



GRANT AMENDMENT

Agency Tracking # NA	Edison ID 26758	Contract # 26758	Amendment # 1		
Contractor Legal Entity Name 20th Judicial District Attorney General's Office			Edison Vendor ID 4		
Amendment Purpose & Effect(s) Revises Contract Scope, Increases Maximum Liability, and Extends Expiration Date					
Amendment Changes Contract End Date: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		End Date: June 30, 2020			
TOTAL Contract Amount INCREASE or DECREASE per this Amendment (zero if N/A):			\$ 494,473.00		
Funding —					
FY	State	Federal	Interdepartmental	Other	TOTAL Contract Amount
2016		\$158,316.00			\$158,316.00
2017		\$158,316.00			\$158,316.00
2018		\$158,316.00			\$158,316.00
2019		\$240,713.00			\$240,713.00
2020		\$253,760.00			\$253,760.00
TOTAL:		\$969,421.00			\$969,421.00
American Recovery and Reinvestment Act (ARRA) Funding: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					
Budget Officer Confirmation: There is a balance in the appropriation from which obligations hereunder are required to be paid that is not already encumbered to pay other obligations.			OCR USE		
Speed Chart (optional) FA00002664		Account Code (optional) County - 71301000			

**AMENDMENT 1
OF GRANT CONTRACT**

This Grant Contract Amendment is made and entered by and between the State of Tennessee, Department of Finance and Administration, Office of Criminal Justice Programs, hereinafter referred to as the "State" and 20th Judicial District Attorney General's Office, hereinafter referred to as the "Grantee." It is mutually understood and agreed by and between said, undersigned contracting parties that the subject Grant Contract is hereby amended as follows:

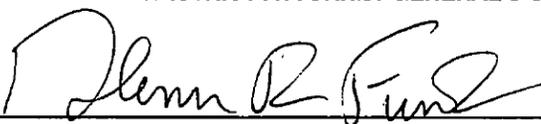
1. Grant Contract section B.1. is deleted in its entirety and replaced with the following:
 - B.1. This Grant Contract shall be effective on July 1, 2015 ("Effective Date") and extend for a period of Sixty (60) months after the Effective Date ("Term"). The State shall have no obligation to the Grantee for fulfillment of the Scope outside the Term.
2. Grant Contract section C.1. is deleted in its entirety and replaced with the following:
 - C.1. Maximum Liability. In no event shall the maximum liability of the State under this Grant Contract exceed Nine Hundred Sixty Nine Thousand Four Hundred Twenty One Dollars (\$969,421.00) ("Maximum Liability"). The Grant Budget, attached and incorporated as Attachment A-1 for fiscal year 2016, Attachment A-1 for fiscal year 2017, Attachment A-1 for fiscal year 2018, Attachment A-1 for fiscal year 2019, and Attachment A-1 for fiscal year 2020, is the maximum amount due the Grantee under this Grant Contract. The Grant Budget line-items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Grantee.
3. Grant Contract section D.26 is deleted in its entirety and replaced with the following:
 - D.26. Charges to Service Recipients Prohibited. The Grantee shall not collect any amount in the form of fees or reimbursements from the recipients of any service provided pursuant to this Grant Contract.
4. Grant Contract Attachment A is deleted in its entirety and replaced with the new attachment A attached hereto.
5. Grant Contract Attachment A-1 is deleted in its entirety and replaced with the new attachment A-1 attached hereto.
6. Grant Contract Attachment B is deleted in its entirety and replaced with the new attachment B attached hereto.

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

Amendment Effective Date. The revisions set forth herein shall be effective June 30, 2018. All other terms and conditions of this Grant Contract not expressly amended herein shall remain in full force and effect.

IN WITNESS WHEREOF,

20TH JUDICIAL DISTRICT ATTORNEY GENERAL'S OFFICE:



3-26-18

GRANTEE SIGNATURE

DATE

Glenn R. Funk, District Attorney General

PRINTED NAME AND TITLE OF GRANTEE SIGNATORY (above)

DEPARTMENT OF FINANCE AND ADMINISTRATION:

LARRY B. MARTIN, COMMISSIONER

DATE

**SIGNATURE PAGE
FOR
VOCA GRANT NO: 26758**

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

**METROPOLITAN GOVERNMENT OF
NASHVILLE AND DAVIDSON COUNTY**

See Previous Page

_____ Department

_____ Date

APPROVED AS TO AVAILABILITY
OF FUNDS:


Talia Lomax-O'dneal, Director
Department of Finance

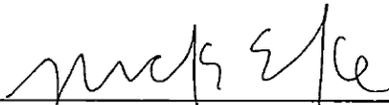
4-3-18
Date

APPROVED AS TO RISK AND INSURANCE:


Director of Insurance

4/4/18
Date

APPROVED AS TO FORM AND
LEGALITY:


Metropolitan Attorney

4/4/18
Date

David Briley
Metropolitan Mayor

Date

ATTEST:

