

Resolution No. RS2019-1844

A resolution approving an application for an Office for Victims of Crime (OVC) Enhancing Language and Other Access to Services Grant from the U. S. Department of Justice to The Metropolitan Government of Nashville and Davidson County, acting by and through the Office of Family Safety, for an Accessibility Coordinator to identify service barriers and create an Accessibility Plan.

WHEREAS, the U. S. Department of Justice is accepting applications for an OVC Enhancing Language and Other Access to Services Grant with an award of \$200,000.00 with no cash match required for an Accessibility Coordinator to identify service barriers and create an Accessibility Plan; and,

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

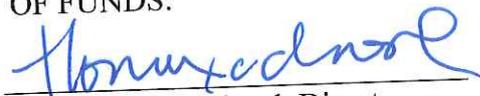
WHEREAS, it is to the benefit of the citizens of The Metropolitan Government of Nashville and Davidson County that this grant application be approved and submitted.

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 an Office for Victims of Crime (OVC) Enhancing Language and Other Access to Services Grant with an award of \$200,000.00, a copy of which is attached hereto and incorporated herein, is hereby approved, and the Office of Family Safety is authorized to submit said application to the U. S. Department of Justice.

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:



Talia Lomax-O'dneal, Director *CH*  
Department of Finance

INTRODUCED BY:

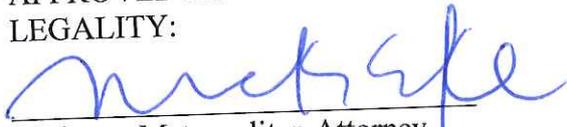
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Member(s) of Council

APPROVED AS TO FORM AND  
LEGALITY:



Assistant Metropolitan Attorney

**Electronic Signature Page**

(Attach to Legislation Pursuant to Rule 8 of the Council Rules of Procedure)

*Tanaka Vercher*

Tanaka Vercher  
Councilmember, District 28

**Electronic Signature Page**

(Attach to Legislation Pursuant to Rule 8 of the Council Rules of Procedure)

*Mary Carolyn Roberts*

Mary Carolyn Roberts  
Councilmember, District 20



This Workspace form is one of the forms you need to complete prior to submitting your Application Package. This form can be completed in its entirety offline using Adobe Reader. You can save your form by clicking the "Save" button and see any errors by clicking the "Check For Errors" button. In-progress and completed forms can be uploaded at any time to Grants.gov using the Workspace feature.

When you open a form, required fields are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message. Additional instructions and FAQs about the Application Package can be found in the Grants.gov Applicants tab.

### OPPORTUNITY & PACKAGE DETAILS:

Opportunity Number:	OVC-2019-15654
Opportunity Title:	OVC FY 2019 Enhancing Language and Other Access to Services
Opportunity Package ID:	PKG00250508
CFDA Number:	16.582
CFDA Description:	Crime Victim Assistance/Discretionary Grants
Competition ID:	
Competition Title:	
Opening Date:	04/26/2019
Closing Date:	06/26/2019
Agency:	Office for Victims of Crime
Contact Information:	For assistance with any other requirements of this solicitation, contact OVX's National Criminal Justice Reference Service (NCJRS) Response Center: toll free at 800 853 3420; via TTY at 301 241 6310 (hearing impaired only); email to grants@ncjrs.gov; fax to 301 241 5830; or web chat at <a href="https://webcontact.ncjrs.gov/ncjchat/chat.jsp">https://webcontact.ncjrs.gov/ncjchat/chat.jsp</a> . The NCJRS Response Center operates from 10:00 a.m. to 6:00 p.m., eastern time, Monday through Friday, and from 10:00 a.m. to 8:00 p.m., eastern time on the solicitation closing date.

### APPLICANT & WORKSPACE DETAILS:

Workspace ID:	WS00327347
Application Filing Name:	Nashville FSC - LEP
DUNS:	0782176680000
Organization:	NASHVILLE & DAVIDSON COUNTY, METROPOLITAN GOVERNMENT OF
Form Name:	Application for Federal Assistance (SF-424)
Form Version:	2.1
Requirement:	Mandatory
Download Date/Time:	Jun 17, 2019 11:28:12 AM EDT
Form State:	No Errors

### FORM ACTIONS:

### Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): _____ * Other (Specify): _____
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* 3. Date Received: Completed by Grants.gov upon submission.	4. Applicant Identifier: _____
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5a. Federal Entity Identifier: Nashville & Davidson County	5b. Federal Award Identifier: _____
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**State Use Only:**

6. Date Received by State: _____	7. State Application Identifier: _____
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**8. APPLICANT INFORMATION:**

* a. Legal Name: METROPOLITAN GOVERNMENT OF NASHVILLE-DAVIDSON COUNTY	
* b. Employer/Taxpayer Identification Number (EIN/TIN): 62-0964742	* c. Organizational DUNS: 0782176680000

**d. Address:**

* Street1: 1 PUBLIC SQUARE SUITE 100
Street2: _____
* City: NASHVILLE
County/Parish: DAVIDSON
* State: _____ TN: Tennessee
Province: _____
* Country: _____ USA: UNITED STATES
* Zip / Postal Code: 37201-1646

