

LEGISLATIVE TRACKING FORM

Filing for Council Meeting Date: 04/21/26

Resolution Ordinance

Contact/Prepared By: M. Park

Date Prepared: _____

Title (Caption): 2027 VOCA - Law Enforcement Victim Coordinator Grant Application

Vast majority of funding will be used to pay for salaries for one Police Counselor II, one Advocate Specialist and 4 Outreach Advocates.

The remaining amount will be used towards supplies and travel.

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

Proposing Department: Police Requested By: Police

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

Legislative Category (check one):

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

FINANCE Amount +/-: \$ <u>\$ 474,455.00</u> Funding Source: Capital Improvement Budget Capital Outlay Notes Departmental/Agency Budget Funds to Metro General Obligation Bonds Grant Increased Revenue Sources	Match: \$ <u>\$ 0.00</u> Judgments and Losses Local Government Investment Project Revenue Bonds Self-Insured Liability Solid Waste Reserve Unappropriated Fund Balance 4% Fund Other: _____ Date to Finance Director's Office: _____
Approved by OMB: <u>Aaron Pratt</u> Approved by Finance/Accounts: _____ Approved by Div Grants Coordination: <u>Juanita Paulsen</u>	APPROVED BY 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 APPLICATION SUMMARY SHEET

Grant Name: 2027 VOCA - Law Enforcement Victim Coordinator
Department: POLICE DEPARTMENT
Grantor: U.S. DEPARTMENT OF JUSTICE
Pass-Through Grantor (If applicable): STATE OF TN OJCP
Total Applied For: \$474,455.00
Metro Cash Match: \$0.00
Department Contact: Michael Park
 862-7077
Status: CONTINUATION

Program Description:

Vast majority of funding will be used to pay for salaries for one Police Counselor II, one Advocate Specialist and 4 Outreach Advocates. The remaining amount will be used towards supplies and travel.

Plan for continuation of services upon grant expiration:

Project is totally grant funded and will cease upon expiration of the grant.

APPROVED AS TO AVAILABILITY OF FUNDS:

APPROVED AS TO FORM AND LEGALITY:

Jennine Reed/mjw 3/25/2026 | 10:53 AM CDT
Director of Finance **Date**

Courtney Mohan 3/25/2026 | 12:18 PM CDT
Metropolitan Attorney **Date**

AP JD

APPROVED AS TO RISK AND INSURANCE:

Lora Fox 3/25/2026 | 11:56 AM
Director of Risk Management Services **Date**

Freddie O'Connell/mt 3/25/2026 | 1:30 PM CD
Metropolitan Mayor **Date**

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

Grants Tracking Form

Part One

Pre-Application <input type="radio"/> Application <input checked="" type="radio"/> Award Acceptance <input type="radio"/> Contract Amendment <input type="radio"/>				
Department	Dept. No.	Contact	Phone	Fax
POLICE DEPARTMENT	031	Michael Park	862-7077	880-3077
Grant Name: 2027 VOCA - Law Enforcement Victim Coordinator				
Grantor: U.S. DEPARTMENT OF JUSTICE				
Grant Period From: 07/01/26		Anticipated Application Date: 03/25/26		
Grant Period To: 06/30/27		Application Deadline: 03/25/26		
Funding Type:	FED PASS THRU	Multi-Department Grant <input type="checkbox"/> If yes, list below.		
Pass-Thru:	STATE OF TN OJCP	Outside Consultant Project: <input type="checkbox"/>		
Award Type:	COMPETITIVE	Total Award: \$474,455.00		
Status:	CONTINUATION	Metro Cash Match: \$0.00		
Metro Category:	Est. Prior.	Metro In-Kind Match: \$0.00		
CFDA #	16.575	Is Council approval required? <input type="checkbox"/>		
Project Description:		Applic. Submitted Electronically? <input checked="" type="checkbox"/>		
Vast majority of funding will be used to pay for salaries for one Police Counselor II, one Advocate Specialist and 4 Outreach Advocates. The remaining amount will be used towards supplies and travel.				
Plan for continuation of service after expiration of grant/Budgetary Impact:				
Project is totally grant funded and will cease upon expiration of the grant.				
How is Match Determined?				
Fixed Amount of \$		or	% of Grant	
			Other: <input type="checkbox"/>	
Explanation for "Other" means of determining match:				
For this Metro FY, how much of the required local Metro cash match:				
Is already in department budget?		Fund	Business Unit	
Is not budgeted?		Proposed Source of Match:		
(Indicate Match Amount & Source for Remaining Grant Years in Budget Below)				
Other:				
Number of FTEs the grant will fund:		6.00	Actual number of positions added:	
Departmental Indirect Cost Rate		45.90%	Indirect Cost of Grant to Metro: \$217,774.85	
*Indirect Costs allowed? <input type="radio"/> Yes <input checked="" type="radio"/> No % Allow.		0.0%	Ind. Cost Requested from Grantor: \$0.00 in budget	
*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)				
Draw down allowable? <input type="checkbox"/>				
Metro or Community-based Partners:				

Part Two

Grant Budget										
Budget Year	Metro Fiscal Year	Federal Grantor	State Grantor	Other Grantor	Local Match Cash	Match Source (Fund, BU)	Local Match In-Kind	Total Grant Each Year	Indirect Cost to Metro	Ind. Cost Neg. from Grantor
Yr 1	FY27	\$379,564.00	\$94,891.00					\$474,455.00	\$217,774.84	\$0.00
Yr 2	FY__									\$0.00
Yr 3	FY__									
Yr 4	FY__									
Yr 5	FY__									
Total		\$379,564.00	\$94,891.00	\$0.00	\$0.00		\$0.00	\$474,455.00	\$217,774.84	\$0.00
Date Awarded:					Tot. Awarded:			Contract#:		
(or) Date Denied:					Reason:					
(or) Date Withdrawn:					Reason:					

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

Resolution No. _____

A resolution approving an application for a Victims of Crime Act (VOCA) grant from the Tennessee Department of Finance and Administration, Office of Criminal Justice Programs, to the Metropolitan Government, acting by and through the Metropolitan Nashville Police Department, to fund counselor and victim advocate positions, purchase supplies, and subsidize travel.

WHEREAS, the Tennessee Department of Finance and Administration, Office of Criminal Justice Programs, is accepting applications for a Victims of Crime Act (VOCA) grant with an award of \$474,455.00 with no cash match required to fund counselor and victim advocate positions, purchase supplies, and subsidize travel; and,

WHEREAS, the Metropolitan Government is eligible to participate in this grant program; and,

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

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

Section 1. That the Metropolitan Government's application for a Victims of Crime Act (VOCA) grant with an award of \$474,455.00, a copy of which is attached hereto and incorporated herein, is hereby approved, and the Metropolitan Nashville Police Department is authorized to submit said application to the Tennessee Department of Finance and Administration, Office of Criminal Justice Programs.

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

APPROVED AS TO AVAILABILITY OF FUNDS:

Jenneen Reed/mjr
Jenneen Reed, Director
Department of Finance

INTRODUCED BY:

APPROVED AS TO FORM AND LEGALITY:

Courtney Mohan
Assistant Metropolitan Attorney

Member(s) of Council

TENNESSEE
Grant Solicitation Packet



Victims of Crime Act (VOCA) Grants
Assistance Listing Number 16.575

FY27 Law Enforcement Victim Coordinator

Project Period: 07/01/2026 – 06/30/2027

*Released on: ****Enter Date*****

*Completed applications due: ****03/25/26*****

Prepared by:

State of Tennessee

Office of Criminal Justice Programs

Department of Finance and Administration

312 Rosa L. Parks Avenue

William R. Snodgrass Tennessee Tower, Suite 1800 Nashville,

Tennessee 37243-1102

IMPORTANT INFORMATION

The Victims of Crime Act (VOCA) of 1984 established the Crime Victims Fund in the U.S. Treasury. The Fund is financed by fines and penalties paid by convicted federal offenders, not from tax dollars. It includes deposits from federal criminal fines, forfeited bail bonds, penalties, and special assessments collected by U.S. Attorneys' Offices, federal U.S. courts, and the Federal Bureau of Prisons. Federal revenues deposited into the Fund also come from gifts, donations, and bequests by private parties. This fund provides the source of funding for carrying out all of the activities authorized by VOCA.

The purpose of the Victims of Crime Act (VOCA) is to support the provision of services to victims of crime throughout the Nation. Services are defined as those efforts that (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after a victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety and security. Priority is given to victims of child abuse, domestic violence, sexual assault, and victims of violent crime who were previously underserved.

VOCA is administered at the federal level through the U.S. Department of Justice, Office for Victims of Crime which annually awards a grant to each state, the District of Columbia and U.S. Territories. The Governor of each state designates the state agency that will administer the Victims of Crime Act (VOCA) victim assistance grant program. The Office of Criminal Justice Programs, in the Tennessee Department of Finance and Administration, has been designated as the state agency responsible for administering this grant program in Tennessee.

*All of OCJP Programs are required to sign and initial copies of certification, assurances, and Special Conditions.