Metropolitan Clerk

Date

OFFICE OF CRIMINAL JUSTICE PROGRAMS

FUND SOURCE
OCJP JAG Priority Area

VOCA

Required Information on Authorizing Agency:		Implementing Agency:	
Name: 20th Judicial District Attorney General's Office		Name: 20th Judicial District Attorney General's Office	
Federal ID Number (FEIN): 62-0694743		Address: 222 2nd Avenue North, Suite 500	
DUNS Number: 078217668		Nashville, TN 37201-1649	
SAM Expiration Date: 3/19/2019			
Fiscal Year End Date: June 30			
Will You Have Any Subcontracts? No			
Project Title: VWC			
Contract Start Date: 7/1/2015		Contract End Date: 6/30/2020	
AUTHORIZED OFFICIAL - Contact Information			
(Name, Title, and Complete Mailing Address)		Phone Number:	E-Mail Address:
The Honorable Glenn R. Funk, District Attorney General 222 2nd Avenue North, Suite 500 Nashville, TN 372011649		(615) 862-5500 EXT	GlennFunk@jis.nashville.org
PROJECT DIRECTOR - Contact Information			
(Name, Title, and Complete Mailing Address)		Phone Number:	E-Mail Address:
Mackenzie C. Shankland, Director, Victim Witness 222 2nd Avenue North, Suite 500 Nashville 372011649		(615) 862-5500 EXT 136	MackenzieShankland@jis.nashville.org
FINANCIAL DIRECTOR - Contact Information			
(Name, Title, and Complete Mailing Address)		Phone Number:	E-Mail Address:
Michael Brook, Director of Finance & Op 222 2nd Avenue North, Suite 500 Nashville 372011649		(615) 862-5500 EXT: 468	MichaelBrook@jis.nashville.org; JimMcDonnell@jis.nashville.org
County/Countries Served (Type ALL if Statewide):			
Davidson			
U.S. Congressional District(s): 5			

OCJP Program Manager: Renee Howell

Logic Model/Project Narrative VOCA

Agency Name: 20th Judicial District Attorney General's Office

Project Title: Hispanic, Child, and Family Grant

Agency Type: Victim Witness

BACKGROUND:

Victim Witness Services began in the District Attorney's Office in 1979 as a pilot project & was the first program in Tennessee. Funded initially by a federal grant, our program was intended to notify victims of their upcoming court dates. The office quickly realized that victims, particularly of violent crimes, had many unmet needs, & the division has been in the forefront of the growing victims' rights movement. It was not until 1998 that Tennessee adopted its Victims' Rights Amendment that mandated the rights for victims. The mission & vision of Victim Witness Services is primarily to assist victims in navigating the criminal justice system in a more effective way and providing them with any necessary resources.

Historically, Victim Witness Services has been fortunate to receive funding from OCJP by means of the VOCA grant. This grant has been absolutely crucial to providing services specifically to the Hispanic victims of crime, serving victims of child physical and sexual abuse, and working with families of child homicides in Nashville, Davidson County. Victim Witness Services provides advocacy by assisting these specific populations with navigating the criminal justice system & providing the necessary resources deemed appropriate. The project is inclusive of ALL victims and families despite age, race, national origin, and sex and will contact the Hispanic victims, as well as child victims and their families in Nashville, to ensure court advocacy, as well as additional resources are provided.

Four positions are funded 100% by the VOCA grant-no subcontract staff included. Two of those Victim Witness Coordinators who work under the grant specifically work with child physical and sexual abuse victims and their families, as well as families of child homicides. One Victim Witness Coordinator under the grant works solely with Spanish speaking victims of crime. The final Victim Witness Coordinator on the grant works *primarily* with Spanish speaking victims of crime but can also assist non-English speaking victims and English speaking victims, as long as the victim is a designated victim of violent crime involving a criminal case. This final coordinator will work with victims (non-English speaking *and* English speaking) to provide interpretation services when needed, advocacy, and referrals. This coordinator will inform clients with updates about their case, work to arrange transportation to court proceedings, work with clients and attorneys, and keep and maintain accurate records and caseload statistics.

~~These two coordinators sole responsibility is to work directly with these victims & their families and provide direct services as their case progresses through the criminal justice system. They work with these clients until the conclusion of their case. They also provide resources including crisis-counseling and even long-term counseling when required. They also assist these victims in filing for victim's compensation by helping them fill out the applications when there are out of pocket expenses leftover (medical, situational, etc.) caused by their victimization. They keep both primary and secondary victims informed about the general court process, as well as providing specific updates as to their individual cases. They also serve as the mediator between victims and witnesses and the assigned Assistant District Attorney who is prosecuting & handling their case. If victims or witnesses are required to attend court, the coordinators evaluate their needs and make sure court prep and services are adequately given.~~

PROBLEM / NEED STATEMENT:

Total Population of Project Service Area:

658,602

In Nashville, Davidson County, we have a large amount of Spanish speaking victims that come through the court system each year who speak limited English or no English at all. The Nashville Metro Police Dept. stats show for 2012- 4,863 Spanish speaking victim reports, 2013- 5,037, & in 2014- 5362. These numbers are based off of reporting officers' collected data where the victim's ethnicity is reported to be "Hispanic." There are also a very large number of child physical & sexual abuse cases in Nashville, Davidson County.

Regarding child physical & sexual abuse cases, The Metro Nashville Police Dept. took for 2012- 829, 2013-776, & 2014-798 reports of child sexual abuse. Also, for child physical abuse, they took for 2012-797, 2013-733, & 2014-672 reports. Also, the District Attorney's Office prosecuted in 2012-275 cases, 2013-254, & 2014- 245 cases of child physical & sexual abuse.