**e. Organizational Unit:**

Department Name: MAYOR'S OFFICE	Division Name: OFFICE OF FAMILY SAFETY
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**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix: Ms.	* First Name: DIANE
Middle Name: _____	
* Last Name: LANCE	
Suffix: _____	
Title: DEPARTMENT HEAD - OFFICE OF FAMILY SAFETY	
Organizational Affiliation: METRO OFFICE OF FAMILY SAFETY	
* Telephone Number: 615-880-3173	Fax Number: _____
* Email: DIANELANCE@JIS.NASHVILLE.ORG	

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

Office for Victims of Crime

**11. Catalog of Federal Domestic Assistance Number:**

16.582

CFDA Title:

Crime Victim Assistance/Discretionary Grants

**\* 12. Funding Opportunity Number:**

OVC-2019-15654

\* Title:

OVC FY 2019 Enhancing Language and Other Access to Services

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

LEP-OVC-SERVICE AREA MAP.pdf

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

Enhancing Language Access for the Nashville Family Safety Center (FSC)

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

# Application for Federal Assistance SF-424

## 16. Congressional Districts Of:

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

## 17. Proposed Project:

\* a. Start Date:

\* b. End Date:

## 18. Estimated Funding (\$):

* a. Federal	<input type="text" value="200,000.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="200,000.00"/>

## \* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

## \* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)

- Yes  No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

## Authorized Representative:

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:

Fax Number:

\* Email:

\* Signature of Authorized Representative:

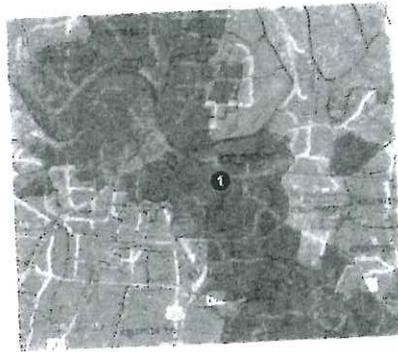
\* Date Signed:

## PROJECT ABSTRACT

The applicant is Metropolitan Government of Nashville-Davidson County. The Department implementing the goals and objectives of this grant is Metro's Office of Family Safety (OFS). OFS's mission is to improve victim safety and offender accountability through the coordination of services provided to domestic violence (includes elder abuse), sexual assault, and trafficking victims by Metropolitan Government, its Family Justice/Safety Centers (FSC) and nonprofit partners. Metro Government is requesting \$200,000 for the 2-year project period. Project's goals are to increase LEP and elderly victim access to supportive services, and increase the FSC's ability to provide direct advocacy services to LEP victims of domestic violence, sexual assault, stalking, trafficking, and elder abuse. Goals will be accomplished by hiring an Accessibility Coordinator to identify service barriers and create an Accessibility Plan for the FSC. The Accessibility Coordinator will also work as a Spanish speaking Advocate at Nashville's new Family Safety Center.

The Target Populations are LEP victims of violent crime such as domestic violence, sexual assault, stalking, and trafficking. The target population also includes victims of elder abuse (physical, neglect, financial). The services being expanded under this grant include increasing the FSC's ability to meet the growing number of LEP victims needing services at the FSC.

The FSC is positioned in the center of an Opportunity Zone (See map: green signifies opportunity zone and red #1 bubble signifies the FSC's location). This part of Nashville is known for its growing immigrant and New American community. 22% of the area's population are those with Hispanic origin (American Community Survey 2011-2015).



With the FSC being a new to the community (March 2017), developing a strong reputation for being accessible to LEP and elderly individuals is essential. Hiring an Accessibility Coordinator will help the FSC operate in a manner that invites trust and effective connection to services (including co-located law enforcement and prosecutors).

To accomplish this goal, the Accessibility Coordinator will form an Accessibility Working Group, perform an Accessibility Study, create an Accessibility Plan, and train on that Plan. The Accessibility Coordinator will also be a FSC Advocate, providing assistance with Orders of Protection, victims' compensation, danger assessment, court preparation, resource connection, and safety planning with a primary focus on LEP clients. Metro-Nashville Government is eager to eliminate known and unknown barriers to services for this target population with funds provided by OVC's Enhancing Language and Other access to Service Program grant opportunity.

## Program Narrative

### a) *Description of the issue*

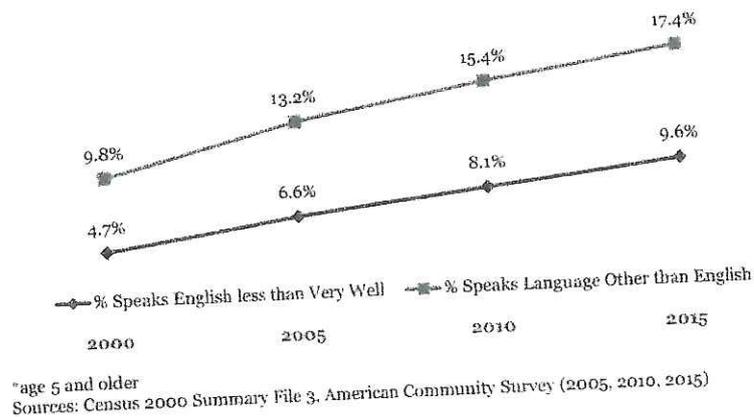
*Define the nature and scope of the problem to be addressed using data that is verifiable and/or contained in official records:*

Nashville- Davidson County has one of the fastest-growing immigrant populations in the country, outpacing more established gateways in states like California and Texas. An estimated 12% of Nashville's population growth is a result of refugee resettlement with 71% of the State's new refugees being resettled in Nashville-Davidson County (Tennessee Office for Refugees, 2015). 2015 census data shows the number of foreign born residents living in Nashville has nearly doubled since 2000.

