other outreach and coordination with potential attendees
- Secure and assign speakers for each agreed-upon topic area, as approved by OCJP
- Coordinate with potential speakers to finalize Speaker Agreements, facilitate any travel needs, and coordinate any material and AV training needs
- Coordinate on-site registration, including attendee resource packets

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

Activities:

- Review 2026 Conference Feedback
- Review all forms of stakeholder input, including FJC director meeting results, surveys, polls, etc. to identify trends in training needs/interests and potential speakers
- Seek feedback from OCJP and other conference stakeholders (especially FJC leadership) to compile list of potential speakers and finalize topic-areas for agenda
- Finalize Conference agenda including spotlight on emerging best-practices, promising-practices, and/or innovative programs being implemented across Tennessee in both rural and urban jurisdictions
- Create and administer substantive evaluations for each individual training session as well as overall Conference evaluations

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

Activities:

- **Plan a restorative FJC Directors-only retreat as an extension of the Conference.**
 - To encourage collaboration and partnership among the FJC Directors, as well as cross-center development and idea sharing. A strong focus on organizational and individual wellness topics geared toward those in leadership positions.
 - Potential topics may include preventing burnout and high turnover, re-engaging a disengaged partner or Team, how to create a welcoming environment for clients throughout the service process, communication and relationship building with on-site partners etc.
- **General Conference: Take advantage of the unique nature of the training location to provide experiential, team-building, and collaborative activities for a variety of experience levels. Some examples may include:**
 - Restorative yoga practices
 - “Hike and Talks”
 - Learning and practicing emotional regulation and de-escalation skills
 - Indoor and outdoor team bonding activities
- **Focus on choosing topics, speakers, and planning training sessions with a heavy focus on practice, discussion, interaction, and team-development**
 - All training topics and speakers will be chosen in collaboration with OCJP, FJC leaders, and input from potential attendees
 - Training sessions will include time for discussion, interaction, and practice were appropriate

Objective 4: Ensure equitable access to the conference by staff and partners of all Tennessee FJC’s.

Activities:

- **Allocate and Structure Equitable Registration Opportunities**
 - Provide each Tennessee Family Justice Center (FJC) with an equal allotment of free registration spots for the annual statewide FJC conference.
 - The first six spots per center must be reserved for FJC leadership and key MOU partner agencies.
 - Each FJC will be required to confirm all attendees' availability and commitment before submitting registrations.
 - Communicate clearly in all materials that registration is a limited, funded opportunity and that unused spots may impact future eligibility.
- **Implement Clear, Consistent Communication Protocols with FJCs**
 - Establish a standardized communication plan to be shared with all FJCs before registration opens.
 - Emphasize the responsibility of FJC leadership to notify and engage MOU partners early to ensure equitable participation.
 - Require FJC directors to confirm with their attendees prior to registration that they can fully attend the event.
 - Provide templated messaging FJC leadership can use to promote the conference among partners and team members.
- **Enforce Accountability and Mitigate Financial Loss**

**ATTACHMENT A
APPLICATION FOR FUNDING
GRANT PROJECT NARRATIVE
(Narrative Page 4)**

- In the registration process and all follow-up materials:
- State clearly that hotel costs are non-recoverable after a specified cancellation deadline.
- Require agencies to immediately notify organizers of cancellations and to identify an eligible replacement from their agency or partner roster.
- Include language that unused or late-canceled registrations without notice may impact the agency’s eligibility for future subsidized attendance, reinforcing the need for commitment and accountability.

Timeline

Give a timeline which includes activities leading up to the conference and who is responsible for each activity. Funding must be spent by 6/30/2027. Add additional lines as needed.

Activity/ Output	Position of Person Completing	Due Date for Completion
Secure Venue space	Conference Event Coordinator	September 2026
OCJP Initial Planning Meeting- Determination is made as to what meals will be provided by the conference and if any meal costs to attendees. Discussion of vital topic areas.	Conference Event Coordinator, OCJP Liaison, Other OFS Staff Supporting Event Planning	October 2026
Schedule fall Leadership retreat and send save the date	Conference Event Coordinator	August/September 2026
Convene a meeting, either in-person or virtually, with all FJC Directors to gather feedback and input on agenda, topics, and speakers	Conference Event Coordinator	October/November 2026
Once Venue has been secured, send out Save the Date to potential attendees.	Conference Event Coordinator	September/October 2026
Host leadership retreat	OFS Staff and Conference Coordinator	November 2026
Planning Survey for all FJC Leaders, Staff, & Partners- create, distribute, and analyze results	Conference Event Coordinator	January 2027
Create a list of potential speakers and their specialization areas, as well as any additional Conference agenda items.	Conference Event Coordinator	January 2027
OCJP Planning Meeting/Communication- Meet with OCJP Liaison to finalize/approve list of potential speakers and/or other agenda items.	Conference Event Coordinator, OCJP Liaison, Other OFS Staff Supporting Event Planning	As Needed Beginning in January 2027
Contact approved speakers to secure availability, finalize Speaker Agreements	Conference Event Coordinator	February-March 2027