Historically, our agency has served these specific populations through 3 Victim Witness Coordinators who specialize in working with these types of victims of crime. Just a few of many of the things the coordinators have provided to victims over the years & currently are: court advocacy, support, & referrals. Often times, for victims of crime, going to court is terrifying because they do not know what to expect. Specifically for Hispanic victims, as well as child victims & their families, there are added stressors in addition to the regular anticipation of the court process. Those unique stressors include: language limitation which can add to anxiety & distrust, cultural misconceptions, various emotional & psychological issues that may have occurred due to their victimization. Hispanic victims face the major issue of the language barrier which increases the risk of miscommunication of something being relayed in regards to the court process, which then may lead to misunderstanding & distrust of the system. Also, in somewhat of the same sense, child victims do not have the language skills or understanding to comprehend a complex criminal justice system, without assistance. These child victims are vulnerable because they are so impressionable due to their lack of knowledge, age, & the crime committed against them. In child cases, there are also secondary victims. Often these secondary victims are family members of the children who were involved in the crime. They may also need services including meeting with a coordinator, detective, and/or prosecutor prior to testifying in court. The needs associated with a child victim are high-risk. The child victims depend on their guardians or siblings (secondary victims) to help them navigate the system & make sure their questions are answered about the court process. For the trial process since it may take multiple days, we have a private safe space to which all victims are allowed. This is away from any offender that may be on bond and/or the offender's family members. This enables all victims to focus & be free of intimidation from these individuals and experience the court or trial process in a safe manner. The space is a place the coordinators can "prep" victims for trial by explaining how testimony will work.

Finally, outside of providing trial assistance, it is important to keep all of these victims informed about every aspect of the court process. Each victim has experienced trauma & have unique needs that require attention. Coordinators adhere to these needs & provide services including: counseling referrals, helping file for victim's compensation which can assist victims with out of pocket expenses (medical bills, travel, relocation, etc.) incurred from the crime. They also provide updates regarding the court process as the case progresses, so that the victim feels at ease & informed about their case.

GOALS & OBJECTIVES:

- Project Goal 1:** We will work to enhance the lives of victims of crime and their families by helping them navigate the system and by providing advocacy and support.
- Project Objective 1.1:** Provide court advocacy and support to Spanish speaking victims, as well as victims of child sexual and physical abuse and their families.
- Project Objective 1.2:** Provide them with knowledge that will help them better understand the criminal justice system.

Project Goal 2: We will identify victims' unique needs and collaborate with outside agencies to help improve their quality of life and deal with their victimization.

Project Objective 2.1: Provide victims with information on Victim's Compensation and help them file for it when necessary.

Project Objective 2.2: Provide Hispanic/child victims & their families with a safe environment, free of intimidation as they wait to testify, assist with any unique & personal needs including: transportation issues to/from court, handicap accessibility, coordinating absence with work/school for trials, and food/medical needs.

Project Objective 2.3: Provide in house resources, as well as community resources to victims. We will also give victims information about their unique rights as a victim.

Project Goal 3: We will increase language services for Hispanic victims as they navigate the criminal justice system.

Project Objective 3.1: Provide interpretation services for our Hispanic victims and their families through a bi-lingual coordinator.

Project Objective 3.2: Help Hispanic victims and their family's link with resources that provide services specific to their population.

PROJECT ACTIVITIES:

Obj. 1.1- We will provide a copy of the "Going to Court" brochure explaining the different stages of the court process and possible outcomes of their case. We will provide VINE information (which lets them know when and if their offender is released from custody.)

Obj. 1.2- We will accompany victims and/or families to court and provide support and advocacy about the court process.

Obj 2.1- Provide a copy of the Victim's Compensation brochure and explain how this fund works. We will explain clearly how to apply, eligibility requirements, and even help them file when necessary.

Obj 2.2- Identify issues such as transportation, employer or school absences where they need a subpoena, or any other unique needs that may arise in coming to court. We will also provide a comfortable and safe environment that is free of intimidation from their offender while they wait to testify.

Obj.2.3- We will link victims to community resources by referrals including: counseling, shelter services, or even help with legal services for custody or divorce. We will also provide victims a copy of the Victims' Rights Amendment and explain these rights to them.

Obj 3.1- Provide Spanish speaking victims and their families with interpretation services for court proceedings through our bilingual coordinator.

Obj 3.2- Ensure Spanish speaking victims have correct access to resources that provide for their specific population. For example, making sure if the victim is interested in counseling services that they are linked up with a bilingual counselor to provide those services. The Domestic Violence Unit, as well as Victim Intervention Program, offers these free services to Spanish speakers and we often refer out to them.

Although this project is requesting multi-year funding, the objectives will stay the same. A potential variable that could fluctuate is the fact the our Child Abuse Unit has added an additional attorney to prosecute cases. With this, the coordinators activities could potentially increase by amount of clients served and the amount of brochures, referrals, and services they are providing to the child victim/family population.