As a result of these demographic trends, Nashville is home to a growing number of residents who speak English "less than very well". By latest Metro estimates (NashvilleNext Report) nearly 10 percent of residents (more than 60,000 people) are conversing in Spanish, Arabic, Somali, or other languages. A Demographic Trends report produced for NashvilleNext predicts that, by 2040, Hispanics will grow from their current 10% of the population to 34%.

Within Metro Nashville Public Schools, nearly one third of students speak a language other than English at home. Metro Departments report Spanish is the most common non-English language spoken by constituents (73%). The top three languages after Spanish are Arabic (40%), Kurdish (35%), and Somali (23%). The following figure shows the percent of Nashville's population that speak a language other than English compared to the percent who speak English "less than very well."

**FIGURE 2. CHANGES IN PERCENT OF POPULATION\* THAT SPEAKS LANGUAGE OTHER THAN ENGLISH AND WHO SPEAK ENGLISH LESS THAN "VERY WELL," 2000-2015**



In order to support the needs of all Nashvillians, particularly those for whom language barriers can limit access to vital services and resources, Metro-Nashville created a 25 year plan for growth (NashvilleNext Plan) and conducted a study to assess the services provided to LEP constituents who are deaf or hard of hearing (Human Relations Commission Language Access Study, 2017). Both reports serve to guide city officials.

In March 2019 Metro-Nashville opened the largest Family Justice Center in the country, the Family Safety Center (FSC). While Nashville has a Family Safety Center embedded in its criminal courthouse (Jean Crowe advocacy Center, JCAC), city leaders decided that a community located FSC was necessary to assist domestic violence, sexual assault, stalking and trafficking victims who are reluctant to engage our criminal justice and law enforcement systems. This Center was intentionally located in South Nashville, one of the most densely immigrant populated areas of the city (NashvilleNext).

The problems to be addressed are, 1) Language barriers limit access to vital services and resources for vulnerable victims of domestic violence, sexual assault, stalking, trafficking, and elder abuse, 2) LEP individuals have less engagement with law enforcement and courts as evidenced by the significantly lower number of non-English speaking victims seeking services at

the court located Center (JCAC), 3) There are not a sufficient number of Spanish speaking advocates to meet the needs of the growing number of LEP clients visiting Nashville's new Family Safety Center (FSC) which can deter future clients, 4) FSC has materials and educational videos that need to be developed and translated to fit the unique needs of LEP clients visiting the FSC and/or partner agencies, 5) the FSC has not done an Accessibility Survey or created a Accessibility Plan, 6) The FSC needs growth in its ability to connect to the elderly community.

*Provide demographic data on the target population of crime victims and the linguistically specific community that will be served:* The target crimes are those served by the mission of the FSC, domestic violence, sexual assault, stalking, trafficking and elder abuse (physical, neglect, and financial). The target population being served under this grant and at the FSC are residents of Nashville-Davidson County who have been victims of the target crimes and other histories of abuse and abusers (polyvictimization). Elder abuse is defined under this grant as victims 60 years and older but is inclusive of vulnerable adults of all ages. Services will be expanded under this grant by meeting the needs/demands of Nashville's new FSC – especially the growing number of LEP clients – in particular Spanish speaking.

*Previous or current experience and accomplishments in developing and/or enhancing linguistically specific work:*

Past/current efforts by Metro Government: Metro Human Relations Commission completed a Language Access study in 2017 to determine whether city departments are doing enough to serve linguistic minorities including the deaf and hard of hearing. The result was that Metro has “a real need for a language access plan.” Expectations of that plan would include

department designees to assess and improve services to linguistic minorities, create a process for collecting data on the number of linguistic minorities served, maintain data on languages spoken, identify the linguistic communities served, track language assistance services, use a language fluency assessment to determine proficiency of bilingual staff, and translate vital documents into other languages, and advertise on non-English media.

Past/current efforts by Metro's Office of Family Safety (OFS): As described in the Project Abstract, Metro-Nashville has a large infrastructure to assist victims of the target crimes including the two Family Safety Centers (court and community based). These FSCs have many co-located partners (including police and prosecutors) and lead numerous multi-disciplinary teams. In reaching LEP individuals in particular, OFS has 3 native Spanish speaking Advocates and hired a native Spanish Speaking Coordinated Community Response (CCR) Coordinator in September 2018. This CCR Coordinator, Maria Arvizu, has extensive experience with both the target population and target crimes and is a certified legal interpreter with the Tennessee Administrative Office of the Courts.