ATTACHMENT A
APPLICATION FOR FUNDING
GRANT PROJECT NARRATIVE
(Narrative Page 5)

Finalize Conference agenda with available speakers, send agenda to OCJP for approval.	Conference Event Coordinator, OCJP Liaison	February- March 2027
Once agenda is approved, apply for necessary accreditations if appropriate/available- CLEs, POST Credit and CMEs	Conference Event Coordinator	March 2027
Create and manage event registration-including outreach and marketing/publicity to statewide FJCs and CCR Teams.	Conference Event Coordinator	March 2027
Work with Venue to finalize food and beverage arrangements	Conference Event Coordinator	March 2027
Work with Attendees and Speakers to assist with coordination of travel as needed	Conference Event Coordinator	March 2027
Work with Speakers and Venue to coordinate AV/Technology needs	Conference Event Coordinator	March-April 2027
Work with Speakers to coordinate and non-AV training needs (e.g. printing handouts, easels for note taking, etc.)	Conference Event Coordinator	March-April 2027
Print/prepare Conference packets for attendees, including agenda, name tags, print resources, writing tools, etc.	Conference Event Coordinator	April 2027
Prepare sign-in sheets and other registration/check-in resources for Conference	Conference Event Coordinator	April 2027
Prepare evaluations for each speaker/session as well as an overall Conference Evaluation	Conference Event Coordinator	April 2027
Send out registration reminders to potential attendees with registration deadline, and event reminders to those already registered	Conference Event Coordinator	February- March 2027
Pre-Conference Survey for all Attendees- create, distribute, and analyze survey results	Conference Event Coordinator	April 2027
On-site setup and coordination for/support with Venue, Attendees, and Speakers	Conference Event Coordinator	April/May 2027
Create, Distribute, and Collect individual-session and overall evaluation and survey data and create outcomes report	Conference Event Coordinator	April/May 2027
Coordinate with Speakers & Attendees to ensure any travel, lodging, or speaker fee reimbursements are completed and submitted for payment	Conference Event Coordinator	May 2027

INPUTS

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

General Conference Length- The proposed length of the Conference is three days. With this in mind, the proposed agenda of the Conference would be as follows:

- **Pre-Conference Travel Day-** All Attendees & Appropriate Speakers Arrive at Venue, Venue and Conference Check-in
- **Conference Day 1- 9am-4pm-** Includes Keynote, Breakout Sessions, Team Building/Experiential Session, and Breakfast, Lunch Provided
- **Conference Day 2- 9am- 4pm-** Breakout Sessions, Breakfast, Lunch Provided
- **Conference Day 3- 9am -11am**
 - **Morning-** Optional Conference Intensive Sessions 9am-11 am, breakfast provided
 - **Morning –** Leadership-only session to connect, plan, and debrief
 - **Afternoon-** Return Travel (Post-Conference Travel Day)- All Attendees Check out

Directors' Retreats (Fall):

- **FJC Director's Retreat- 9am-4pm-** Includes Keynote and Leadership Sessions, Experiential Sessions, and Breakfast, Lunch Provided
- **FJC Director's Retreat, Day 2 (Tentative) - 9am-4pm –** Includes strategic planning, guided conversation on staff and program development.

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

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

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

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

- **TN Statewide FJC Conference 2026 Evaluation feedback**
- The Office of Family Safety will conduct a **Training Needs Assessment Survey** in November 2026 to gather data on statewide training needs for the 2027 calendar year.
 - This survey will include collecting data from statewide FJC and CCR partners on the most pressing training needs for their organizations and multi-disciplinary partners.
 - The relevant data from this survey will be used to guide some of the potential topic-areas for the Conference's breakout sessions.

ATTACHMENT A
APPLICATION FOR FUNDING
GRANT PROJECT NARRATIVE
(Narrative Page 7)

- **In addition to these sources of input, the following will also be used to inform the Conference's planning (see 'Data Collection' below for greater detail):**
 - FJC Director Meeting Feedback
 - Planning Survey for FJC and Coordinated Community Response Team Leadership
 - Registration Forms
 - Pre-Conference Survey

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

Potential Subject/Topic Areas

- **Responding to victims of Trauma** (may also include co-occurring mental health/substance use) with suggested speakers National Center for DV, Trauma, and Mental Health
- **Related to FJC Director's Retreats:**
 - Crucial Conversations/Leading Difficult Conversations (Leadership Session)
 - Effective/Trauma and Grief-Informed Supervision (Leadership Session)
 - Organizational Trauma & Healing (Leadership Session)
 - Strategic planning & program development
- **Related to General Conference Days:**
 - Building a stronger Coordinated Community Response to IPV
 - Community/Partner Engagement & Relationship Building
 - Firearms/Strangulation Flagging Implementation
 - HRIP Implementation
 - Abuser's use of court/criminal justice system/custody (family courts) for control
 - BIP/Offender Focused Initiatives
 - Responding to Mental Health Crisis/Working with clients who have co-occurring mental health diagnosis