Service methodologies identified:

Training Manuals

VOCA INTENDED OUTPUTS:

Victims Served: Projected Number of Unduplicated Victims Served by VOCA Project:

Child Physical Abuse	77
Child Sexual Assault	217
DUI/DWI Crashes	1
Domestic Violence	151
Adult Sexual Assault	8
Elder Abuse	1
Adults Molested as Children	4
Survivors of Homicide Victims	5
Robbery	71
Assault	10
Other Crimes	12
Total Number of VOCA Victims Served	559

VOCA Services Provided: Projected Number of Unduplicated Clients to Receive Each VOCA Service:

Crisis Counseling	105
Follow-up Contact	291
Therapy	0
Group Treatment/Support	0
Shelter/Safehouse	0
Information/Referral (in person)	207
Criminal Justice Support/Advocacy	440
Emergency Financial Assistance	0
Emergency Legal Assistance	2
Victim's Compensation Information	173
Personal Advocacy	8
Telephone Contact Information/Referral	414
Other Services (Specified below)	399

Other VOCA Services Specified: court preparation-300 - interpretation- 59

INTENDED OUTCOMES:

Required Client Outcomes

1) **Victims report that their immediate sense of safety and security has increased.**

Outcome Measure: "My immediate sense of safety and security has increased as a result of the services I received from this agency."

Objective(s) related to this Outcome: Obj. 1-1, 1-2, and 2-3

2) Victims report an increase in knowledge about victim services.

Outcome Measure: "I am more knowledgeable of the services and community resources available to victims."

Objective(s) related to this Outcome: Obj. 2-1, 2-3, and 3-2

3) Victims report an increase in knowledge about the Criminal Justice system.

Outcome Measure: "I am more knowledgeable about the criminal justice system."

Objective(s) related to this Outcome: Obj. 1-1, 1-2, 3-1

4) Victims express satisfaction with services.

Outcome Measure: "I am satisfied with the services I have received through this agency."

Objective(s) related to this Outcome: Hopefully all objectives but especially 1-1 and 1-2

5) Victims report an improved ability to plan for their safety.

Outcome Measure: "I know more ways to plan for my safety."

Objective(s) related to this Outcome: 1-1 and 2-3

Optional Outcomes

6) Victims express an understanding of their victimization and its effect on their lives. (Increase in knowledge about victimization)

OUTCOME MEASURE: "I now know how being a victim may affect important aspects of my life."
Objectives 1.1, 2.2

7) Victims report a decrease in the level of vulnerability by identifying a support system. (Decrease in isolation)

OUTCOME MEASURE: "I have identified a support system to help me address my victimization."
Objectives 1.1, 2.2, 2.3, 3.2

DATA COLLECTION PROCEDURE - OUTPUTS:

Process for collecting required output data at individual client level:

Each Victim Witness Coordinator on this project will keep a statistical spreadsheet that will provide ~~breakdowns as to the type of cases and the specific services provided to each case that meets OCJP's~~ reporting requirements. As services are provided, they are entered into the spreadsheet.

We utilize the OCJP provided spreadsheet for reporting and submit each quarterly (Q1—Q4) report through PMT. At the end of that contract year, the stats for each of the coordinators are added together for our OCJP stat reports.

Victim Witness Coordinator #4, being added in FY18, will also keep a separate spreadsheet for individual tracking to identify how many clients not only is the group serving as a whole but how many clients, individually, Coordinator # 4 is serving. This is due to additional funding until FY20 and wanting to track the amount of clients being served by the coordinator # 4 position who serves primarily Spanish speaking victims but also serves other non-English speaking victims and English speaking victims of crime.

Process for reviewing aggregate output data:

Each coordinator on the project reviews the stat spreadsheet as files are updated throughout the advocacy process to insure that all services are adequately documented. Each of the coordinators has access to one another's stat spreadsheets, providing opportunity for others to review for accuracy. The data collected can be utilized to see how the project is effectively working and ensure that the project goals are being met. It is important to continually monitor that data, as our coordinators are logged into their ledger/spreadsheets on a weekly basis. The project director also monitors the spreadsheets on a bi-monthly basis.

DATA COLLECTION PROCEDURE - OUTCOMES:

Process for collecting required outcome data at individual client level:

Due to the extremely high volume of cases going through the system, it is not unusual for cases to take several years before being concluded. Each coordinator counts a victim and a particular service only once during a fiscal year; however, services to these victims are ongoing. If a case is ongoing into the next fiscal year, these victims are once again counted and the services are then documented in the new fiscal year. Only at the conclusion of a case will the coordinator request a survey from these victims. In child cases, the secondary victim, parent or guardian will be asked to complete the survey, not the child. For these 2 reasons, the number of surveys requested for any given reporting period will be less than the number of victims served. Also, in Hispanic cases, it is not uncommon for these victims to be very transient and not contact our office with their new address or telephone numbers. These victims are counted initially as well as the services provided up until we no longer have good contact information for them. Surveys are not sent in these situations and therefore, the number of surveys requested can vary significantly from the overall total number of victims.

It is very important that a victim be given an opportunity to respond freely & honestly on surveys so that it reflects true indicators of their satisfaction. When surveys were mailed, we had a very low response, even though a stamped addressed envelope was included. We are now calling victims at the conclusion of the case whenever possible. This call is being made within weeks after the case is concluded by a coordinator that did not handle the case. If we are unable to reach them by phone, a survey will be mailed with a stamped addressed envelope for return. In Hispanic cases, if we have another coordinator or intern that speaks Spanish, they will make calls to these victims. Otherwise, we must rely on a mailed survey.

Process for reviewing aggregate outcome data:

For any fiscal year, once a telephone survey is completed or a mailed survey is sent back, these will come directly to the Project Director who then enters the results into a spreadsheet that will electronically calculate the data. A hard copy of the surveys is kept and the number of surveys is compared to the total number calculated and if there is any discrepancy, they will be hand counted prior to submitting reports. The results of the surveys, as well as the spreadsheets for each coordinator, will be reviewed by the Project Director and evaluated to track objectives being met, to in turn ensure the project goals are being achieved. We will evaluate the data and look at where we need to implement new services, modify services, and identify potential partnerships with new agencies for the future.