Available Funds

Victims of Crime Act (VOCA), Assistance Listing Number 16.575

Eligibility

Agencies applying for funding must meet both the criteria listed in this solicitation and any requirements listed below. Agencies not able to demonstrate they meet these criteria must not apply. Nonprofit agencies not solvent at the time of application are not eligible to apply for funding.

Tennessee law enforcement agencies currently receiving VOCA funding for this project whose grants end June 30, 2026 are eligible to apply for one year of continuation grant funding.

Length and Amount of Project Support

Multi-year contracts will remain contingent, as always, on the availability of federal appropriations.

Please see companion document for project support.

Program Purpose

The purpose of this solicitation is to continue funding civilian Victim Coordinators within law enforcement agencies. Victim Coordinators ensure that crime victims receive timely, trauma-informed support and have the information and assistance needed to navigate the criminal justice process.

Victim Coordinators provide:

- **Direct support to address the emotional and physical needs of primary and secondary victims.**
- **Guidance and education to help victims understand their rights and participate meaningfully in the criminal justice system.**

- Safety planning and practical assistance, including case-status updates, interview accompaniment, and ongoing communication.
- Referrals and connections to appropriate community and governmental service providers.
- Collaboration with the District Attorney's office, law enforcement personnel, and local victim service organizations to improve victims' overall experience with the justice system.

This is a full-time civilian position. Sworn law enforcement officers are not eligible.

Grant Solicitation Communications

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

- Law Enforcement Victim Coordinator

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

Application Deadline

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

Scope of Services

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

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

Budget Summary and Line-Item Detail

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

Application Submission

- Required Materials for Submission
 - Scope of Services

- Budget
- Other Funds Information
- Organizational chart and job descriptions for grant funded positions
- Department of Revenue registration or exemption letter (Except Drug Task Forces and State and Local Law Enforcement)
- Proof of non-profit status (non-profits only)
- Most recent audit or a copy of the agency’s Form 990 (nonprofits only)
- Current Balance Sheet (nonprofits only)
- Cost Allocation Plan
- Approved indirect cost rate (if utilizing indirect costs).
- Letters of Support or Memorandums of Understanding (if required by the Collaboration section of the Scope of Service).
- Response Preparation Costs
 - The State will not pay any costs associated with the preparation, submittal, or presentation of any application.

GRANT SOLICITATION SCHEDULE OF EVENTS

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

EVENT	TIME (central time zone)	DATE
1. Grant Solicitation Issued		
2. Application Deadline	4:30 p.m.	
3. Contract Start Date		

The State reserves the right, at its sole discretion, to adjust the Grant Solicitation Schedule of Events as it deems necessary.

Any adjustment of the Schedule of Events shall constitute a Grant Solicitation update, and the State will communicate such to all prospective applicants.

FUND SOURCE DESCRIPTIONS AND SPECIFIC REQUIREMENTS

Victim service applications will be funded in whole or in part, with funds from the Office of Victims of Crime, commonly known as VOCA funds. **Eligible crime victim assistance programs are those that are “operated by a public agency or nonprofit organization, or a combination of such agencies or organizations, or of both such agencies and organizations, and provide services to victims of crime,” and that meet the other requirements set out in 34 U.S.C § 20103(b)(1).** Services generally include those efforts that (1) respond to the emotional, psychological, or physical needs of crime victims, (2) help victims of crime to stabilize their lives after victimization, (3) help victims to understand and participate in the criminal justice system, and (4) restore a measure of security and safety for the victim. Funds under this program shall be used by states and territories to support eligible crime victim assistance programs that provide direct services to crime victims.

VOCA Program Federal and State Requirements

VOCA establishes eligibility criteria that must be met by all organizations that receive VOCA funds. Each sub-recipient organization shall meet the following requirements:

- Public or Nonprofit Organizations: Organizations must be operated by public or nonprofit organizations, or a combination of such organizations.
- Record of Effective Services: Organizations must demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services by the community, a history of providing direct services in a cost-effective manner, and financial support from other sources.
- Volunteers: Sub-recipients must use volunteers unless the state determines there is a compelling reason to waive this requirement.
- Promote Community Efforts to Aid Crime Victims: Sub-recipients must promote, within the community, coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on state, federal, local, or Native American task forces, commissions, working groups, coalitions, and/or multi-disciplinary teams. Coordination efforts also include developing written agreements that contribute to better and more comprehensive services to crime victims.
- Help Victims Apply for Compensation Benefits: Sub-recipients must provide assistance to potential recipients of crime victim compensation benefits. Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with application forms and procedures, obtaining necessary documentation, and/or checking on claim status.
- Comply with Federal Rules Regulating Grants: Sub-recipients must comply with the applicable provisions of VOCA, the program guidelines (found at [28 C.F.R. Part 94](#)), and the requirements of the DOJ Grants Financial Guide, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received. This includes: Financial documentation for disbursements, daily time and attendance records specifying time devoted to allowable VOCA victim services, client files, the portion of the project supplied by other sources of revenue, job descriptions, contracts for services, and other records which facilitate an effective audit.
- Maintain Civil Rights Information: Maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability, within the timetable established by the state grantee, and permit reasonable access to its books, documents, papers, and records to determine whether the sub-recipient is complying with applicable civil rights laws.
- Services to Victims of Federal Crimes: Victims of federal crimes must be provided services on the same basis as victims of state and local crimes. Federal crimes include human trafficking, bank robbery, kidnapping, etc. as well as crimes committed on federal property such as military installations, national parks and certain Indian reservations.
- No Charge to Victims for VOCA Funded Services: Services must be provided to Victims at no charge through any VOCA funded program. Any deviation from this requires prior approval by the state. The purpose of the VOCA victim assistance grant program is to provide services to all crime victims regardless of their ability to pay for services rendered or availability of insurance or other third-party payment resources.
- Substantial Financial Support from Sources Other than VOCA: A program has substantial financial support from sources other than VOCA when at least twenty-five percent (25%) of the program's funding in the year of, or the year preceding the award comes from other such sources, which may include other federal funding. **Agencies not able to demonstrate this through written documentation submitted as part of this application must not apply.**

VOCA allowable direct service costs include, but are not limited to the following per VOCA Rules, 28 CFR Part 94.119:

- Direct services for immediate emotional, psychological, and physical health and safety (28 CFR 94.119(a)) These are services that respond to immediate needs (other than medical care, except as specifically allowed) of crime victims, including, but not limited to:
 - Crisis intervention services
 - Accompanying victims to hospitals for medical examinations
 - Hotline counseling
 - Safety planning
 - Emergency food, shelter, clothing, and transportation

- Short-term in-home care and supervision services for children and adults who remain in their own homes when the offender/caregiver is removed
- Short-term nursing home, adult foster care, or group- home placements for adults for whom no other safe, short term residence is available
- Window, door, or lock replacement or repair, and other repairs necessary to ensure a victim's safety
- Costs of the following, on an emergency basis (i.e., when the State's compensation program, the victim's or in the case of a minor child, the victim's parent's or guardian's) health insurance plan, Medicaid, or other health care funding source, is not reasonably expected to be available quickly enough to meet the emergency needs of a victim (typically within 48 hours of a crime): non-prescription and prescription medicine, prophylactic or other treatment to prevent HIV/AIDS infection or other infectious disease, durable medical equipment (such as wheelchairs, crutches, hearing aids, eyeglasses), and other healthcare items are allowed
- Emergency legal assistance such as for filing for restraining or protective orders, and obtaining emergency custody orders and visitation rights.

OCJP requirement: These services respond to the immediate emotional or physical needs of victims (excluding medical care), and include crisis intervention, accompaniment to hospitals for medical examinations, hotline counseling, safety planning, emergency food, clothing, transportation, shelter, emergency legal assistance, and other emergency services that are intended to restore the victim's sense of security and safety. VOCA project funds may only be used to purchase groceries for victims in emergency shelters and/or victims who need emergency provisions. Contact your OCJP Program Manager if you have any questions about what is allowable for Food and Beverage.

Direct services for personal advocacy and emotional support services (28 CFR 94.119(b)) - These include, but are not limited to:

- Working with a victim to assess the impact of a crime
- Identification of victim's needs
- Case management
- Management of practical problems created by the victimization
- Identification of resources available to the victim
- Provision of information, referrals, advocacy, and follow-up contact for continued services, as needed
- Traditional, cultural, and/or alternative therapy/healing (e.g., art therapy, yoga)

Direct services for mental health counseling and care (28 CFR 94.119(c)) - Mental health counseling care includes, but is not limited to, outpatient therapy/counseling (including, but not limited to, substance-abuse treatment so long as the treatment is directly related to the victimization) provided by a person who meets professional standards to provide these services in the jurisdiction in which the care is administered.

OCJP requirement: These are services and activities that help primary and secondary victims understand the dynamics of victimization and stabilize their lives after victimization. This may include evaluation and assessment of mental health needs and consist of out-patient therapy/counseling, group support and substance-abuse treatment (so long as the treatment is related to victimization). Prior approval from OCJP is required for any substance-abuse treatment. Therapeutic service providers must have appropriate state licensure or licensed supervision and education in Substance Abuse and/or Trauma Informed services. "Therapy" refers to intensive professional psychological/psychiatric treatment to provide emotional support in crises arising from the occurrence of crime.