Potential General Conference Format:

- **Day 1- General Knowledge Sessions for all Participants**
 Potential Topics Include:
 - FJCs as Anchors in IPV Response
 - MDT/CCR Building
 - High-Risk & Homicide Reduction Strategies
 - Trauma & Grief-Informed MDT Work
 - Wellness Activities
- **Day 2- Networking & Collaborative Sessions**
 - Attendees from the past conferences overwhelmingly requested additional time for structured networking both within their FJC Teams as well as with professional peers from across the state. The structure of Day 2 would be dedicated to facilitating this collaboration, information sharing, and structured networking.
- Both days may include breakout sessions and structured activities aimed at specific areas of discipline (e.g. Law Enforcement, Courts/Prosecution, Advocacy, and Leadership)

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

ATTACHMENT A
APPLICATION FOR FUNDING
GRANT PROJECT NARRATIVE
(Narrative Page 8)

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

OFS will request one part-time employee, averaging 9 hours per week, to plan and manage logistics of the statewide conference. OFS will also assign 1-2 interns as needed to support the employee with event planning for the conference. OFS may also consider reassigning some duties of Metro-funded staff to support conference planning for this short period.

For the conference itself, costs were calculated with GSA rates and assumed that there will be approximately 20 FJC Directors (directors and leadership staff) attending the Leadership Retreats and main conference for 4 total conference days at a cost of approximately \$20,000 breakfast, lunch, and lodging included; a maximum of 130 other attendees for 2.5 conference days at a cost of approximately \$62,000 with breakfast, lunch, and lodging included; the approximate cost for a venue for 3 days is \$8000; and national speakers requested for the training, including travel and lodging expenses, will cost an estimated \$15,000. We have requested a small amount of supplies and printing to provide some printed materials for the conference while allowing online access to speaker materials to save cost and resources.

Per [Metro policy](#) (R4.12.060.05 in the linked document), all venue expenses for the subcontract will be considered sole source and approval to use sole source will be obtained from OCJP.

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

1. Cost for Dinner & Mileage Only:

- The grant budget would cover breakfast and lunch for all participants.
- The only potential cost of the conference to participants should be:
 - Mileage (the longest possible distance of travel across the state is a max mileage cost of \$363. GSA Mileage reimbursement is 0.72/mile) and
 - Dinner per diem (\$26-36 for Days 1 & 2 + \$44 for travel day, depending on location)
 - **This would put an absolute max cost to any participant at \$523.**

DATA COLLECTION

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

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

- **Planning Survey for FJC and MDT/CCR Team Leadership**
 - To help with making the conference impactful for participants, data on training, technical assistance, and other support needs will be collected via a targeted survey
- **FJC Directors Meeting**
 - A meeting will be convened, either in-person or virtually, with all FJC Directors for the purpose of gathering feedback and input on agenda, topics, and speakers for both the General Conference and Director's Retreat.

ATTACHMENT A
APPLICATION FOR FUNDING
GRANT PROJECT NARRATIVE
(Narrative Page 9)

- Directors will also be asked to gather any suggestions or input from their MDT/CCR Teams to present at this meeting.
- **Registration Form**
 - In addition to collecting default information like names, addresses and contact details of attendees, our registration form will also collect data on the attendee's:
 - Goals for attending the conference
 - Questions or concerns that they hope will be addressed throughout the conference
- **Pre- Conference Survey**
 - This survey will be distributed to all conference registrants and used to gather data on:
 - Pre-conference knowledge levels and understanding of topics
 - Community-specific needs and challenges regarding training topic areas (e.g. status of Firearm Disposition within the attendee's community and areas of support needed to advance efforts.)
- **Individual Session Evaluations**
 - Training evaluations will be distributed to all attendees for each training session to secure feedback regarding the speakers and training topics.
 - These evaluations will include the feedback required to complete OCJP's Annual Training Survey Outcome Report
- **FJC Director's Retreat Evaluation**
 - Overall evaluation of and feedback regarding the Day 1 FJC Director Retreat
 - These evaluations will include the feedback required to complete OCJP's Annual Training Survey Outcome Report
- **Post-Conference Survey & Evaluation**
 - The Post-Conference survey will include questions on knowledge level to compare to the Pre-Conference Survey as well general satisfaction questions to determine satisfaction levels and feedback on the conference as a whole.
 - These evaluations will include the feedback required to complete OCJP's Annual Training Survey Outcome Report