INPUTS:

1) Contribution of Agency Resources

Total agency budget allocated to program:

\$785,341.00

The project will supplement agency programming funded by outside sources which include:

This project will include the (4) Victim Witness Coordinators working together with designated attorneys, detectives, investigators, and other Victim Witness Coordinators in the Nashville, Davidson County, District Attorney's Office. For the (2) Victim Witness Coordinators funded by this project that are assigned specifically to child sexual and physical abuse, they work with (4) different specialized attorneys assigned to their unit called, "The Child Abuse Unit." Those attorneys and coordinators work together to contact victims regarding upcoming and pending cases. This collaboration within our own agency is crucial and much more effective when working as a collective team.

In that same sense, coordinators and attorneys also work with specific Detectives assigned to the Youth Services Division, as well as the Child Sex Crimes Unit. These Detectives are employed by Metro Nashville Police Department and work with coordinators, attorneys, and victims, while the cases are pending. Detectives often rely on coordinators for information and vice-versa. This could include finding more effective ways to reach victims and their families and providing wrap-around services and referrals to victims. Also, coordinators work with investigators that are employed by our office, to help contact and transport victims to court dates and gather information for case prep. For the position held by our Hispanic Victim Witness Coordinator, that individual is involved with collaborating with all of the above individuals, as well as working with other Criminal Court attorneys assigned to the Spanish-speaking victim cases. For the position held by Victim Witness Coordinator # 4, that individual is involved in collaborating with all of the above individuals including: coordinators, attorneys, and detectives to provide services to primarily Spanish speaking victim but also non-English speaking victims and English speaking victims of violent crime. All (4) of the coordinators will work with attorneys detectives, investigators, non-profit agencies, and fellow Victim Witness Coordinators to ensure there are not gaps in services and that crime victims can effectively navigate the criminal justice system.

2) External Factors Impacting this Project

One potential factor that could affect project outcomes in relation specifically to the child abuses cases is that our office recently added an additional attorney to that unit. The unit was previously comprised of 3 attorneys and now there are 4. This could add to the amount of cases that get prosecuted, which could potentially increase output numbers.

Another factor could be a few changes in hierarchy of positions. District Attorney Glenn Funk was sworn into office on August 28, 2014, stepping in to fill the position of General Torry Johnson. District Attorney Glenn Funk became Davidson County's 36th District Attorney & only the third since 1966.

Also, on November 1, 2014, I, Mackenzie Shankland, stepped in to fill the role of Victim Witness Services Director, Teresa Shearon, upon her retirement.

A final factor to be listed is the recent leave of the Team Leader (attorney) in the Child Abuse Unit, Brian Holmgren. He left our office in the past few weeks & with his absence there will be a lot of adjustment in that unit. With a new team leader attorney coming in, from newer attorneys in that unit, it may affect and lessen the number of cases that unit takes on.

3) Collaboration Activities

*Nashville Children's Alliance provides forensic interviews for child victims & witnesses, as well as counseling services for English & Spanish speaking victims & the non-offending parent/guardian. Through our collaboration with them, our ultimate goal is to minimize any additional trauma in having a child victim parent participate in the court process. NCA provides forensic interviews which are conducted by trained interviewers in a child friendly manner. This is informative when cases come through the criminal justice system, as interviews are used by our office to preserve the child's account of events in relation to the incident. We are constantly seeking to improve these services provided by both agencies to this clientele through open communication/collaboration. Contact/s: Charlsi Legendre (CPIT Coordinator/Forensic Interviews) and Lori Myers (Clinical Director) 1266 Foster Avenue Nashville, TN 37210; 615-327-9958.

*Domestic Violence Division of the Metro Nashville PD provides counseling services & referrals to Spanish

speaking victims of domestic violence. The goal of collaboration between our agencies is to provide comprehensive services to Spanish speaking victims by counseling, learning about the court process, safety planning, obtaining orders of protection, shelter services, community resources, economic support, custody and divorce matters. These services help victims heal & achieve stability. Through collaboration with the DV unit, we are better able to address these complex issues. Contact- Janisca Williams and/or Heidi Bennett- 811 Second Ave South Nashville TN 37210/ 615-880-3000.

*Jean Crowe Advocacy Center & The Office of Family Safety- A huge resource and partner for us in serving domestic violence victims. JCAC provides services specifically to domestic violence victims including safety planning, advocacy, housing information, and lethality assessment. Domestic violence victims also report here when they are subpoenaed for court to meet with our office, as well as JCAC advocates. Partner/Contacts: Diane Lance and Whitney Blanton- 615-862-4767- 100 James Robertson Parkway Nashville, TN 37201.

Agency has a signed MOU with a Family Justice Center: NO

4) Budget Narrative

Grant Contract Total Budget Amount: \$969,421.00/ 5 years

Yearly Salary and Supplies Breakdown:

Victim Witness Coordinator/Advocate- Position # 1- Social Worker II:

Salary= \$73,132.00 [Federal= \$58,505.60- 80%; Local cash match= \$14,626.40- 20%] FY2016
This coordinator is paid 100% through the VOCA grant and is assigned to the Spanish speaking victim cases. This coordinator will work with Hispanic victims and provide interpretation services, advocacy, referrals. This coordinator will inform clients with updates about their case, work to arrange transportation to court proceedings, work with clients and attorneys, and keep and maintain accurate records and caseload statistics.