Direct services for peer-support (28 CFR 94.119(d)) - Peer-support includes, but is not limited to, activities that provide opportunities for victims to meet other victims, share experiences, and provide self-help, information, and emotional support.

Direct services for the facilitation of participation in criminal justice and other public proceedings arising from the crime (28 CFR 94.119(e)) -The provision of services and payment of costs that help victims participate in the criminal justice system and in other public proceedings arising from the crime (e.g., juvenile justice hearings, civil commitment proceedings), including, but not limited to:

- Advocacy on behalf of a victim
- Accompanying a victim to offices and court
- Transportation, meals, and lodging to allow a victim who is not a witness to participate in a proceeding
- Interpreting for a non-witness victim who is Deaf or hard of hearing, or with limited English proficiency
- Providing childcare and respite care to enable a victim who is a caregiver to attend activities related to the proceeding
- Notification to victims regarding key proceeding dates (e.g., trial dates, case disposition, incarceration, and parole hearings)
- Assistance with Victim Impact Statements
- Assistance in recovering property that was retained as evidence
- Assistance with restitution advocacy on behalf of crime victims

Direct services for legal assistance (28 CFR 94.119(f)) - The provision of legal assistance services (including, but not limited to, those provided on an emergency basis), where reasonable and where the need for such services arises as a direct result of the victimization. Such services include, but are not limited to:

- Those (other than criminal defense) that help victims assert their rights as victims in a criminal proceeding directly related to the victimization, or otherwise protect their safety, privacy, or other interests as victims in such a proceeding
- Motions to vacate or expunge a conviction, or similar actions, where the jurisdiction permits such a legal action based on a person's being a crime victim
- Those actions (other than tort actions) that, in the civil context, are reasonably necessary as a direct result of the victimization

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

Direct service costs for forensic medical evidence collection examinations (28 CFR 94.119(g)) - Forensic medical evidence collection examinations for victims are allowable to the extent that other funding sources such as State appropriations are insufficient. Forensic medical evidence collection examiners are encouraged to follow relevant guidelines or protocols issued by the State or local jurisdiction. Subrecipients are encouraged to provide appropriate crisis counseling and/or other types of victim services that are offered to the victim in conjunction with the examination. Subrecipients are also encouraged to use specially trained examiners such as Sexual Assault Nurse Examiners.

OCJP requirement: These services are allowable only to the extent that other funding sources are unavailable or insufficient. Forensic medical evidence collection examiners are required to be SANE certified and must follow relevant guidelines or protocols issued by the State or local jurisdiction. T.C.A. §29-13, 118 provides that a hospital, physician, SANE program, Child Advocacy Center, or other medical facility may file a claim with the Tennessee Criminal Injuries Compensation Program for forensic medical examinations in sexual assault cases. Organizations that file for criminal injuries compensation may not request reimbursement for activities and positions funded with grant funds. Go to [Criminal Injuries Compensation](#) for more information. If forensic medical exams, equipment used in the exams, or examiners are a proposed component of the VOCA Application, consult with OCJP prior to submitting your application.

Forensic interviews may be allowable for direct services with the following parameters: (28 CFR 94.119(h))

- Results of the interview will be used not only for law enforcement and prosecution purposes, but also for identification of needs such as social services, personal advocacy, case management, substance abuse treatment, and mental health services

- Interviews are conducted in the context of a multi-disciplinary investigation and diagnostic team, or in a specialized setting such as a child advocacy center
- The interviewer is trained to conduct forensic interviews appropriate to the developmental age and abilities of children, or the developmental, cognitive, and physical or communication disabilities presented by adults.

Direct services for transportation (28 CFR 94.119(i)) - Transportation of victims to receive services and to participate in criminal justice proceedings.

Direct services for public awareness (28 CFR 94.119(j)) - Public awareness and educational presentations (including, but not limited to, the development of presentation materials, brochures, newspaper notices, and public service announcements) in schools, community centers, and other public forums that are designed to inform crime victims of specific rights and services and provide them with (or refer them to) services and assistance.

Direct services for transitional housing (28 CFR 94.119(k)) - Subject to any restrictions on amount, length of time, and eligible crimes, set by OCJP, transitional housing for victims (generally, those who have a particular need for such housing, and who cannot safely return to their previous housing, due to the circumstances of their victimization), including, but not limited to, travel, rental assistance, security deposits, utilities, and other costs incidental to the relocation to such housing, as well as voluntary support services such counseling.

OCJP requirement: Those seeking to provide transitional housing must be in compliance with the OCJP Transitional Housing requirements and complete all related tracking forms when providing this service with VOCA funding.

Direct services for relocation (28 CFR 94.119(k)) - Relocation expenses are an allowable VOCA expense where necessary for the safety and well-being of a victim, including reasonable moving expenses, security deposits on housing, rental expenses, and utility start-up costs. Prior approval from OCJP is required for relocation expenses. This includes pro-rated costs of rent, utilities, telephone services, local travel expenses for service providers.

VOCA allowable costs for activities supporting direct services include, but are not limited to, the following per VOCA Rules, 28 CFR Part 94.120:

- Coordination of activities (28 CFR 94.120(a)) - Coordination activities that facilitate the provision of direct services, include, but are not limited to, State-wide coordination of victim notification systems, crisis response teams, multi-disciplinary teams, coalitions to support and assist victims, and other such programs, and salaries and expenses of such coordinators.
- Supervision of direct service providers (28 CFR 94.120(b)) - Payment of salaries and expenses of supervisory staff in a project, when OCJP determines that such staff are necessary and effectively facilitate the provision of direct services. This expense should be pro-rated accordingly.
- Multi-system, interagency, multi-disciplinary response to crime victim needs (28 CFR 94.120(c)) - This describes activities that support a coordinated and comprehensive response to crime victim needs by direct service providers, including, but not limited to, payment of salaries and expenses of direct service staff serving on child and adult abuse multi-disciplinary investigation and treatment teams, coordination with federal agencies to provide services to victims of federal crimes and/or participation on Statewide or other task forces, work groups, and committees to develop protocols, interagency, and other working agreements.
- Contracts for professional services (28 CFR 94.120(d)) - Contracting for specialized professional services (e.g., psychological/psychiatric consultation, legal services, interpreters), at a rate not to exceed a reasonable market rate, that are not available within the organization.

VOCA allowable subrecipient administrative costs include, but are not limited to the following per VOCA Rules, 28 CFR Part 94.121:

Personnel costs (28 CFR 94.121(a)) - Personnel costs that are directly related to providing direct services and supporting activities such as staff and coordinator salaries expenses (including fringe benefits), and a prorated share of liability insurance.

Skills training for staff (28 CFR 94.121(b)) - Training exclusively for developing the skills of direct service providers, including paid staff and volunteers, so that they are better able to offer quality direct services, including, but not limited to, manuals, books, videoconferencing, electronic training resources, and other materials and resources relating to such training.

OCJP requirement: VOCA funds designated for training are to be used exclusively for developing the skills of direct service providers so that they are better able to offer quality services to crime victims. VOCA funds can be used for training both VOCA funded and non-VOCA funded service providers who work within a VOCA subrecipient organization. **Volunteers can be included in VOCA supported training with prior approval from OCJP.** All training supported with VOCA funds must relate directly to the purpose statement of the VOCA funded grant. VOCA funds can be used to purchase material such as books, training manuals, and videos for direct service providers, within the VOCA funded organization, and can support the costs of a trainer for in-service staff development. Staff from other organizations can attend in-service training activities that are held for the subrecipient's staff.

Training-related travel (28 CFR 94.121(c)) - Training-related costs such as travel (in-State, regional, and national), meals, lodging, and registration fees for paid direct-service staff.

OCJP requirement: VOCA funds can support costs such as travel, meals, lodging, and registration fees to attend training within the state or a similar geographical area for VOCA-funded and non-VOCA-funded staff. Subrecipients are encouraged to first look for available training within their immediate geographical area. However, when needed training is unavailable within the immediate area, prior OCJP written approval is required for travel outside the state.

Expenses and reimbursements for in state and out of state travel must follow the most current Comprehensive State of Tennessee Rules and Regulations which can be found at [State of Tennessee Travel Rules and Regulations](#).

Organizational expenses (28 CFR 94.121(d)) - Organizational expenses that are necessary and essential to providing direct services and other allowable victim services, including, but not limited to, the prorated costs of rent; utilities; local travel expenses for service providers; and required minor building adaptations necessary to meet the Department of Justice standards implementing the Americans with Disabilities Act and/or modifications that would improve the program's ability to provide services to victims.

Equipment and furniture (28 CFR 94.121(e)) - Expenses of procuring furniture and equipment that facilitate the delivery of direct services (e.g., mobile communication devices, telephones, braille and TTY/TDD equipment, computers and printers, beepers, video cameras and recorders for documenting and reviewing interviews with children, two-way mirrors, colposcopes, digital cameras, and equipment and furniture for shelters, work spaces, victim waiting rooms, and children's play areas), except that the VOCA grant may be charged only the prorated share of an item that is not used exclusively for victim-related activities.