INTENDED OUTPUTS

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

- **Provide a two-day conference** to 120-150 general conference attendees and two short retreats to 20 FJC directors/leadership staff, including:
 - Family Justice Center Personnel
 - Staff from agencies specializing in domestic violence, sexual assault, and/or other direct services to victims of interpersonal violence
 - Multi-disciplinary Coordinated Community Response Team Partners including, but not limited to:
 - Law enforcement agencies,
 - Prosecutor's offices, and other disciplines with a criminal justice or victim service role
 - Civil Legal Service Providers
 - Medical and Mental Health Providers

ATTACHMENT A
APPLICATION FOR FUNDING
GRANT PROJECT NARRATIVE
(Narrative Page 10)

- **Provide two 1-2 day leadership retreats** to Directors and leadership from each of Tennessee's Family Justice Centers and any emerging or new centers at time of conference.
- **Provide 12 individual training sessions or experiential activities** during the three total conference days, including Keynote sessions.
- **Provide resource packets for each conference attendee**, including slides, references, and other supporting documents for each training session to enrich participant experience and provide reference and resources for follow-up and implementation post conference.
- **Meeting with OCJP Monthly** for the duration of the grant, for a minimum of four total planning meetings.

INTENDED OUTCOMES

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

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

ATTACHMENT A
APPLICATION FOR FUNDING
GRANT PROJECT NARRATIVE
(Narrative Page 11)

- **Intended Outcome: 80% of participants agree or strongly agree with the following evaluation questions.**
- **Evaluation Question to Capture Outcome Data:**
 - I feel the conference provided me ample opportunities for networking and strengthening my professional relationships with my peers from other communities.
 - I feel the conference provided ample opportunities and encouragement for community-building and strengthening professional collaboration with my own team members and/or partners who attended from my community.
 - I feel the conference provided helpful resources on developing and/or strengthening the coordinated community response and collaboration efforts in my agency and community.
 - I feel the conference provided ample opportunities and encouragement to make connections and build professional relationships with professionals from other jurisdictions

GRANT BUDGET			
AGENCY NAME: Metro Nashville Office of Family Safety			
FUND SOURCE: Office of Criminal Justice Programs			
SOLICITATION IDENTIFICATION TITLE: Family Justice Center Symposium			
The grant budget line-item amounts below shall be applicable only to expense incurred during the following			
Applicable Period:	BEGIN: 09/01/2025	END: 06/30/2026	
EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
Salaries, Benefits & Taxes ²	\$16,000.00	\$0.00	\$16,000.00
Professional Fee, Grant & Award ²	\$17,000.00	\$0.00	\$17,000.00
Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications ²	\$4,000.00	\$0.00	\$4,000.00
Travel, Conferences & Meetings ²	\$88,000.00	\$0.00	\$88,000.00
Interest ²	\$0.00	\$0.00	\$0.00
Insurance ²	\$0.00	\$0.00	\$0.00
Specific Assistance To Individuals ²	\$0.00	\$0.00	\$0.00
Depreciation ²	\$0.00	\$0.00	\$0.00
Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
Capital Purchase ²	\$0.00	\$0.00	\$0.00
Indirect Cost ²	\$0.00	\$0.00	\$0.00
In-Kind Expense ²	\$0.00	\$0.00	\$0.00
GRAND TOTAL	\$125,000.00	\$0.00	\$125,000.00

¹ Each expense object line-item is defined by the U.S. OMB's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E Cost Principles (posted on the Internet at: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E>) and CPO Policy 2013-007 (posted online at <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-.html>).

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

GRANT BUDGET LINE-ITEM DETAIL:

AGENCY NAME: Metro Nashville Office of Family Safety

FUND SOURCE: Office of Criminal Justice Programs

SOLICITATION IDENTIFICATION TITLE: Family Justice Center Symposium

SALARIES, BENEFITS & TAXES	AMOUNT
Summary of individual positions that will support project activities. Review Instructions for examples.	
Position 1: <i>Conference Coordinator Salary and Benefits estimated at \$16,000, (part-time position, averages at 9 hours per week, no more than \$30 per hour, for the duration of the grant, with benefits)</i>	\$16,000.00
TOTAL	\$16,000.00

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

PROFESSIONAL FEE, GRANT & AWARD	AMOUNT
Amount to pay for travel, lodging and GSA per diem for any presenters requiring compensation or accommodation. Presenters include local and statewide subject-matter experts, and regional and national training and technical assistance providers.	\$17,000.00
TOTAL	\$17,000.00

SUPPLIES (includes "Sensitive Minor Equipment"), TELEPHONE, POSTAGE & SHIPPING, OCCUPANCY, EQUIPMENT RENTAL & MAINTENANCE, PRINTING & PUBLICATION	AMOUNT
Supplies: <i>Conference printed materials, conference supplies and associated equipment (e.g. paper, notebooks, presentation clicker, etc.)</i>	\$3,000.00
Sensitive Minor Equipment: <i>Laptop for conference staff</i>	\$1,000.00
TOTAL	\$4,000.00