Victim Witness Coordinator/Advocate- Position # 2- Social Worker II:

Salary= \$63,382.00 [Federal= \$50,705.60- 80%; Local cash match= \$12,676.40-20%] FY2016
This coordinator is paid 100% through the VOCA grant and is assigned to the Child Abuse Unit. This coordinator will assist child victims and their families with navigating the criminal justice system, while providing advocacy, and referrals. This coordinator will inform clients with updates about their case, work to arrange transportation to court proceedings, work with clients and attorneys, keep and maintain accurate records and caseload statistics.

Victim Witness Coordinator/Advocate- Position # 3- Social Worker 1:

Salary= \$59,381.00 [Federal= \$47,504.80-80%; Local cash match= \$11,876.20-20%] FY2016
This coordinator is paid 100% through the VOCA grant and is assigned to the Child Abuse Unit. This coordinator will assist child victims and their families with navigating the criminal justice system, while providing advocacy, and referrals. This coordinator will inform clients with updates about their case, work to arrange transportation to court proceedings, work with clients and attorneys, keep and maintain accurate records and caseload statistics.

Victim Witness Coordinator/Advocate- Position # 4- Social Worker 1:

Salary= \$67,123.00 [Federal= \$53,699 80%; Local Cash Match\$13,424.60- 20%]
This coordinator is paid 100% through the VOCA grant and is assigned to assist *primarily* Spanish speaking victims but can *also assist* non-English speaking victims and English speaking victims, as long as the victim is a designated victim of *violent crime involving a criminal case*. This coordinator will work with victims (non-English speaking *and* English speaking) to provide interpretation services when needed, advocacy, and referrals. This coordinator will inform clients with updates about their case, work to arrange transportation to court proceedings, work with clients and attorneys, and keep and maintain accurate

records and caseload statistics.

No subcontract staff; The volunteers we have our interns from various colleges and universities that learn about our job and help assist with the work, upon completion of their training. They help with paperwork, going to court, working dockets, providing services to victims, etc. These interns are supervised by our Asst. Victim Witness Director, Susan Tucker-Smith and all records are kept of their background check, driver's license, and references.

Job Description/s- Social Worker I and II- attached.
Agency org. chart- attached.

The only other item in FY2016 that the funding for is to purchase informational court brochures that we give to English and Spanish-speaking victims. [\$1,600.00 Federal- 80%; Local cash match= \$400.00-20%]

Estimated VOCA Staff Full-Time Equivalent (FTE) funded by project: 4.00

GRANT BUDGET				
AGENCY NAME: District Attorney's Office - 20th Judicial District				
FUND SOURCE: VOCA				
PROJECT TITLE: Hispanic, Child, and Family Grant				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following Applicable Period: BEGIN: 07/01/2015 END: 06/30/2016				
POLICY 03 Object Line-Item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE MATCH	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes ²	\$156,716.00	\$39,179.00	\$195,895.00
4, 15	Professional Fee, Grant & Award ²	\$0.00	\$0.00	\$0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications ²	\$1,600.00	\$400.00	\$2,000.00
11, 12	Travel, Conferences & Meetings ²	\$0.00	\$0.00	\$0.00
13	Interest ²	N/A	N/A	N/A
14	Insurance ²	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals ²	\$0.00	\$0.00	\$0.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost ²	\$0.00	\$0.00	\$0.00
24	In-Kind Expense ²	\$0.00	\$0.00	\$0.00
n/a	Grantee Match Requirement (for any amount of the required Grantee Match that is <u>not</u> specifically delineated by budget line-items above)	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$158,316.00	\$39,579.00	\$197,895.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*, (posted on the Internet at: <http://www.state.tn.us/finance/act/documents/policy3.pdf>)

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

³ A Grantee Match Requirement is detailed by this Grant Budget, and the maximum total amount reimbursable by the State pursuant to this Grant Contract, as detailed by the "Grant Contract" column above, shall be reduced by the amount of any Grantee failure to meet the Match Requirement.

GRANT BUDGET LINE-ITEM DETAIL: (FY2016)

AGENCY NAME: District Attorney's Office - 20th Judicial District

FUND SOURCE: VOCA

PROJECT TITLE: Hispanic, Child, and Family Grant

SALARIES, BENEFITS & TAXES	AMOUNT
Position 1: Victim Witness Advocate 2, Salary/Benefits estimated at \$73,132.00 @ 100%	
Position 2:Victim Witness Advocate 2; Salary/Benefits estimated at \$63,382.00 @ 100%	
Position 3: Victim Witness Advocate 1; Salary/Benefits estimated at \$59,381.00 @ 100%	\$195,895.00
TOTAL	\$195,895.00

SUPPLIES (includes "Sensitive Minor Equipment"), TELEPHONE, POSTAGE & SHIPPING, OCCUPANCY, EQUIPMENT RENTAL & MAINTENANCE, PRINTING & PUBLICATION	AMOUNT
Printing of Going to Court Brochures and Victims' Rights inserts; Spanish & English	\$2,000.00
TOTAL	\$2,000.00