In reaching victims of elder abuse, OFS works in close partnership with 50 Forward, the largest nonprofit support system in Nashville for people over 50. 50 Forward has recently started to meet with elder abuse clients at the FSC because of its trauma informed and welcoming design. Some client support rooms were specifically designed with the elderly in mind, containing hip chairs, adjustable thermostats, and located in close proximity to a restroom.

Prior to and since opening the FSC, partner buy-in to help reach the target population has been seamless. The FSC, through OFS, has a strong relationship with many Latina media outlets in Nashville including, 1) Nashville Noticias, an online newscast run by Veronica Salcedo. A frequent Facebook live video poster, Ms. Salcedo has 106,567 followers. Her focus is "offering

interesting and useful information for the Hispanic community, connect and integrate the community with different sections of society such as government, police authority, economy, political, social and cultural.” 2) El Jefe Radio, a very popular radio station located in a Nashville Global Mall, and 3) Fabian Bende’s popular radio program that streams on Facebook Live and La Ranchera 880AM (a popular Latino radio station).

OFS’s CCR Coordinator also partners with many non-profit agencies to reach more immigrant and refugee victims that may be reluctant to seek services. Those partners include, *Casa Azafrán*, (education, legal, finance, health care services to immigrants & refugees), *Hispanic Foundation* (provides programs for economic mobility and stability, and continued learning), *Nashville’s Taskforce for Refugees and Immigrants* (joins agencies that assist the Immigrant and Refugee community, *Tennessee Immigrant & Refugee Rights Coalition (TIRRC)* (defends rights, rights of immigrants and refugees), *Metro Public Schools, English Language Learners* (domestic violence education and information about the services available at the FSC), *Encuentro Latino* (connects Latino service providers to each other).

In an effort to reach elderly victims of abuse, OFS has been working with *50 Forward* (provides an array of comprehensive services adults 50 and older and meets with some victims of elder abuse at the FSC with a goal towards meeting with all victims of elder abuse at the FSC). In addition, the State mandated *Vulnerable Adult Protection Investigative Team (VAPIT)* will soon be meeting at the FSC. All these non-profit partner agencies and teams help refer victims to the FSC.

*Project addresses an existing gap in services/resources within the Target community without duplication:*

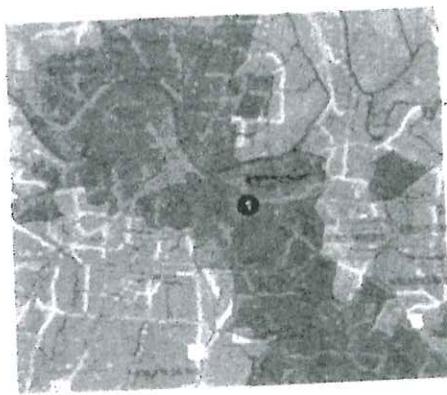
Nashville's two Family Safety Centers have distinct purposes. The court based Center is designed to provide advocacy and team support for victims that *are* engaging law enforcement and the courts. In contrast, the community based Center is designed to also reach those victims that are *not* engaging law enforcement and the courts.

Since opening the community based FSC, OFS has experienced a steep increase in Spanish speaking clients. While only 7% of the clients at the JCAC last year needed a Spanish speaking advocate (396/5343), 28% of the clients at the FSC needed a Spanish speaking Advocate (96/343) since opening. These numbers indicate the likelihood that LEP victims of domestic violence, sexual assault, stalking, and trafficking are more reluctant to engage law enforcement and the court system. This is highly concerning considering that the vast majority of domestic violence homicide victims in Nashville have had no recent (if any) contact with law enforcement and the courts. In order to ensure these non-English speaking clients continue to come to the FSC and recommend the building's services, it is essential that new and returning client's find every aspect of the buildings services and service connection accessible. There is no duplication in efforts, the FSC is designed to fill a service gap in the community, as evidenced by the steady increase in victims seeking assistance at the FSC since opening (25-30). As a result of this growth, OFS does not have enough Spanish speaking advocates to meet this need.

b) Project Design and Implementation

*Target population of crime victims that will be served and the geographic area where services will be provided:*

This project will serve residents of Nashville and Davidson County. The Target Crimes include domestic violence, sexual assault, stalking, trafficking and elder abuse (physical, neglect, and financial). The Target Population includes LEP victims of the “Target Crimes” and elder abuse, defined as victims 60 years and older. The vast majority of victims have experienced polyvictimization and have a complex history of abusers and victimizations. Services will be provided at Nashville’s new Family Safety Center (FSC) at 610 Murfreesboro Pike, Nashville, TN., 37210. The FSC is located just four miles south of downtown Nashville, in the center of an Opportunity Zone (See map: green signifies opportunity zone and red #1 bubble signifies the FSC’s location). This part of Nashville is known for its growing immigrant and New American population with Hispanics comprising 22 percent of the community’s population (American Community Survey 2011-2015). In addition to the Latino population, there are other ethnic groups including Kurdish, Somali, Sudanese, Turkish, and Ethiopian in the South Nashville area.