TRAVEL, CONFERENCES & MEETINGS	AMOUNT
Local Travel: <i>Training and Conferences Attended by FJC Agency Staff & Partners: this calculation is based on an estimated 20 FJC director/leadership staff attending four days of separate Leadership Retreats, and approximately 100 FJC leaders, staff, and partners attending at least 2 conference days. On these days, least one meal per day in catering and all lodging included, (including at least 5 OFS Staff as hosts and facilitators). As needed, travel costs for presenters may also be paid from this line item.</i>	\$81,500.00
Training and Conferences Implemented by Agency: <i>Meeting room rental in Conference Center rental or equivalent location of approximately \$1500 per day</i>	\$6,500.00
TOTAL	\$88,000.00

GRANT BUDGET LINE-ITEM DETAIL:

AGENCY NAME: Metro Nashville Office of Family Safety

FUND SOURCE: Office of Criminal Justice Programs

SOLICITATION IDENTIFICATION TITLE: Family Justice Center Symposium

SALARIES, BENEFITS & TAXES	AMOUNT
Summary of individual positions that will support project activities. Review Instructions for examples.	
Position 1: <i>Conference Coordinator Salary and Benefits estimated at \$16,000, (part-time position, averages at 9 hours per week, no more than \$30 per hour, for the duration of the grant, with benefits)</i>	\$16,000.00
TOTAL	\$16,000.00

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

PROFESSIONAL FEE, GRANT & AWARD	AMOUNT
Amount to pay for travel, lodging and GSA per diem for any presenters requiring compensation or accommodation. Presenters include local and statewide subject-matter experts, and regional and national training and technical assistance providers.	\$16,000.00
TOTAL	\$16,000.00

SUPPLIES (includes "Sensitive Minor Equipment"), TELEPHONE, POSTAGE & SHIPPING, OCCUPANCY, EQUIPMENT RENTAL & MAINTENANCE, PRINTING & PUBLICATION	AMOUNT
Supplies: <i>Conference printed materials, conference supplies and associated equipment (e.g. paper, notebooks, presentation clicker, etc.)</i>	\$3,000.00
TOTAL	\$3,000.00

TRAVEL, CONFERENCES & MEETINGS	AMOUNT
Local Travel: <i>Training and Conferences Attended by FJC Agency Staff & Partners: this calculation is based on an estimated 20 FJC director/leadership staff attending four days of separate Leadership Retreats, and approximately 100 FJC leaders, staff, and partners attending at least 2 conference days. On these days, least one meal per day in catering and all lodging included, (including at least 5 OFS Staff as hosts and facilitators). As needed, travel costs for presenters may also be paid from this line item.</i>	\$83,500.00
Training and Conferences Implemented by Agency: <i>Meeting room rental in Conference Center rental or equivalent location of approximately \$1500 per day</i>	\$6,500.00
TOTAL	\$90,000.00



State of Tennessee
Department of Finance and Administration
Office of Criminal Justice Programs

TN Grants – Application Certifications

Instructions for Completing Certification Forms

These instructions apply to all certification documents submitted as part of a grant application through TN Grants, the State of Tennessee’s official grants management system. The Office of Criminal Justice Programs (OCJP) administers these certifications to ensure compliance with state and federal grant requirements.

Please review and follow all instructions carefully. Certifications that are incomplete, inaccurate, or improperly executed may delay application review or result in the application being deemed noncompliant.

Certifications Included in This Packet

This certification packet contains the following required certifications. Each certification is clearly labeled and paginated to assist applicants in reviewing, completing, and cross-referencing each document prior to signature:

1. Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
2. Certification Regarding Lobbying
3. Certification of Civil Rights Compliance
4. Certification Regarding Personally Identifiable Information (PII)
5. Certification Regarding High-Risk Designation
6. Certification Regarding Non-supplanting
7. Certification Regarding Non-discrimination

Applicants are responsible for ensuring that all applicable certifications within this packet are completed and signed.

Step 1: Review All Certifications

Applicants must read each certification in its entirety prior to completion. Certifications are legally binding assurances and must be fully understood before submission.

Step 2: Identify the Authorized Signer

Determine who will complete and sign the certification documents:

- The Authorized Official of the agency
- The Authorized Official’s Designee

Special Instructions for Non-Profit Agencies

Before a designee may submit any signed certification documents, a Signature Authorization Packet must be completed, submitted, and approved by OCJP.

Refer to the OCJP Grants Manual, Chapter II for detailed requirements and procedures.

If a designee completes the certifications, all sections requiring designee information must be completed in full.