GRANT BUDGET				
AGENCY NAME: District Attorney's Office - 20th Judicial District				
FUND SOURCE: VOCA				
PROJECT TITLE: Hispanic, Child, and Family Grant				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following Applicable Period: BEGIN: 07/01/2016 END: 06/30/2017				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE MATCH	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes ²	\$158,316.00	\$39,579.00	\$197,895.00
4, 15	Professional Fee, Grant & Award ²	\$0.00	\$0.00	\$0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping; Occupancy, Equipment Rental & Maintenance, Printing & Publications ²	\$0.00	\$0.00	\$0.00
11, 12	Travel, Conferences & Meetings ²	\$0.00	\$0.00	\$0.00
13	Interest ²	N/A	N/A	N/A
14	Insurance ²	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals ²	\$0.00	\$0.00	\$0.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost ²	\$0.00	\$0.00	\$0.00
24	In-Kind Expense ²	\$0.00	\$0.00	\$0.00
n/a	Grantee Match Requirement (for any amount of the required Grantee Match that is <u>not</u> specifically delineated by budget line-items above)	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$158,316.00	\$39,579.00	\$197,895.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*. (posted on the Internet at: <http://www.state.tn.us/finance/act/documents/policy3.pdf>)

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

³ A Grantee Match Requirement is detailed by this Grant Budget, and the maximum total amount reimbursable by the State pursuant to this Grant Contract, as detailed by the "Grant Contract" column above, shall be reduced by the amount of any Grantee failure to meet the Match Requirement.

GRANT BUDGET LINE-ITEM DETAIL: (FY2017)

AGENCY NAME: District Attorney's Office - 20th Judicial District

FUND SOURCE: VOCA

PROJECT TITLE: Hispanic, Child, and Family Grant

SALARIES, BENEFITS & TAXES	AMOUNT
Position 1: Victim Witness Advocate 2, Salary/Benefits estimated at \$74,454.00 @ 100%	
Position 2:Victim Witness Advocate 2; Salary/Benefits estimated at \$64,359.00.00 @ 100%	
Position 3: Victim Witness Advocate 1; Salary/Benefits estimated at \$59,082.00 @ 100%	\$197,895.00
TOTAL	\$197,895.00

GRANT BUDGET				
AGENCY NAME: District Attorney's Office - 20th Judicial District				
FUND SOURCE: VOCA				
PROJECT TITLE: Hispanic, Child, and Family Grant				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following Applicable Period: BEGIN: 07/01/2017 END: 06/30/2018				
POLICY 03 Object Line-Item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE MATCH	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes ²	\$158,316.00	\$39,579.00	\$197,895.00
4, 15	Professional Fee, Grant & Award ²	\$0.00	\$0.00	\$0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications ²	\$0.00	\$0.00	\$0.00
11, 12	Travel, Conferences & Meetings ²	\$0.00	\$0.00	\$0.00
13	Interest ²	N/A	N/A	N/A
14	Insurance ²	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals ²	\$0.00	\$0.00	\$0.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost ²	\$0.00	\$0.00	\$0.00
24	In-Kind Expense ²	\$0.00	\$0.00	\$0.00
n/a	Grantee Match Requirement (for any amount of the required Grantee Match that is <u>not</u> specifically delineated by budget line-items above)	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$158,316.00	\$39,579.00	\$197,895.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*, (posted on the Internet at: <http://www.state.tn.us/finance/act/documents/policy3.pdf>)

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

³ A Grantee Match Requirement is detailed by this Grant Budget, and the maximum total amount reimbursable by the State pursuant to this Grant Contract, as detailed by the "Grant Contract" column above, shall be reduced by the amount of any Grantee failure to meet the Match Requirement.

GRANT BUDGET LINE-ITEM DETAIL: (FY2018)

AGENCY NAME: District Attorney's Office - 20th Judicial District

FUND SOURCE: VOCA

PROJECT TITLE: Hispanic, Child, and Family Grant

SALARIES, BENEFITS & TAXES	AMOUNT
Position 1: Victim Witness Advocate 2, Salary/Benefits estimated at \$74,908.00 @ 100%	
Position 2: Victim Witness Advocate 1; Salary/Benefits estimated at \$61,397.00 @ 100%	
Position 3: Victim Witness Advocate 1; Salary/Benefits estimated at \$61,590.00 @ 100%	\$197,895.00
TOTAL	\$197,895.00

GRANT BUDGET				
AGENCY NAME: District Attorney's Office - 20th Judicial District				
FUND SOURCE: VOCA				
PROJECT TITLE: Hispanic, Child, and Family Grant				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following Applicable Period: BEGIN: 07/01/2018 END: 06/30/2019				
POLICY 03 Object Line-Item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE MATCH	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes ²	\$237,513.00	\$59,378.00	\$296,891.00
4, 15	Professional Fee, Grant & Award ²	\$0.00	\$0.00	\$0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications ²	\$3,200.00	\$800.00	\$4,000.00
11, 12	Travel, Conferences & Meetings ²	\$0.00	\$0.00	\$0.00
13	Interest ²	N/A	N/A	N/A
14	Insurance ²	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals ²	\$0.00	\$0.00	\$0.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost ²	\$0.00	\$0.00	\$0.00
24	In-Kind Expense ²	\$0.00	\$0.00	\$0.00
n/a	Grantee Match Requirement (for any amount of the required Grantee Match that is <u>not</u> specifically delineated by budget line-items above)	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$240,713.00	\$60,178.00	\$300,891.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*, (posted on the Internet at: <http://www.state.tn.us/finance/act/documents/policy3.pdf>)

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

³ A Grantee Match Requirement is detailed by this Grant Budget, and the maximum total amount reimbursable by the State pursuant to this Grant Contract, as detailed by the "Grant Contract" column above, shall be reduced by the amount of any Grantee failure to meet the Match Requirement.