OCJP requirement: VOCA funds may be used to purchase furniture and equipment that provides or enhances direct services to crime victims, as demonstrated by the VOCA subrecipient. Costs must be pro-rated if the equipment is not used exclusively for victim-related activities.

Equipment expenses, which are part of an approved project, if necessary and incidental to that project, are allowable expenses. Equipment is defined as tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$10,000 or more per unit.

NOTE: "Sensitive Minor Equipment" is reported under the Supplies Line of the budget and is defined as moveable, high-risk, sensitive property items purchased with a cost between \$500.00 and \$10,000.00 such as tablets, laptops, desktop computers, printers, projectors, external computer peripherals, weapons, TVs, cameras, and small office machines.

Operating costs (28 CFR 94.121(f)): Operating costs include but are not limited to supplies; equipment use fees; property insurance; printing, photocopying, and postage; courier service; brochures that describe available services; books and other victim-related materials; computer backup files/tapes and storage; security systems; design and maintenance of web sites and social media; and essential communication services, such as web hosts and mobile device services.

OCJP requirement: Operating costs are allowable if costs are part of an approved project and are necessary to the project implementation and operation. Examples of allowable operating costs include supplies, equipment use fees when supported by usage logs, printing, photocopying, and postage, brochures which describe available services, and books and other victim related materials. Costs for a program must be pro-rated across all fund sources.

Purchasing or Leasing Vehicles: Subrecipients may use VOCA funds to purchase or lease vehicles if they can demonstrate to OCJP that such an expenditure is essential to delivering services to crime victims. **OCJP must give prior written approval for all such purchases.**

Advanced Technologies: At times, computers may increase a subrecipient's ability to reach and serve crime victims. In making such expenditures, VOCA subrecipients must describe to OCJP how the computer equipment will enhance services to crime victims, how it will be integrated into and/or enhance the subrecipient's current system, the cost of installation, the cost of training staff to use the equipment, the ongoing operational costs, and how these additional costs will be supported. Contact your OCJP Program Manager prior to any purchases of computer or telecommunications equipment. Property insurance is an allowable expense as long as VOCA funds support a pro-rated share of the cost of the insurance payments.

State grantees that authorize equipment to be purchased with VOCA funds must establish policies and procedures on the acquisition and disbursement of the equipment, in the event the subrecipient no longer receives a VOCA grant. Property records must be maintained with the following: a description of the property and a serial number or other identifying number, identification of title holder, the acquisition date, the cost and the percentage of VOCA funds supporting the purchase, the location, use, and condition of the property, and any disposition data, including the date of disposal and sale price.

Restorative Justice: This includes opportunities for crime victims to meet with perpetrators, if such meetings are requested or voluntarily agreed to by the victim, are victim-centered and have reasonably anticipated beneficial or therapeutic value to crime victims.

Repair and/or Replacement of Essential Items: VOCA funds may also be used for the repair or replacement "of items that contribute to maintaining a healthy and/or safe environment for crime victims, such as a furnace in a shelter." The cost of the repair or replacement must be pro-rated as applicable.

Public Awareness: VOCA funds may be used for presentations in public forums, such as schools and community centers, that are designed to inform crime victims of specific rights and services and refer them to services and assistance. These costs may include staff time, materials, brochures, newspaper notices and public service announcements.

VOCA Administrative Time: VOCA funds may support administrative time to complete VOCA-required time and attendance sheets and programmatic documentation, reports, and statistics; administrative time to collect and maintain crime victims' satisfaction surveys and needs assessments used to improve victim services delivery in the VOCA funded project; and the pro-rated share of audit costs.

Professional Fees: VOCA funds can be used for contracting for specialized professional services (e.g., psychological/psychiatric consultation, legal services, interpreters), at a rate not to exceed a reasonable market rate, that are not available within the organization.

Individual consultant fees, under VOCA, are limited to \$650 per day or \$81.25 per hour; this includes legal, medical, psychological, training and accounting consultants. A subcontract with individual consultants or another entity providing direct victim services is required whenever this budget section is utilized. The subcontract must be pre-approved by OCJP and must be monitored by the agency.

Project Evaluation: VOCA funds may be used for evaluation costs of specific projects, in order to determine their effectiveness. This activity requires prior written approval from OCJP.

Unallowable VOCA costs

Please reference [Chapter XV. Unallowable Costs](#) of the OCJP Grants Manual for full explanations and restrictions regarding generic Unallowable Costs.

Generic Unallowable Costs (This list is NOT ALL-INCLUSIVE) For further clarification, contact OCJP or refer to the VOCA portion of the OCJP Grants Manual at the following link: [OCJP Grants Manual](#):

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

The following services, activities, and costs **CANNOT** be supported with VOCA victim assistance grant funds:

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.

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.

Needs Assessments, Surveys, Evaluations and Studies: With the exception of program evaluation, subrecipients may not use VOCA funds to pay for efforts conducted by individuals, organizations, task forces, or special commissions to study and/or research particular crime victim issues.

Prosecution Activities and Active Investigations of Criminal Activity: Witness notification and management activities, expert witnesses, victim and witness protection services and other activities directed at prosecuting offenders or improving the criminal justice system's effectiveness and efficiency are not allowable uses of VOCA funds.

Fundraising: Subrecipients are not permitted to use VOCA funds for fundraising.

Property Loss: VOCA assistance funds may not be used to reimburse crime victims for losses incurred as a result of the crime, such as replacement of stolen property, medical or funeral expenses, insurance deductibles or lost wages. However, VOCA-funded staff can assist victims by identifying and referring them to other agencies, such as state crime victim compensation programs, that may be able to help victims with these types of needs.

Most Medical Costs: While VOCA funds may be used for certain types of expenses such as emergency short-term nursing home shelter, most medical costs (including nursing home care, in-patient treatment, hospital and non-emergency medical or dental treatment) cannot be support with VOCA assistance funds.

Inherently Religious Activities: VOCA funding may not be used to support inherently (or explicitly) religious activities.

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

Program Income: Program Income is unallowable without prior approval.

Supplanting: Any expenditures that reflect supplanting is unallowable. Supplanting is defined as deliberately reducing State or local funds because of the existence of Federal funds. For example, when agency funds are appropriated for a stated purpose and Federal funds are awarded for that same purpose, the agency replaces its local funds with Federal funds, thereby reducing the total amount available for the stated purpose.

Legal Services: Except as indicated in the following sentence, costs of providing legal services (that is, professional services of the kind lawfully provided only by individuals licensed to practice law) to any removable alien (see 8 U.S.C. § 1229a(e)(2)) or any alien otherwise unlawfully present in the United States are disallowed and may not be charged against the award. Costs for legal services disallowed under the preceding sentence do not include costs for legal services— (1) to obtain protection orders for victims of crime (including associated or related orders (e.g., custody orders), arising from the victimization); (2) that are associated with or relate to actions under 18 U.S.C. ch. 77 (peonage, slavery, and trafficking in persons); (3) to obtain T-visas, U-visas, or "continued presence" immigration status (see, e.g., 8 U.S.C. § 1101(a)(15)(T) & (U); 22 U.S.C. § 7105(c)(3)(A)); or (4) as to which such disallowance would contravene any express requirement of any law, or of any judicial ruling, governing or applicable to the award.

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

PROGRAM REQUIREMENTS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Prohibited and Controlled Equipment and Associated Procedures: 34 U.S.C. § 10152(d) specifically identifies a list of prohibited items. In addition, consistent with Executive Order 14074, Advancing Effective, Accountable Policing and Criminal Justice Practices To Enhance Public Trust and Public Safety of May 25, 2022, the use of grant funds for the purchase or transfer of certain equipment has been designated as prohibited or controlled. Details and associated procedures for requesting prior approval, where applicable, can be found in the [Prohibited and Controlled Equipment Guidance](#).

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

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

Nondiscrimination Compliance: All recipients of grant funding from OCJP must be compliant with 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.

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

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

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

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

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

Additional Program Requirements

For further program requirements, please refer to the [OCJP Grants Manual](#).

FINANCIAL REQUIREMENTS

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

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

Match: There is a 20% match requirement. Federal funds may be used to pay for up to 80% of the cost of the project. Applicants may satisfy the required match with either cash contributions or in-kind contributions (from nonfederal funds).

All match must be allowable and is subject to the same requirements, restrictions and conditions as the federal fund source. For example, volunteers used as project match must provide direct victim assistance services, which means that volunteer members of a Board of Directors, or volunteers who assist with fundraising, cannot be used as project match. Subrecipients must maintain records that clearly show the source, the amount, and the period during which the match was allocated. The basis for determining the value of personal services, materials, equipment, and space must be documented. Indirect costs cannot be used as match.

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

Federal Funds / **80%** (Federal Share) = Total Project Costs

Total Project Costs x **20%** (Sub-recipient Share) = Total Match Amount

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

\$100,000 (federal funds) / .80 = \$125,000 (Total Projects Costs)

\$125,000 (TPC) x .20 = \$25,000 (Total Match Amount)

Federal funds may be used to pay up to 80% of the cost of a project. The remaining share must be a cash match (from non-federal funds) or in-kind match (from non-federal funds)

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

In-kind match is a non-cash contribution recognized at conservative market value, such as the value of donated time, donated equipment, or donated space. In-kind match may include donations of expendable equipment, office supplies, workshop or classroom materials, workspace, or monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor if the services they provide are an integral and necessary part of a funded project.