Step 3: Complete All Certification Fields

- Certifications include check boxes to indicate whether the agency certifies to the statement or whether the item is not applicable.
- All applicable check boxes must be marked.
- If a certification requires an explanation for a “not applicable” response, the agency must provide the required explanation directly on the certification form.

Step 4: Review for Completeness

- All required sections are completed
- All applicable check boxes are selected
- All required explanations are provided
- All signatures and dates are present
- Designee information is completed, if applicable

Incomplete certifications may be returned for correction.

Step 5: Retain Copies for Agency Records

Agencies are required to maintain copies of all completed certification documents in their official agency grant files in accordance with record retention requirements.

Step 6: Submit Certifications

Completed certification forms must be submitted to OCJP with the grant application through TN Grants.

**Instructions for Certification Regarding Debarment, Suspension,
Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions (Sub-recipients)**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certificate, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
5. The prospective lower tier participation agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause title "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

US DEPARTMENT OF JUSTICE
 OFFICE OF JUSTICE PROGRAMS
 OFFICE OF THE COMPTROLLER

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
 LOWER TIER COVERED TRANSACTIONS
 (SUB-RECIPIENTS)**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR part 67, section 67.510, and Participants' responsibilities. The regulations were published as part vii of the May 26, 1988 Federal Register (pages 19160-19211)

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON PREVIOUS PAGE)

- (1) The applicant certifies that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and
- (2) Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

Name and Title of Authorized Official: Freddie O'Connell, Mayor

Name and Address of Authorizing Agency: Metropolitan Government of
 Historic Metro Courthouse
 1 Public Square, Suite 100

"The Authorized Official certifies that to the best of his or her knowledge and belief that the information contained in this certification is correct and in accordance with the requirements of the application guidelines. The Authorized Official also certifies that the person named below is considered to be certifying this application, and is either the person legally responsible for committing the applying agency to this certification, or is executing this certification with the informed consent of the authorizing person (named and described in attachment A)."

Certification: I certify, by my signature at the end of this form, that I have read and am fully cognizant of our duties and responsibilities under this Certification. ***(Please check the box to the left)***

NAME, TITLE, AND ADDRESS OF CERTIFYING DESIGNEE (IF DIFFERENT FROM AUTHORIZED OFFICIAL):
(Please click & complete the name, title, & address form field text boxes below, if applicable)

Certifying Designee's Name: _____
Certifying Designee's Title: _____
Certifying Designee's Address: _____

Please complete all certifications, print them, and then sign & date each certification

 Authorized Signature of the Applicant Agency:

 Date:

CERTIFICATION REGARDING LOBBYING

(PAGE 1 OF 2)

CERTIFICATION REGARDING LOBBYING

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OCJP for guidance, and may not proceed without the express prior written approval of OCJP.

Each person shall file the most current edition of this certification and disclosure form, if applicable, with each submission that initiates agency consideration of such person for an award of a Federal grant, or cooperative agreement over \$100,000 as defined at CFR Part 69.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall initial here _____ (**Type N/A if not applicable**) complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

Name and Title of Authorized Official: Freddie O'Connell, Mayor

Name and Address of Authorizing Agency: Metropolitan Government of
Historic Metro Courthouse
1 Public Square, Suite 100,

"The Authorized Official certifies that to the best of his or her knowledge and belief that the information contained in this certification is correct and in accordance with the requirements of the application guidelines. The Authorized Official also certifies that the person named below is either the person legally responsible for committing the applying agency to this certification, or is executing this certification with the informed consent of the authorizing person (named and described in Attachment A)."

CERTIFICATION REGARDING LOBBYING

(PAGE 2 OF 2)

Certification: I certify, by my signature at the end of this form, that I have read and am fully cognizant of our duties and responsibilities under this Certification. ***(Please check the box to the left)***

NAME, TITLE, AND ADDRESS OF CERTIFYING DESIGNEE (IF DIFFERENT FROM AUTHORIZED OFFICIAL):
(Please click & complete the name, title, & address form field text boxes below, if applicable)

Certifying Designee's Name: _____
Certifying Designee's Title: _____
Certifying Designee's Address: _____
Certifying Designee's Address: _____

Please complete all certifications, print them, and then sign & date each certification

Authorized Signature of the Applicant Agency:

Date:

CERTIFICATION OF CIVIL RIGHTS COMPLIANCE

(PAGE 1 OF 2)

**TENNESSEE CERTIFICATION OF COMPLIANCE
WITH REGULATIONS FROM U. S. DEPARTMENT OF JUSTICE,
OFFICE OF JUSTICE PROGRAMS, OFFICE FOR CIVIL RIGHTS
FOR SUBGRANTS ISSUED BY
THE TENNESSEE DEPARTMENT OF FINANCE AND ADMINISTRATION,
OFFICE OF CRIMINAL JUSTICE PROGRAMS**

INSTRUCTIONS: Complete the identifying information below. Read this form completely, identifying the person responsible for reporting civil rights findings in certification #3. Please obtain the signature of the Authorized Official on page 2, forward a copy of this form to the person identified in #3 and return the original copy of the form with your signed contracts.