GRANT BUDGET LINE-ITEM DETAIL:

AGENCY NAME: District Attorney's Office - 20th Judicial District

FUND SOURCE: VOCA

PROJECT TITLE: Hispanic, Child, and Family Grant

SALARIES, BENEFITS & TAXES	AMOUNT
Position 1: Victim Advocate 2, Salary/Benefits estimated at \$83,079.00 @ 100% of time on project; \$66,463.00 federal, and \$16,616.00 local match	
Position 2: Victim Advocate 2; Salary/Benefits estimated at \$76,299.00 @ 100% of time on project; \$61,039.00 federal, and \$15,260.00 local match.	
Position 3: Victim Advocate 1; Salary/Benefits estimated at \$70,390.00 @ 100% of time on project; \$56,312.00 federal, and \$14,078.00 local match.	
Position 4: Victim Advocate 1; Salary/Benefits estimated at \$67,123.00 @ 100% of time on project; \$53,699.00 federal, and \$13,424.00 local match.	\$296,891.00
TOTAL	\$296,891.00
SUPPLIES (includes "Sensitive Minor Equipment"), TELEPHONE, POSTAGE & SHIPPING, OCCUPANCY, EQUIPMENT RENTAL & MAINTENANCE, PRINTING & PUBLICATION	AMOUNT
Printing of Going to Court Brochures and Victims' Rights inserts; Spanish & English; \$3,200.00 federal, and \$800.00 local match.	\$4,000.00
TOTAL	\$4,000.00

GRANT BUDGET				
AGENCY NAME: District Attorney's Office - 20th Judicial District				
FUND SOURCE: VOCA				
PROJECT TITLE: Hispanic, Child, and Family Grant				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period:		BEGIN: 07/01/2019	END: 06/30/2020	
POLICY 03 Object Line-Item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE MATCH	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes ²	\$253,760.00	\$63,440.00	\$317,200.00
4, 15	Professional Fee, Grant & Award ²	\$0.00	\$0.00	\$0.00
5, 6, 7, 8, 9, 10,	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications ²	\$0.00	\$0.00	\$0.00
11, 12	Travel, Conferences & Meetings ²	\$0.00	\$0.00	\$0.00
13	Interest ²	N/A	N/A	N/A
14	Insurance ²	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals ²	\$0.00	\$0.00	\$0.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost ²	\$0.00	\$0.00	\$0.00
24	In-Kind Expense ²	\$0.00	\$0.00	\$0.00
n/a	Grantee Match Requirement (for any amount of the required Grantee Match that is <u>not</u> specifically delineated by budget line-items above)	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$253,760.00	\$63,440.00	\$317,200.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*.
(posted on the Internet at: <http://www.state.tn.us/finance/act/documents/policy3.pdf>)

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

³ A Grantee Match Requirement is detailed by this Grant Budget, and the maximum total amount reimbursable by the State pursuant to this Grant Contract, as detailed by the "Grant Contract" column above, shall be reduced by the amount of any Grantee failure to meet the Match Requirement.

GRANT BUDGET LINE-ITEM DETAIL: (FY2020)

AGENCY NAME: District Attorney's Office - 20th Judicial District

FUND SOURCE: VOCA

PROJECT TITLE: Hispanic, Child, and Family Grant

SALARIES, BENEFITS & TAXES	AMOUNT
Position 1: Victim Witness Advocate 2, Salary/Benefits estimated at \$88,638.00.00 @ 100% of time on project; \$70,910.00 federal, and 17,727.00 local match.	
Position 2: Victim Witness Advocate 1; Salary/Benefits estimated at \$81,442.00 @ 100% of time on project; \$65,154.00 federal, and \$16,288.00 local match.	
Position 3: Victim Witness Advocate 1; Salary/Benefits estimated at \$75,180.00 @ 100% of time on project; \$60,144.00 federal, and \$15,036.00 local match.	
Position 4: Victim Witness Advocate 1; Salary/Benefits estimated at \$71,940.00 @ 100% of time on project; \$57,552.00 federal, and \$14,388.00 local match.	\$317,200.00
TOTAL	\$317,200.00

ATTACHMENT B**Federal Award Identification Worksheet**

Subrecipient's name (must match registered name in DUNS)	20th Judicial District Attorney General's Office
Subrecipient's DUNS number	078217668
Federal Award Identification Number (FAIN)	2015-VA-GX-0018
Federal award date	August 25, 2015
CFDA number and name	16.575;Victims of Crime Act
Grant contract's begin date	July 1, 2015
Grant contract's end date	June 30, 2020
Amount of federal funds obligated by this grant contract	\$969,421.00
Total amount of federal funds obligated to the subrecipient	\$969,421.00
Total amount of the federal award to the pass-through entity (Grantor State Agency)	\$39,696,179.00
Name of federal awarding agency	Office for Victims of Crime
Name and contact information for the federal awarding official	Jalila Sebbata (202) 305-7807
Is the federal award for research and development?	No
Indirect cost rate for the federal award (See 2 C.F.R. §200.331 for information on type of indirect cost rate)	