The value placed on donated services must be consistent with the rate of compensation paid for similar work in the organization or the labor market. Fringe benefits may be included in the valuation. Volunteer services must be documented, and to the extent feasible, supported by the same methods used by the sub-recipient organization for its own employees such as time sheets or a log sheet with appropriate signatures. The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality. The basis for determining the value of personal services, materials, equipment and space must be documented.

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

Match Waivers: Match requirements may be waived for programs that can provide documentation of need as outlined in 28 CFR 94.118(b)(3) of the VOCA Victim Assistance Final Program Guidelines. OCJP will conduct fiscal audits to ensure financial viability and the inability to match funding for those agencies requesting a match waiver and further verify non-supplanting of funds. Agencies requesting a match waiver may experience a delay

in the contract start date. OCJP's policy is to approve full and partial match waivers only in very specific circumstances. VOCA provides numerous examples of match, whether cash or in-kind, which an agency can utilize.

OCJP allows for match waivers based on the following conditions, wherein the agency demonstrates the waiver is due to:

- practical and/or logistical obstacles to providing match (e.g., public agencies that do not engage in private fundraising and may have limitations on soliciting contributing funds);
- local resource constraints (e.g., rural community with limited local funding availability or volunteer capacity);
- increases to VOCA funding where local funding availability has not increased to the same degree;
- past ability to provide match related to current ability to provide match.

Agencies must submit the following for consideration of a match waiver:

- Letter typed on the agency's letterhead, addressed, and sent to the director via their assigned program manager. This letter and the Match Waiver Application are to be signed by the authorized official of the agency;
- A completed [Match Waiver Application](#) and the following attachments:
 - Other Funds Table
 - Current Balance Sheet
 - Current profit/loss statement
 - Most recent Form 990
 - Most recent audit report
 - Agency's approved overall total budget for current fiscal year

Match waivers are approved on a tiered basis determined by an agency's proposed match set forth in the above letter, including cash and in-kind. Verification of ability to make match will be based on prior ability to make match, agencies past ability to spend contracted amount, and a review of other avenues of match (i.e., in-kind). Match waivers will be approved as follows:

- Demonstrated ability to make the full match; 20% match required
- Demonstrated inability to make the 20% match; partial match equal to half of the required match
- Demonstrated inability to make the 20% match; full match waiver, no match required

For additional information regarding Match, please refer to [Chapter III. Financial Requirements, Match Requirements in the OCJP Grants Manual](#).

Indirect costs cannot be used as match.

Cost Allocation Plan: If any part of the costs to be reimbursed are joint costs involving allocation to more than one program or activity, a cost allocation plan must be submitted and approved by the subrecipient's cognizant agency. The subrecipient's cognizant agency is the agency whose funds comprise the greatest percentage of grant funds received by the Subrecipient. Cost Allocation Plans must comply with the applicable accounting and financial standards, either Financial Accounting Standards Board ("FASB") standards or Governmental Accounting Standards Board ("GASB") standards. Methods used for allocating costs may differ between

Subrecipients. It should be noted that grantors are not required to fully fund the costs that are charged to a particular program under an approved Cost Allocation Plan if such costs are not allowable under the contract with the Subrecipient or exceed the prescribed funding percentage or budgets.

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

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

The requirements for the development and submission of indirect cost proposals and cost allocation plans are set out in Appendices III – VI of 2 C.F.R. Part 200, for subrecipients that are a state department, city, county (and subdivision thereof) and state college, university, and technology center. These subrecipients should follow the guidelines applicable to its type of organization.

[2 C.F.R. § 200, Appendix III for Institutions of Higher Education](#)

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

[2 C.F.R. § 200, Appendix VII for State/Local/Tribal Indirect Cost Proposals](#)

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

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

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

State Agency Applicants: State agency applicants (executive, judicial or legislative branch agencies) must notify their Department of Finance and Administration budget analyst at the time the OCJP application is submitted of their intentions to apply for a grant. This Division of Budget notification is required so that necessary steps can be taken to include the grant in the agency's state budget should the state agency receive an award granted from OCJP.

NOTE: State agencies procuring information technology must obtain formal support of procurement from Strategic Technology Solutions (STS) in the Department of Finance and Administration prior to the signing of the grant contract with OCJP.

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

Reporting Irregularities: The subrecipient is responsible for promptly notifying OCJP and the State of Tennessee Comptroller of any illegal acts or irregularities and or proposed actual actions. Please notify the State of Tennessee Comptroller Hotline at 1-800-232-5454 of any irregularities that occur. Illegal acts include: conflicts of interest, falsification of records or reports, misappropriation of funds or other assets, and/or fraud, waste or abuse. For additional information, please refer to the [Tennessee Comptroller of the Treasury Website](#).

REPORTING REQUIREMENTS

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

Complete reporting requirements can be found in the [VOCA](#), Fund Source Chapter of the OCJP Grants Manual and in the [VOCA](#), Reporting Table. The data collected should support the information submitted in the reports and OCJP may periodically request to see the back-up data that supports the information submitted.

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

Programmatic Reporting

All funds providing direct service:

- [Annual Client Outcome Survey Report](#): This report is required at the end of each contract year, covers the period of July 1 through June 30 of the fiscal year for which the report is submitted, and is due no later than July 31st.
- [Training Participant Survey Report](#): This report is required if you will use funds to provide training to allied professionals. This does not include community education. The report is due no later than July 31.

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

VOCA Funds:

[Subgrant Award Report \(SAR\)](#): This report is required for each organization that receives VOCA funding. The SAR must be completed in the online PMT system within 30 days of the start date of an award of funding, and within 30 days of the start date of each subsequent project year. Changes or revisions to the award that occur before the end of the project period must be made in the SAR within 30 days of the change taking effect. Additionally, the grantee must complete a SAR for each subgrant award of VOCA funding. For additional information regarding SAR, please refer to the following document [SAR](#).

[Subgrantee Data Report \(Output Report\)](#): The VOCA Subgrantee Data Report is required to be completed in the online Performance Measurement Tool (PMT) system quarterly.

The Family Violence Prevention Services Program (FVPSA) requires OCJP to report output data for all shelter programs, **regardless of fund source**. All Domestic Violence Shelter and Dual Agencies receiving VOCA funds will be required to complete output reports for both VOCA and FVPSA. The DV Shelter Annual Output Report is required at the end of each contract year and covers the period of July 1 through June 30 of the fiscal year for which the report is submitted. The report is submitted online to OCJP by July 31.

The SAR and the Output Report are completed online utilizing the Office for Victims of Crime, [Performance Measurement Tool \(PMT\)](#).

[Narrative Performance Report](#): The annual Narrative Performance Report is required to be completed annually by October 31st and covers the period of July 1 through June 30 of the fiscal year just completed. This report is emailed to the OCJP Program Manager.

Fiscal Reporting

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

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

State of Tennessee Inter/Unit Journals (State Agencies Only): This method of payment is used for grants funded to State agencies. This payment method reimburses the sub-recipient based upon actual costs incurred by the sub-recipient in carrying out the activity of the grant. As the sub-recipient incurs costs, those costs are conveyed to the funding source (OCJP) following the State of Tennessee Inter/Unit Journal process described below. Following the IU processing, deposits (reimbursement) via the recognition of revenue are made to the account of the state sub-recipient.

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

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

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

Fiscal and Program Monitoring

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

APPLICATION EVALUATION

Review and Evaluation of Proposals

Each application will be rated, utilizing a “weighted” review tool, based on the applicant agency’s ability to provide a logical description of how their project theoretically works to benefit the target group. The project description must tie goals, activities, outputs, and outcomes together in a logical fashion. Applications will be reviewed for financial and programmatic completeness by OCJP staff with expertise in grant requirements and

program design. The applications will be rated and funding will be determined through a competitive review process by a review team of professionals knowledgeable in applicable subject material. Grants will be awarded based on current funding patterns, the availability of funds, and the above cited criteria.

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

Grant Solicitation Update

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



To: Metropolitan Government of Nashville and Davidson County

RE: OCJP funding for FY27

Date: February 23, 2026

The purpose of this letter is to clarify the status of your FY27 funding for your Law Enforcement Victim Coordinator from the Office of Criminal Justice Programs. The Office of Criminal Justice Programs (OCJP) has a solicitation under **FY27 VOCA Law Enforcement Victim Coordinator** available for your program, the current contract number 51057.

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

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

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

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

Federal Funds	State Funds	Total
\$ 379,564.00	\$ 94,891.00	\$ 474,455.00

Your agency is eligible to apply for funding under our VOCA solicitation for your project area. We are utilizing State Victim Services (SVS) to make the match for your agency. **Your agency will not be required to make an agency match as a part of your project.**

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

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

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

A direct link to your solicitation can be found here:
<https://tngrants.my.site.com/OCJPGrants/119cs000009bL9x>

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

General Information

****Please update Agency Account Information by clicking the 'View and Update Information' button below. Please hit the 'Save Updated Information' button when completed.****

Have you ever received State of Tennessee Funding?