2011-2015 LIC Census Tract: 47037016900

NMTC Qualified:	Yes
Qualified Opportunity Zone:	Yes
Population:	2,157
Median Income (%):	45.81
Poverty Rate (%):	52.10
Unemployment Rate (%):	11.00
Metro Designation:	Metropolitan
Tract Unemployment to National Unemployment Ratio:	1.33

Legend

- CMS
- 2011-2015 Census Tract
- Census Tract
- NMTC Qualified Tracts
- Designated Opportunity Zone Tracts
- Opportunity Zone Tracts
- Census Tract
- State Census Boundaries

*Articulate strategy for accomplishing each goal and objective including a description of key project phases, and milestones, specific tasks, activities, staff responsibilities, interim deliverables and final products:*

*Goal 1: Increase LEP and elderly victim access to supportive services. Goal 1*

*Objectives: 1) Reduce barriers that LEP and elderly victims face in accessing crime victim*

supportive services. 2) Deliver direct advocacy assistance to LEP and elderly victims of domestic violence, sexual assault, stalking and trafficking. 3) Reduce target population's barriers in regards to engaging law enforcement and the justice system. *Goal 1 Strategies:* 1) Add one bi-lingual Spanish speaking advocate to work at the FSC, 2) survey language accessibility for LEP individuals seeking services at the FSC. 3) Create a Language Access Plan for the FSC. *Goal 1 Activities:* 1) Hire OFS Language Access Coordinator who can also serve as an FSC advocate. 2) Collect relevant demographic and assistance data on those served by the funded advocate and other advocates at the FSC. 3) Form a Language Access OFS committee to oversee execution of the Accessibility Assessment and Plan. 4) lead the translation of vital postings, signage, website, materials, videos. 5) track client utilization of specialized services received by LEP and elderly clients of the FSC and engagement with law enforcement and courts. 6) utilize a specialized LEP and elderly client survey, 7) Participate in all OVC technical advisor in-person and on-line meetings and webinars.

*Goal 2:* Increase the FSC's ability to provide direct advocacy services to LEP victims of domestic violence, sexual assault, stalking, trafficking, and elder abuse. *Goal 2 Objective:* 1) Ensure that LEP victims are not delayed due shortage of an available Spanish speaking advocate FSC; and 2) reduce barriers for LEP victims to engage law enforcement and courts. *Goal 2 Strategies:* 1) Add one bi-lingual Spanish speaking advocate at the FSC, 2) provide language accessible explanations of how law enforcement and courts can be helpful. *Goal 2 Activities:* 1) Train the Accessibility Coordinator as an Advocate. 2) Collect relevant client demographic and assistance data. 3) Track amount of LEP and elder abuse client engagement with law enforcement and courts, 4) provide safety planning, danger/risk assessment, order of protection application assistance, court advocacy/accompaniment, resource connection, emergency

assistance, case management, and victims compensation assistance for target population, 5) provide information, introductions, appointments and contact information to target population in order to successfully connect with Police, District Attorney's Office, and Legal Aid Society.

*Project Staff Responsibilities:* Provide full advocacy services to FSC clients with emphasis on LEP and elder abuse victims, survey accessibility challenges within the FSC for LEP and elder abuse victims, create, distribute, collect and tabulate accessibility surveys; translate electronic and written client materials, maintain data relevant to project goals and objectives.

*Key Project Phases:* Hiring and Training, formation of Language Access Committee, Accessibility Study, Accessibility Plan, staff training, implementation of Language Accessibility Plan, client service provision. *Project Milestones:* Hiring of grant funded position, completion of accessibility Study of the FSC, creation of a FSC Language Access Plan, staff trained, sufficient advocates to meet the needs of FSC clients – with emphasis on LEP and elder abuse victims, participation on the Vulnerable Adult Protection Investigative Team. Vital internal and outreach materials developed and translated. *Project Interim Deliverables:* Accessibility Survey, Accessibility Plan, Data on utilization of FSC advocacy services by LEP and elder abuse victims and utilization of law enforcement and the judicial system, and clients served.

*Final Product:* A Family Safety Center that is accessible to LEP and elder abuse victims of domestic violence, sexual assault, stalking, trafficking, sufficient bi-lingual Advocates for Spanish speaking clients, and data showing the target population accessing law enforcement and court services, and vital materials developed and translated.