Agency Name: Gvt. of Nashville and Davidson County **Project Director's Name:** Diane Lance
Agency Address: 1 Public Square, Suite 100, **Project Director's Phone:** 615.880.8173
Grant Project Title: FJC Conference
Grant Start Date: September 1, 2025 **Grant End Date:** June 30, 2027
Grant Duration: 22 months **Grant Amount:** 250,000

I. REQUIREMENTS OF SUBGRANTEE RECIPIENTS:

All subgrantee recipients (regardless of type of entity or amount awarded) are subject to prohibitions against discrimination in any program or activity.

1. I certify that this agency will maintain data (and submit when required) to ensure that:
 - a. all services provided by our agency are delivered in an equitable manner without discrimination on the basis of race, color, religion, national origin, age, sex or disability, or, if this agency receives funds under the Violence Against Women Act of 1994, to all segments of the service population;
 - b. our employment practices comply with Equal Opportunity Requirements, 28 CFR 42.207 and 42.301 *et. Seq.*;
 - c. all projects and activities of will comply with Executive Order 14224.
 - d. I certify that this agency will register within 60 days of award start date with the [Office of Justice Programs, Office for Civil Rights online Equal Employment Opportunity \(EEO\) Program Reporting Tool](#) to submit the information requested and, if required, create and submit an EEO Utilization Report. The agency can access the tool at: <https://ocr-eeop.ncjrs.gov>.

2. I certify that this agency will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements which may include:
 - a. Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d);
 - b. Victims of Crime Act (42 U.S.C. § 10604(e));
 - c. Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b));
 - d. Civil Rights Act of 1964 (42 U.S.C. § 2000d);
 - e. Rehabilitation Act of 1973 (29 U.S.C. § 7 94);
 - f. Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34);
 - g. Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86);
 - h. Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07);
 - i. Ex. Order 13,559 (Partnerships with Faith-Based and Other Neighborhood Organizations);
 - j. Violence Against Women Act (VAWA) of 1994, as amended, 42 U.S.C. § 13925(b)(13); and the
 - k. Office of the Attorney General's July 14, 2025 Memo: Implementation of Executive Order No. 14,224: Designating English as the Official Language of the United States of America

**CERTIFICATION OF CIVIL RIGHTS COMPLIANCE
(PAGE 2 OF 2)**

3. I also certify that this agency will report all civil rights complaints and findings of discrimination, if any, to the Tennessee Office of Criminal Justice Programs, within the Department of Finance and Administration, in compliance with Chapter XXII of the Grant's manual, and with 28 CFR 42.202(c). Any such findings will be provided within 45 days of the complaint or finding and/or if the finding occurred **within 3 years prior to the grant award beginning date**, within 45 days of the grant award beginning date. A copy of this Certification will be provided to the person responsible for reporting civil rights complaints and findings of discrimination, as identified below:

Name: Freddie O'Connell **Title:** Mayor **Phone:** 615.880.8173
Address: 1 Public Square, Suite **City & State:** Nashville, TN **Zip Code:** 37201

"The Authorized Official certifies that to the best of his or her knowledge and belief that the information contained in this certification is correct and in accordance with the requirements of the application guidelines. The Authorized Official also certifies that the person named below is either the person legally responsible for committing the applying agency to this certification, or is executing this certification with the informed consent of the authorizing person (named and described in attachment A)."

Certification: I certify, by my signature at the end of this form, that I have read and am fully cognizant of our duties and responsibilities under this Certification. ***(Please click the box to the left)***

NAME, TITLE, AND ADDRESS OF CERTIFYING DESIGNEE (IF DIFFERENT FROM AUTHORIZED OFFICIAL):
(Please click & complete the name, title, & address form field text boxes below, if applicable)

Certifying Designee's Name:

Certifying Designee's Title:

Please complete all certifications, print them, and then sign & date each certification

Authorized Signature of the Applicant Agency:

Date:

**Requirement to report actual or imminent breach of
Personally Identifiable Information (PII)**

The grantee agrees to assist Office of Criminal Justice Programs in complying with OMB Circular A-130.