Yes

Subcontractor to be used?

No

Agency Contacts & Roles

Please Identify the **Authorizing** and **Implementing** Agency in the question below.

- The **Authorizing Agency** is the entity that has the legal or statutory authority to allocate, approve, or disburse grant funds
- The **Implementing Agency** is the entity responsible for carrying out the actual activities or projects funded by the grant.

While the **Authorizing Agency** provides the funds and oversees compliance with grant policies, the **Implementing Agency** is responsible for the day-to-day execution of the funded program or initiative

Is your Organization the Authorizing Agency, the Implementing Agency or both for this Grant Funding Request?

Both

Please fill out the information below and designate one person In Each of the following Roles.

- Authorized Official More Info
 - The Authorized Official will be the individual legally authorized to sign a contract on behalf of the applicant agency.
 - Typically this will be -- State Government Commissioner, Local Government Mayor, Administrator, or Executive (Depending upon the type of government incorporation) Non-Profit Board Chair.
- Financial Director More Info
 - individual responsible for overseeing and ensuring fiscal compliance with Tennessee and federal regulation.
- Project Director More Info

APPLICATION FOR FUNDING

- o responsible for overseeing the execution and adhering to the agreed upon scope and contract of a project.

The Tennessee Department of Finance and Administration, Office of Criminal Justice Programs (OCJP) does **not recommend** providing the same person for each required role in the grant application process.

If **You** are any one of these roles please edit your name and role in the table below

Name your Authorized Official, Fiscal Director, and Project Director

3

County	Congressional District
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I attest that I have only added one Authorizing Official, Project Director, and Fiscal Director to my Application. I understand that adding duplicate values to this list may slow down application review and could require further clarification.

TRUE

I certify that I have read the instructions on Roles and have not added the same person to more than one project role.

TRUE

Scope of Services/Project Narrative

PROBLEMS FOR INTERVENTION AND NEEDS TO BE IMPROVED

Problem Description: This section should include a description of the specific problem(s), target population, geographic area that the proposed project will address, and current statistics and relevant facts to substantiate the need for the proposed project.

Please describe the problem(s) as specifically as possible, using current information and local data. Statewide or national data is not acceptable. TBI, local law enforcement, or some other repository of information, such as a community needs assessment, is acceptable if it is relevant to the specific community this grant is serving. Please cite the source.

The 2025 personal crime statistics reported by Metropolitan Nashville Police Department (MNPDP) were: murder 74, forcible rapes 596, robbery 866, aggravated assaults 5289, and domestic violence reported incidents 9,334. Metro Office of Family Safety reported that there were 9 domestic violence murders and 67% were committed with a firearm. Nashville's UCR statistics for violent crimes in 2025 compared to UCR statistics for violent crimes 2024 decreased from 29,895 to 24,590, which is a decrease of more than a 5%. UCR statistics include homicides, rapes, aggravated assault, and robberies. In April 2025 there was an increase of aggravated assaults to 8708 up from 8072 in March 2025. The 2024 US census showed Nashville's population to be 704,963 compared to 689,447 in 2020. The Metropolitan Statistical Area (MSA), which is comprised of Davidson County and 13 other counties estimated population is 2.1 million. Nashville is racially, ethnically, and religiously rich in diversity. The racial makeup of Nashville is 54.6% White, 52.6% Non-Hispanic, 24.9% African American, 14.1% Hispanic/ Latino, 3.9% Asian, 3.5% American Indian, and .5% Native Hawaiian and Pacific Islander. The foreign-born population tripled between 1990 and 2000 (12,662 to 39,597) and has nearly doubled over the last decade. 105,000 immigrants reside in the Nashville and Davidson County which is 15% of the population. In 2017 it was estimated the Nashville Metro area was home to 139,703 immigrants. The Nashville Metropolitan Language Access Guide states the foreign-born population in Davidson County has doubled in the past 15 years and in 2018 the foreign-born population was 13.9 percent of Nashville's population. Individuals come to Nashville to live from all over the world. The greatest share of foreign-born, 44.2% are from Latin America, followed by 30.4% from Asia, and 15.3% from Africa. Nashville's largest immigrant and refugee populations are Kurdish (11,000 and the largest Kurdish community in the United States), Mexican, Vietnamese, Laotians, Arabs, and Somalis. Nashville is a new home to many other refugees/immigrants-most recently from Afghanistan and Ukraine. Within Metropolitan Nashville Public Schools, students speak more than 100 languages and nearly a third (30%) speak a language other than English at home. Spanish and Arabic are the two most spoken languages after English in Nashville. The Nashville-Davidson metropolitan area has experienced rapid demographic shifts, with immigrants comprising approximately 9.4% to 15.3% of the population. International migration has significantly driven this growth, with the foreign-born population, largely from Latin America, Asia, and Africa, playing a key role in the local economy. The top three languages spoken in Nashville is English, Spanish and Arabic. Additionally, many of those who speak another language at home have limited English proficiency. As a result, they typically rely on their primary language to communicate with others at nearly all times, including when accessing critical services in the community.

From the organization's database, please cite current demographics, service count, and other data to illustrate understanding of your agency's programs or services. Please use individuals as a method of service count, not bed nights, or the number of times a service was completed.

in 2025, the FIP's direct service staff (counselors, advocates, and case management) provided face to face services (crisis intervention counseling, case management, information and referral, assistance with TNCIC applications and UVISA certification) outreach and follow-up phone calls. *2168 cases assigned for follow-up, *4,632 unduplicated clients receiving face to face , *139 group sessions (victims of robbery and domestic violence in Spanish and English, and homicide therapy group in English.

*1,166 Translation/Interpretation (client appointments, case management, and assisting Law enforcement), *crisis intervention debriefings 28, and * 421 individual crisis intervention Debriefings. *506-Outreach Letters Sent, *8,127 Outreach Phone Calls.

Provide a description of existing services outside of your organization in the service area and a description of gaps and/or barriers in services.

Experiencing a crime can affect a person physically, psychologically, and financially. The Family Intervention Program (FIP) was established in 2016 by merging the Victim Intervention Program (VIP) and Domestic Violence Counseling service (DV). In 2025, The Family Intervention Program (FIP) highlighted the 50th year providing mental health services, advocacy, and criminal justice system support services to victims of violent crime, and always holding to the premise that everyone affected by violent crime should be offered a free immediate crisis intervention and follow-up counseling. Staffed by licensed mental health professionals who provide 24/7 face to face crisis response (hospital/crime scene), group and individual counseling, information and referral; and criminal justice system advocacy to victims of violent crime and/or vulnerable populations of lesser crimes. We enhanced specialized outreach, advocacy, and case management to underserved and vulnerable population crime victims, targeting the high crime-low income areas in 2018 and 2019. Continued enhancement of services have been provided which include advocacy, and case management for victims of crime in our refugee and non-Hispanic immigrant communities. The FIP works collaboratively with other community agencies to ensure victims of obtaining the services they need. However, there is a waiting list with most agencies to provide counseling services. Additionally, the gaps in service include limited non-English speaking staff that are able to provide services in the language that is needed. FIP has utilized the information from the NIWAP survey in addition to knowledge gained and lessons learned from ethnic communities/leaders in Nashville to design and implement the specialized services for refugee and immigrant crime victims. International relocation exposure increases refugee and immigrant women's vulnerabilities to violence, their trauma from victimization may predate their entry into the US (such as having been victimized) during war or during border crossing) and they generally are more isolated and may be actively targeted by aggressors who see them as socially and legally vulnerable. Another barrier includes lived experiences. individuals who are uninsured, low-income, and disproportionately poor. In many communities, these patients are a member of a racial, ethnic or cultural minority population, challenged with barriers to health access in association with transportation, health literacy, distance, or geographic location. These factors can contribute to delayed care or lack of preventive care, resulting in unmet health needs that ultimately contribute to health disparities unique to the medically underserved uninsured. As reported by the Tennessee Department of Health.

Will these funds remove/decrease these gaps and/or barriers? Please cite current data (from this organization and/or other relevant sources), including geographic, economic, social, etc.

The funds will continue to aid in providing ongoing resources to domestic violence victims as well. By offering ongoing support groups, advocacy and accompaniment to court. FIP has completed 139 group sessions- offering services in both English and Spanish. The American's Partner for Equal Justice notes that in 2022 survivors of domestic violence did not receive any or enough legal help for 88% of their civil legal problems in the past year. FIP staff work diligently to connect to other community resources to make attempts to fill gaps and barriers as it relates to legal help.

Please list the specific counties this program will serve and how each county will be served. Please include whether or not there is staff or a physical facility dedicated solely to that county.

Davidson County is and will be the county served. There are core needs that most victims of crime have, and these are the services FIP wants to continue provide through a police crisis counselor and outreach advocate specialists:

The services will be offered at the Family Safety Center (FSC) in Nashville, which houses various trauma informed, crime victim specific services. The FSC is one of the largest Family Justice Center's in the nation. The FIP will extend support to surrounding counties, by outreaching and offering visits to the FSC for services. If that is not an option

due to barriers, the FIP staff will ensure victims will be connected to other community resources located within their county.