*Describe a plan to develop or implement a language access plan to address the needs of crime victims, with a particular focus on crime victims who are blind, visually impaired, LEP, Deaf, and/or hard-of-hearing.*

The method to develop a language access plan that meets the needs of Spanish speaking victims of the target crimes includes, hiring an Accessibility Coordinator, reviewing Metro's 2017 Language Access Study, assembling an Accessibility workgroup, conducting a self-assessment that identifies and assesses the LEP community by gaining an understanding on 1) how LEP individuals interact with the FSC and supportive services, 2) who the LEP communities are, 3) how language assistance is being provided, 4) how staff are trained on policies and procedures; 5) how notice of language assistance services is made; and 6) how language access polices, directives, plans and procedures are monitored, evaluated and updated. (LEP.gov) The final steps in developing a language access plan include, 1) developing language access policy directives (standards, operating principles, and guidelines that govern the delivery of language appropriate services), 2) implementation plan (how the agency will meet the service delivery standards), and 3) procedures (steps for staff to follow). (LEP.gov)

Likely recommendations in FSC's language access plan include, adding specific policies and procedures, monitoring how LEP victims discover and interact with the FSC, ensuring the FSC has sufficient Spanish speaking advocates qualified in interpretation, identifying and translating vital written documents to frequently encountered languages of LEP groups, translation of key website pages, use of "I speak" language identification cards, monitoring and updating the language access plan, implementing FSC client satisfaction surveys specific to LEP and elder abuse individuals, and implementing a response procedure for complaints and suggestions made by LEP and elder abuse victims regarding language accessibility.

*Types of services that will be provided to crime victims in the linguistically specific target community and how those services will be provided:*

The Accessibility Coordinator will provide the following direct services to the target population: Safety Planning, Ex Parte Orders of Protection assistance, Civil-Legal Advocacy, Court Advocacy/Accompaniment, Domestic Violence Education, Risk/Danger Assessment, Case Management Follow-up, Crisis Intervention, Emergency food and infant supply assistance, Resource Connection (internal partner connections and external partner referrals), Translation for partners as needed and appropriate, and assistance with Victims' Compensation Applications.

*Identify the collaborative partners – with whom services will be coordinated on behalf of crime victims. Describe collaborations with LE and system based providers to support crime victim compensation applications, inform victims of their rights and help enforce those rights, and offer other criminal justice related information and supportive services.*

As the lead agency for Nashville's community based FSC and court based Advocacy Center (JCAC), OFS has many types of collaborations and collaborative partners. Primary partners in regards to victims compensation applications, victims' rights, and criminal justice supportive services include the Police Department, District Attorney's Office, and Legal Aid Society. Three divisions of the police department are co-located at the FSC including, domestic violence (includes elder abuse), adult sex crimes, and youth services (child abuse). This co-location consists of detectives, caseworkers and counselors. Police counselors assist domestic violence and sexual assault victims, family members of homicide victims, Spanish speaking robbery victims, and other victims of violent crime.

In addition to law enforcement, domestic violence prosecutors and victim witness coordinators are located within the FSC and JCAC on a daily basis. The Office of Family Safety's JCAC serves as the hub for court based collaboration. Prosecutors and Victim Witness Coordinators hold all "Early Intervention Meetings" at the JCAC. These meetings occur within 24-48 hours after the offender's arrest. On the day of court, prosecutors and victims report to the JCAC to discuss case disposition. In addition, OFS advocates ensure that prosecutors know which victims are present for court, which cases are considered high risk on the LAP or Danger Assessment, and which offenders have a history of firearm possession. All OFS advocates (at the JCAC and FSC) assist with victims' compensation application completion and submission. Advocates also explain the criminal and order or protection court process, and accompany victims to court on the criminal and order of protection case. In addition, Advocates at both locations assist victims with their Ex Parte Order of Protection application forms and provide three copies to the victim of the OP when granted by the Commissioner.

Many non-profits serve as collaborative partners with OFS. Legal Aid Society works out of both Centers with one attorney and one advocate assigned to the FSC full-time. In addition, the Sexual Assault Center and Mary Parrish Center each have an advocate placed at the FSC while Agape provides all after-hours Orders of Protection assistance in partnership with OFS. The YWCA, largest shelter provider in the state, provides support groups at the FSC twice weekly. This co-location of Metro and non-profit partners help practitioners provide the type of wrap around services that JCAC and FSC clients need.

In addition to collaboration around the provision of direct client services, OFS leads many multi-disciplinary teams that include members of the Police Department, District Attorney's Office, civil and criminal court Judges, Clerks, Sheriff's Office, Probation, Parole,

911, Fire Department, Trafficking Court, shelter and transitional housing providers, Department of Children Services, Legal Aid Society, Sexual Assault Center, and area hospitals. These multi-disciplinary teams include: 1) High Risk Intervention Panel (weekly formal review of highest risk cases identify intervention opportunities – based on LAP and/or Danger Assessment), 2) Fatality Review (monthly team that performs an in-depth review of 1-2 domestic violence homicides per year and identifies citywide recommendations), 3) Firearm Disposition (quarterly meeting to monitor and improve firearm disposition practices with law enforcement and the judicial system), 4) Strangulation Working Group (bi-monthly team meeting to improve strangulation response with 911, EMT/EMS, hospitals, law enforcement and courts), and 5) Sexual Assault Taskforce (quarterly team meetings to increase locations where victims can receive sexual assault exams and the coordination between advocates, medical providers, police and prosecutors).

The final collaborative that OFS is responsible for is trainings. OFS is responsible (by Executive Order and civil service policy) for all mandated domestic violence trainings for Metro's 10,000+ employees and supervisors. In addition, OFS coordinates all trainings within the FSC to ensure practitioners within the building are similarly trained and up to date on best practices. These trainings occur twice a month, one is a new employee on-boarding and the other are special topics trainings.