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient)-- 1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or 2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OCJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

Name and Title of Authorized Official: Freddie O'Connell, Mayor

Name and Address of Authorizing Agency: Metro Government of Nashville & Davidson Co

Authorized Signature of the Applicant Agency

Date



Tennessee Department of Finance and Administration

Office of Criminal Justice Programs

312 Rosa Parks Ave, Ste. 1800

Nashville, TN 37243-1102

High-Risk Designation Certification

The Office of Criminal Justice Programs (OCJP) subrecipients of Department of Justice (DOJ) funds are required to disclose whether the subrecipient is designated "high risk" by a federal grant-making agency. If the subrecipient is designated "high risk" by a federal grant-making agency, currently or at any time during the course of the period of performance under this award, **the subrecipient must disclose that fact and certain related information to Office of Criminal Justice Programs (OCJP) by emailing the Program Manager.**

For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following:

1. The federal awarding agency that currently designates the recipient high risk,
2. The date the recipient was designated high risk,
3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and
4. The reasons for the high-risk status, as set out by the federal awarding agency.

The recipient agrees to comply with any additional requirements that may be imposed by the OCJP during the period of performance for this award, if the recipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

Name and Title of Authorized Official or Designee: Freddie, O'Connell, Mayor

Name and Address of Authorizing Agency: Metro Government of Nashville & I

Authorized Signature of the Applicant Agency or Designee

Date

NON-SUPPLANTING CERTIFICATION

This is to certify that I have read, understand, and agree to ensure that federal funds will not be used to supplant or replace funds or other resources that would otherwise have been made available or previously budgeted for this project.

Name and Title of Authorized Official: Freddie O'Connell, Mayor

Name and Address of Authorizing Agency: Metro Government of Nashville & Davidson Cour
1 Public Squire, Suite 100, Mayor's Office
Nashville, TN 37201

"The Authorized Official certifies that to the best of his or her knowledge and belief that the information contained in this certification is correct and in accordance with the requirements of the application guidelines. The Authorized Official also certifies that the person named below is either the person legally responsible for committing the applying agency to this certification, or is executing this certification with the informed consent of the authorizing person (named and described in attachment A)."

Supplanting defined

Federal funds must be used to supplement existing funds for program activities and must not replace State or local funds that have been appropriated for the same purpose. Supplanting shall be the subject of application review, as well as pre-award review, post-award monitoring, and audit.

Supplanting and job retention

A grantee may use federal funds to retain jobs that, without the use of the federal money, would be lost. If the grantee is planning on using federal funds to retain jobs, it must be able to substantiate that, without the funds, the jobs would be lost. Substantiation can be, but is not limited to, one of the following forms: an official memorandum, official minutes of a county or municipal board meeting or any documentation, that is usual and customarily produced when making determinations about employment. The documentation must describe the terminated positions and that the termination is because of lack of the availability of State or local funds.

Certification: I certify, by my signature at the end of this form, that I have read and am fully cognizant of our duties and responsibilities under this Certification. ***(Please click the box to the left)***

NAME, TITLE, AND ADDRESS OF CERTIFYING DESIGNEE (IF DIFFERENT FROM AUTHORIZED OFFICIAL):
(Please click & complete the name, title, & address form field text boxes below, if applicable)

Certifying Designee's Name:
Certifying Designee's Title:
Certifying Designee's Address:
Certifying Designee's Address:

Please complete all certifications, print them, and then sign & date each certification

Authorized Signature of the Applicant Agency:

Date:



Tennessee Department of Finance and Administration
Office of Criminal Justice Programs
312 Rosa Parks Ave., Ste. 1800
Nashville, TN 37243-1102

Nondiscrimination Compliance Certification

The recipient agrees to comply with Tennessee 114th General Assembly 2025-2026 public chapters 0458 and 0494 and all related provisions of Tennessee law regarding the Dismantling DEI in Departments Act and Dismantling DEI in Employment Act, as they relate to unlawful diversity, equity and inclusion programming, eligibility practices and discriminatory hiring practices. The recipient shall require all contractors, subcontractors, and vendors to comply with these public chapters and related law, and shall monitor these entities for compliance as a part of its oversight of these entities.

On July 29, 2025, the United States Attorney General issued a [memorandum \(the "Memo"\)](#) providing guidance to federal funding recipients regarding unlawful discrimination. This guidance reinforces nondiscrimination requirements applicable to federally funded programs and mandates compliance with Title VI, Title VII, Title IX, and the Equal Protection Clause of the Fourteenth Amendment to the United States Constitution. The Memo prohibits discrimination in violation of these authorities and prohibits discriminatory DEI practices that violate these Titles or other applicable federal law. Applicants are encouraged to consult with their legal counsel regarding legal compliance and implementation of best practice recommendations.

As a recipient of funding from OCJP, the undersigned certifies that the jurisdiction named below is in compliance with all applicable federal and state nondiscrimination requirements, including but not limited to the Tennessee 114th General Assembly 2025-2026 public chapters 0458 and 0494 and the guidance provided in the Attorney General's July 29, 2025, memorandum.

Metropolitan Government of Nashville & Davidson County

Agency Name

Freddie O'Connell

Printed Name of Authorized Official

Authorized Signature of the Applicant Agency or Designee

Date