What are the specific needs that should be addressed in order for this project to solve the above problem(s)? How will served individuals' needs be addressed with these funds?

FIP wants to continue addressing the following gaps: free and confidential services to all victims of crime regardless of age, sex, race, ethnicity, language, decision to prosecution and/or report to law enforcement), comprehensive language access, 24/7 crisis response availability, access to reach out to victims before they make the first call and providing services to male crime victims.

- Victims of robbery, aggravated assault, hit and run and survivors of homicide (co-victims) are often marginalized, lack resources, and are underserved. FIP is the only agency in Davidson County who provides direct services of therapy/counseling, advocacy, and case management to all crime victims. The exception to this is if there is an arrest, then the Davidson County District Attorney's or U.S. Attorney's Victim Witness Services will provide advocacy related to the criminal justice system.
- FIP prioritizes outreach underserved, low income victims of violent crime because of the additional barriers such as lack of medical insurance, limited resources within the community and language barriers.

Due to the lack of accessibility to resources, there is less knowledge of the criminal justice system and community resources, very often less family support, i.e., family not residing in the United States, and because they do not speak English and or their first language is not English, and during traumatic events victims usually find it helpful if not essential to speak in their first language, even if they are bilingual.

- Over a 4-year period, MNPDP's Family Intervention Program (FIP) provided services to crime victim from thirty different countries, speaking 36 different languages/dialects. (These numbers exclude countries, languages/dialects of clients served from Latin American countries). Professional telephonic interpretation was used in all cases
- FIP reaches out to ethnic communities to build relationship and provide them with information on FIP services and build trust and relationships before a victimization occurs.
- FIP has their general brochure available in print and online in 30 different languages and their robbery, and sexual violence, in the three most spoken languages in Nashville: English, Spanish, and Arabic. FIP homicide brochure is available in the three most spoken languages and Chinese.
- FIP police crisis counselors are on-call 24/7 for sworn to request their physical presence and crisis intervention services at crime scenes, police headquarters, hospitals, or at a staged family assistance center such as Woodmont Baptist Church where family of students, and staff of Covenant's school were brought immediately after the mass shooting on March 27, 2023. As well as the Antioch High School staff were assisted following the mass shooting January 2025.
- FIP staff are civilian police employees and have access to contact information after a police report is filed. That information allows FIP to contact the victim directly. The outreach informs crime victims of FIP services, community services and very often crisis intervention
- In FY23, FIP VOCA staff provided services to 1074 unduplicated crime victims and 34% (369) were males. Hispanic males are often targeted, robbed, and sustain injuries because they are often paid cash, don't use banks, and are less likely to report victimizations.

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Experiencing a crime can affect a person physically, psychologically, and financially. The type of victimization as well as internal, external factors unique to each survivor and their culture will influence how they and their loved ones are affected by the trauma. The crimes' characteristics and severity as well as the victims' pre-victimization characteristics and past trauma affects how a victim responds to the trauma, challenges, and adjusts after the victimization. How the criminal justice system reacts or is perceived to react and support (or not) can also influence the victim's level of distress and trauma. MNP's Family Intervention Program (FIP) has always been committed to providing culturally responsive, trauma informed, comprehensive crime victim services and criminal justice system support / advocacy to all victims of crime.

There are core needs that most victims of crime have, and these are the services FIP wants to continue provide through a police crisis counselor and outreach advocate specialists:

- Counseling to address the trauma, grief, and loss, assisting survivors finding their resilience, and assisting them finding their new equilibrium in the aftermath of victimization.
- Provide Criminal Justice System (CJS) advocacy and information so survivors can make informed decisions and be prepared for CJS procedures and processes including parole hearings.
- Information and referral to other crime victim services survivors need and are beyond the scope of FIP services.
- Active Advocacy providing referrals/ information on community agencies/resources, case management as needed to ensure survivors' basic needs are met, assist with TNCIC application/appeals, assist with U Visa certification when applicable,

In addition, FIP wants to continue providing outreach, advocacy, support, and services often needed by survivors and especially underserved/special/vulnerable populations who have additional challenges in accessing services and processing the trauma. Meeting the needs of these victims is difficult when their access to rights and services is complicated by factors such as ethnicity, language barrier, cultural intolerance, disability, and/or lack of appropriate social support. Survivors in special/vulnerable/underserved populations often need an advocate to provide translation, interpretation, case management, court accompaniment, information/referral to community/CJS agencies, help reduce/eliminate barriers, and to be their liaison with law enforcement. FIP knows each underserved population is unique and therefore there is no universal formula to meet the needs of all the special population groups. Our plan is to meet needs of all crime victims by continuing to outreach to special populations, receiving feedback from the specific populations, improve our response protocol if needed, and to share our knowledge gained with other professional working with victims of crime (law enforcement, non-profits, and other governmental entities).

Supplemental Questions:

Please copy and paste any additional supplemental questions from your Program Manager into the field(s) below and answer each question in the space provided. If there are no supplemental questions, please put N/A in the below boxes.

Question 1

N/A

Response 1

N/A

Question 2

N/A

Response 2

N/A

Question 3

N/A

Response 3

N/A

GOAL 1: Enhance victim safety, stabilization, and trauma informed support.

Description:

Objective 1.1: Ensure victims access trauma informed crisis intervention and safety planning

Description:

Activity 1.1.1 Make contact by outreaching victims via phone calls and connecting them to services

Description:

Staff Position to Complete: Advocates

Activity 1.1.2 Provide psychoeducation to the community regarding FIP services.

Description:

Staff Position to Complete: advocates, counselor

Objective 1.2: Ensure victims receive emotional support, information and stabilization services

Description:

Activity 1.2.1 Provide information / educate on knowledge of trauma reaction, self-care, and healthy coping skills

Description:

Staff Position to Complete: Counselor, and Advocate

Activity 1.2.2 Provide counseling services, and referrals to other community agencies

Description:

Staff Position to Complete: Counselors, and Advocates

GOAL 3: Strengthen collaboration with community partners to support victims

Description:

Objective 3.1: Increase victims' connection to services through personalized referrals

Description: Within the collaborative relationships built, smooth transition to specific services and resources will be made more readily available to victims of crime.

Activity 3.1.1 Make phone calls to various partnering agencies. Set up community partner meetings to ensure services are adequately being provided.

Description:

Staff Position to Complete: Advocates, and Counselors

GOAL 2: Improve victims’ understanding of & participation in the CJP

Description:

Objective 2.3: a0qcs00000Hyr9L

Description:

Objective 2.1: Victims of crime will increase their knowledge of community services/support.

Description: Attendance of psychoeducation or support groups- such as Robbery support groups, and domestic violence support groups

Objective 2.2: Victims will increase their knowledge of the CJS and resources

Description: Victims of crime will increase their knowledge of the criminal justice system and resources specifically available to victims of crime.

Activity 2.2.1

Provide information on the CJS, crime victim services/resources and assist as a liaison with law enforcement as appropriate.

Description:

Staff Position to Complete: Advocates

GOAL 4: Special populations (underserved) will have an increased support within CJS.

Description:

Objective 4.1: Reduce the unique barriers victims in underserved, populations’ encounter

Description: Reduce or eliminate the unique barriers crime victims in underserved, vulnerable, and special populations’ encounter to receive their rights and services in the criminal justice system

Activity 4.1.1

Outreach to underserved communities and offer education on victimization, their rights, and where to receive assistance.

Description:

Staff Position to Complete: Advocates, and counselors

Activity 4.1.2

As barriers/challenges are identified, determine the solution and/or accommodation.

Description:

Staff Position to Complete: Advocates, and counselors

Outputs are the number of people reached, number of services rendered, trainings provided, items provided etc., that an organization accomplishes through the activities described above and utilizing the inputs to which the organization has access.

Please add any outputs that apply to the proposed project and any outputs provided by OCJP Staff in this section and insert a projection of the total outputs generated by the organization's project (for one year). OCJP requires that the outputs attributed to the project be based upon OCJP funded staff/services only, not for the entire organization.

Output	Quantity
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INTENDED OUTCOMES (Results)

Outcomes describe the difference the project will make for its participants and/or the community as a whole. Short-term outcomes typically represent changes in knowledge, attitudes, or awareness. The outcomes for a project should be measurable based upon a set of defined criteria. Project outcomes should tie back to the goals and objectives. Outcomes answer, “What impact will the project make on its target population?”

NOTE: Please add any outcomes provided by OCJP staff in this section in addition to your own. **You must enter information with the Manage Outcomes button first.** Once you enter the outcome information, you will be able to tie it to the appropriate goal with the Manage Goal Assignment button.

Goal – Outcome Assignments	
Goal	Outcome

DATA COLLECTION PROCEDURE

OCJP expects that data be shared with project leadership and ultimately organizational leadership on a regular basis for project evaluation and enhancement

What database or system of collection will be utilized to collect information?