*Describe plans for delivering training to staff and community partners to improve the response to crime victims who are blind, visually impaired, LEP, deaf, or hard of hearing*

When the Language Access Plan is complete, the Accessibility Coordinator will train on the new practices at one of these FSCs monthly special topics trainings. As is common practice,

all agency and non-profit partners will be invited to attend. All adopted Language Access policies, procedures, staff requirements will be rolled into OFS's monthly training curriculum for new practitioners working out of the FSC and the onboarding of OFS new employees and interns. Any adjustments to implementation of the Assessment Plan will be made at FSC agency specific staff meetings.

*Describe the plan for conducting program evaluation and/or action research activities to document performance and generate internal improvements.*

Internal improvements will be evaluated by 1) monitoring progress in meeting the recommendations laid out in the Language Access Plan, 2) reviewing client surveys to determine if recommendations effectively reduce barriers to services, and 3) meeting all grant goals and activities. The Language Access OFS committee will verify that recommendations are being accomplished according to the timeline and are effective in practice. OFS will work closely with technical advisors to find opportunities for improvement and review recommended readings and templates on LEP.gov.

*Describe existing grant, initiatives, or programs that may already be in place to serve crime victims in the target community and outline a plan for working with those existing initiatives to enhance program services in linguistically specific communities, rather than duplicate efforts.*

Utilizing a VOCA grant, Metro's Office of Family Safety hired a Coordinated Community Response (CCR) Coordinator (Maria Arvizu) who is tasked with FSC outreach to marginalized and underserved communities. Latino communities are prioritized under this grant. This CCR Coordinator also works as an advocate in the field to invite trust in the targeted

community. The CCR coordinator will be a large source of clientele that the grant funded Accessibility Coordinator assist. OFS has one VOCA funded bi-lingual staff member at the JCAC and one at the FSC. There will be no conflict as more Spanish speaking advocates are needed at the FSC location. Under OFS's current ICJR grant, one activity is to translate videos targeting high risk clients. This grant is supportive of that activity rather than duplicative.

c. Capabilities and Competencies

*Describe the history of the organization in providing direct services to crime victims within the target community:*

From 2011-2013 under Mayoral leadership and the guidance of Praxis International, Metro Nashville conducted a Safety and Accountability Assessment to determine how Metro Government could improve domestic violence victim safety and offender accountability. The following Metro response systems were assessed: 911, patrol, detective investigation, orders of protection, prosecution, courts, probation, and fatality review. A total of 14 of the Assessment's recommendations were accomplished through the 2014 creation of the Jean Crowe Advocacy Center (JCAC) where OFS Advocates and partners assist 5000+ victims per year.

Shortly after opening the JCAC, Metro changed its city charter and by ordinance created a new department called the Office of Family Safety (OFS). This stand-alone department is tasked with improving domestic violence (including sexual assault, stalking, elder abuse and trafficking) victim safety and offender accountability.

In March 2019, Metro opened the Family Safety Center (FSC). The FSC is the largest in the country and has provided advocacy to 414 individuals to date. This number does not include those arriving for counseling services, forensic interviews, meetings with detectives, prosecutors

or investigators. In addition to direct client services, OFS leads many multi-disciplinary team collaboratives such as High Risk Intervention Panel, Fatality Review, and the Strangulation, Sexual Assault, and Firearm Dispossession Taskforces. OFS also has a leadership role in Metro's trafficking court and created a female inmate domestic violence, sexual assault and trafficking education program in the jail. OFS is also responsible for Metro's mandated domestic violence in the workplace training for over 10,000 Metro employees and monthly trainings for all FSC partners (including police and prosecutors), and has three Strangulation Institute certified trainers on staff.

Noting that the vast majority of domestic violence homicides happen to those who are not engaging the services of law enforcement and the courts, a decision was made to build the city's second Family Safety Center in the community with co-located primary partners including police, prosecutors, legal aid attorneys, department of children service investigators and Nashville's Child Advocacy Center. OFS invested in a tremendous amount of targeted outreach and as a result is seeing a 25-30 person increase in FSC clients per month with 28% being Spanish Speaking. OFS currently has one Spanish speaking advocate assigned to this location. This number is not sufficient to meet the growing demand.

*Previous or current experience and accomplishments developing and/or enhancing linguistically specific work.*

Providing a welcoming Family Safety Center for Nashville's diverse population has been a priority. The FSC's entrance works to convey this message with its 25 foot long "Welcome Wall." This original art piece has the word "welcome" written in the top 28 languages spoken in Nashville schools as well as in sign language and rainbow colored. The CCR coordinator has

begun to translate essential materials including the client safety plan, resource list, and brochures into Spanish with all materials being scored for readability and adjusted to a 5<sup>th</sup> grade reading level. In addition, the CCR coordinator has done 7 media interviews with Spanish news outlets and radio stations to encourage the target population to come to the FSC. Three OFS employees have also received training on creating a Language Access Plan at the Battered Women's Justice Project training in January 2019.