The demographic information request for the PMT report is collected from the police report or directly from the victim (in person or over the phone depending on the circumstances of first contact). Each VOCA funded staff member maintains the demographic information, services received, and type of victimization/s of their clients on a client form and the utilization of data base records management system. The VOCA funded staff enter the data into the data base management system which is entered daily and provided to the project manager by the end of the quarter.

Who will collect the data and ensure that it is accurate?

The project manager reviews each VOCA staff member's data entry for accuracy, tabulates the data, and enters it into the OJP-PMT system no later than the 15th day of the month following the end of a quarter.

VOCA staff maintain case files as well as documentation of services on their individual Outlook calendars. When groups are provided- a group notebook is kept with information on attendees, information provided, goals of group sessions, and who facilitated the group.

How will grant funded activities be documented?

The VOCA funded staff enter the data into the data base management system which is entered daily and provided to the project manager by the end of the quarter.

Describe how the organization will use the data collected to evaluate the goals of the project and the work performed and plan accordingly.

The output data is used to determine who is utilizing which services and the outcome data will provide us on the effectiveness of our services meeting the needs of our clients. From this information, the program can determine if there should be outreach to specific (often underserved) populations and/or changes made to ensure we are reaching and serving all victims. FIP also uses the data collected to look for trends / changes and attempt through analysis to determine why it occurred, is a change we want to maintain or decrease/ eliminate in the future, and determine what our program needs to do in the future to receive the desired result/s. Staff also provide program manager with on-going reports from taskforces, coalitions, community meetings they attended, and from feedback received at outreach events.

Does the organization have policies and procedures regarding sharing data/information?

The FIP has policies and procedures in place to ensure confidentiality is always adhered to. Our data of demographic and services provided are shared with the Office of Family Safety who incorporates it within their annual report for the Family Safety Center (where we are physically located). As we are working and collaborating with other community

partners, we share our data as it is relevant and helpful to reaching our goals and objectives and/or would be helpful information to our community partners. We only share client specific information when the client has agreed to this action and has signed a Release of Information Form.

Supplemental Questions:

Please copy and paste any additional supplemental questions from your Program Manager into the field(s) below and answer each question in the space provided. If there are no supplemental questions, please put N/A in the below boxes.

Question 1

N/A

Response 1

N/A

Question 2

N/A

Response 2

N/A

Question 3

N/A

Response 3

N/A

Training & Equipment

APPLICATION FOR FUNDING

GRANT BUDGET			
AGENCY NAME: Metropolitan Government of Nashville and Davidson County			
FUND SOURCE:			
SOLICIATION IDENTIFICATION TITLE:			
The grant budget line-item amounts below shall be applicable only to expense incurred during the following			
Applicable Period:	Begin 07-01-2026	End: 06-30-2027	
EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
Salaries, Benefits & Taxes ²	\$378,400.00	\$0.00	\$473,000.00
Professional Fee, Grant & Award ²	\$560.00	\$0.00	\$700.00
Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications ²	\$400.00	\$0.00	\$500.00
Travel, Conferences & Meetings ²	\$124.00	\$0.00	\$155.00
Insurance ²	\$80.00	\$0.00	\$100.00
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 Costs ²	\$0.00	\$0.00	\$0.00
Interest ²	\$0.00	\$0.00	\$0.00
In-Kind Expense ²	\$0.00	\$0.00	\$0.00
GRAND TOTAL	\$379,564.00	\$0.00	\$474,455.00

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

APPLICATION FOR FUNDING

GRANT BUDGET LINE-ITEM DETAIL:

AGENCY NAME: Metropolitan Government of Nashville and Davidson County

FUND SOURCE:

SOLICITATION IDENTIFICATION TITLE:

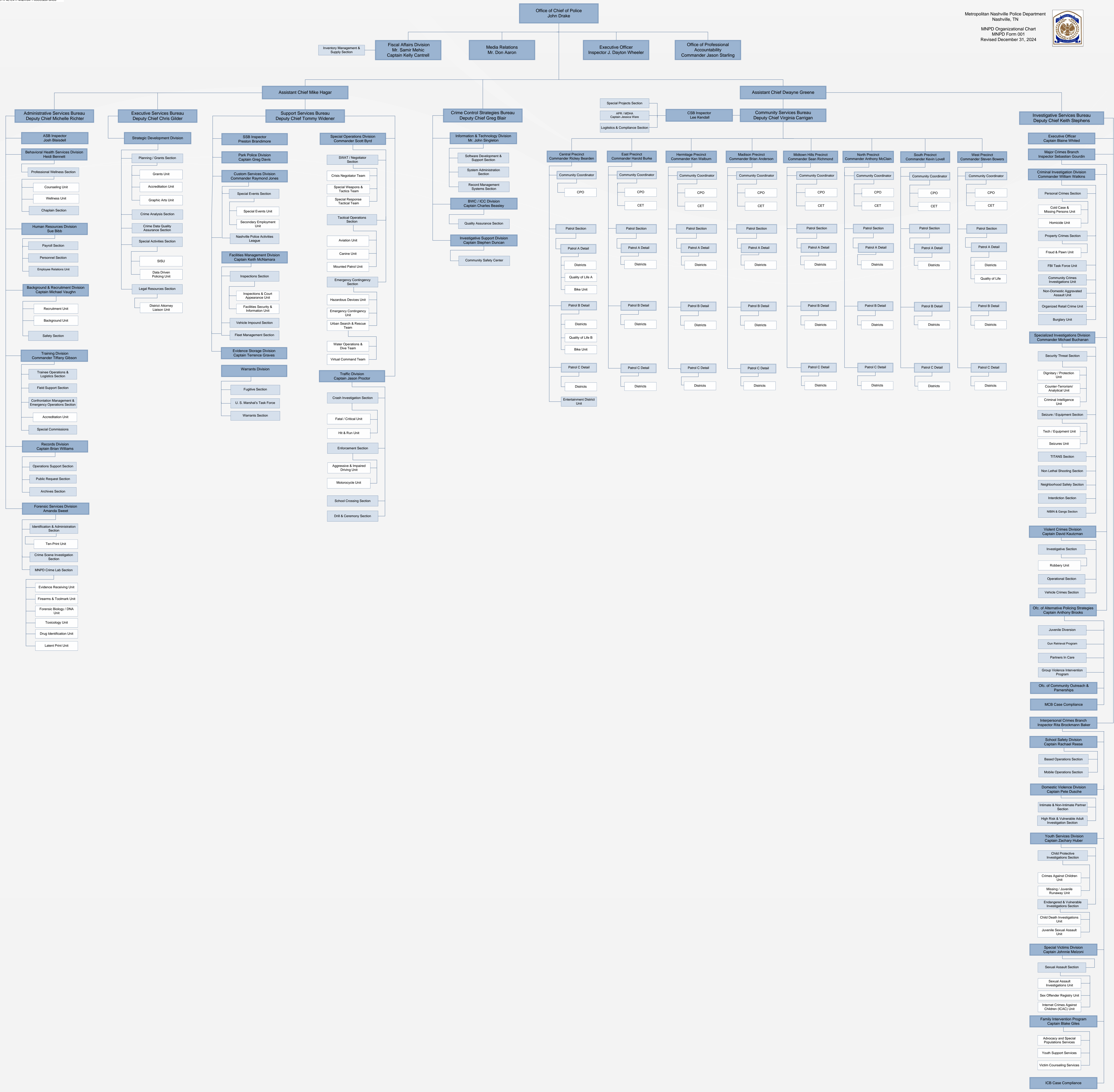
Salaries, Benefits & Taxes	AMOUNT
Police Crisis Counselor 2 Therapist (Match amount: \$17,820.00)	\$89,100.00
Bilingual Outreach Advocate-Specialist (Match amount: \$15,560.00)	\$77,800.00
Bilingual Outreach Advocate-Specialist (Match amount: \$15,560.00)	\$77,800.00
Bilingual Outreach Advocate-Specialist (Match amount: \$15,120.00)	\$75,600.00
Bilingual Outreach Advocate-Specialist (Match amount: \$15,120.00)	\$75,600.00
Bilingual Outreach Advocate-Specialist (Match amount: \$15,420.00)	\$77,100.00
TOTAL	\$473,000.00

Professional Fee, Grant & Award	AMOUNT
Translation of forms, brochures, resource/educational information Education provided to the community on services that are needed after a violent crime has occurred. (Match amount: \$140.00)	\$700.00
TOTAL	\$700.00

Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	AMOUNT
client event and outreach, brochures, audio/written resources, pertinent client information that is provided (Match amount: \$100.00)	\$500.00
TOTAL	\$500.00

Travel, Conferences & Meetings	AMOUNT
reimbursement on mileage for utilizing your own vehicle. (Match amount: \$31.00)	\$155.00
TOTAL	\$155.00

Insurance	AMOUNT
Liability insurance Counselor general professional liability safeguard (Match amount: \$20.00)	\$100.00
TOTAL	\$100.00



**APPLICATION SIGNATURE PAGE
FOR
APPLICATION FOR 2027 VOCA – Law Enforcement Victim Coordinator**

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

John C. Duke

Director
Department of **Police Department**

3/23/2026

Date