OFS has three native Spanish speaking Advocates (two assigned to the JCAC and 1 at the FSC). In addition to providing all regularly provided Advocacy services in Spanish, the Spanish speaking Advocates translate written Orders of Protection applications for clients and interpret any questions from the Court Commissioner as well as the Spanish speaking client.

*Describe organization experience and capacity related to managing federal grant:*

Metro's Office of Family Safety has over three years of experience managing federal grants. OFS successfully managed a (2015-18) Arrest grant focusing on identifying and responding to high risk cases, training, and a volunteer civil-legal attorney program. OFS currently manages a (2018-21) ICJR grant that focuses on high risk programming, training and trafficking intervention. OFS has three high level employees that have oversight over all Federal Grants, Diane Lance, OFS Department Head, Andrew Sullivan, OFS Financial Officer and LaToya Townsend, OFS Director of Training, Outreach, and Development.

*Describe the staffing plan for the project. Include the name, position, title and qualifications of the individual who will be the primary point of contact on the project and coordinating the day-to-day programmatic activities of the project:*

The grant funded employee will be directly supervised by the FSC Assistant Director, Allison Cantway. Ms. Cantway graduated from Yale University with a double major in English and Women's, Gender, and Sexuality Studies. Upon graduating, Ms. Cantway taught in the high-need region of the Mississippi Delta with Teach for America. Soon after, Ms. Cantway was hired as the Director of Education and Outreach for Nashville International Center for Empowerment, a refugee resettlement agency. In this role Allison developed and implemented an after-school program for refugee youth and multiple ESL classes for adults. Before joining OFS, Allison was the Director of Supportive Services at the YWCA domestic violence shelter, serving as the supervisor for the case managers and therapists who worked with shelter residents.

Other oversight for the Accessibility Coordinator will be the Accessibility working group that will consist of FSC practitioners with lengthy experience in working with LEP victims of domestic violence, sexual assault, stalking, and trafficking. The Accessibility Coordinator will also seek guidance from Metro's Human Relations Commission (oversees Metro's Title VI work and completed Metro Government's 2017 Accessibility Study) and the Metro Office of Family Safety's Title VI coordinator, LaToya Townsend as needed.

*Provide the names and position titles of individuals who will be providing direct services under the grant, including descriptions of the employee's relevant education and work experience & Names and titles of who will be supervising the staff of this project:*

Because OFS expects to interview internal and external candidates for this position, the name of the individual who will be doing this work is not available. The title of this grant funded position is "Accessibility Coordinator." Required qualifications for the Accessibility Coordinator include 1) fluent Spanish speaker, 2) has a Bachelor's degree from an accredited college or

university, 3) has experiencing translating materials, 4) has experience interpreting for people experiencing trauma, and 5) has two years' experience working with domestic violence and/or sexual assault victims. Work experience must also include project leadership and/or organizational change facilitation. Allison Cantway (Assistant FSC Director) will be supervising the work of the Accessibility Coordinator. There will not be a sub-award on this grant.

*Describe the qualifications, roles and responsibilities of any new positions that will be created to staff the proposed project:*

The Accessibility Coordinator will have the following roles, responsibilities, and qualifications: *Roles:* Conduct an Accessibility Study, create an Accessibility Plan, train on the Accessibility Plan, and provide advocacy services to the target population. *Responsibilities:* Lead a working group tasked with reducing barriers to LEP and elderly FSC clients, perform a Accessibility Study at the FSC, Create a Accessibility Plan for the FSC, Manage training and implementation of Accessibility plan, provide crisis intervention advocacy, case management and follow-up services for victims of interpersonal violence. *Qualifications:* In addition to the previously named qualifications the Accessibility Coordinator must have Strong administrative skills with Microsoft program (Excel, Access, PowerPoint), demonstrated understanding of the dynamics of interpersonal violence and effective intervention strategies, demonstrated ability and willingness to engage in positive collaboration with individuals and groups with diverse perspectives, strong interpersonal and organizational skills, excellent written and oral communication skills, and a clean background check returned.

d. Plan for Collecting the Data Required for this Solicitation's Performance Measures:

Data will be collected by an Access database that is designed and maintained by Metro Government. Customized reports are pulled monthly and reviewed by the Assistant Director and Director of Client Programs. During monthly data reviews, compliance and progress related to goals, objectives and deliverables are evaluated, as are trends and opportunities to improve client services. The Assistant Director and Director of Client Programs will pull quarterly reports for submitting performance data under this grant. The Office of Family Safety is in the process of procuring a new case management database (Metro funded) that will create an improved user experience and easier avenues to collect data, measure client success and outcome growth. The RFP for this database is near complete and procurement expects that a vendor will be secured in the Fall of 2019 with a "go live" date in January 2020. Any data fields that are not in OFS's current Access Database will need to be encompassed in a spreadsheet until the new database is secured. This spreadsheet will be maintained by Advocates and overseen by the FSC Assistant Director and Director of Client Programs.

**Budget Summary**

Note: Any errors detected on this page should be fixed on the corresponding Budget Detail tab.

Budget Category	Year 1		Year 2 <i>(if needed)</i>		Year 3 <i>(if needed)</i>		Year 4 <i>(if needed)</i>		Year 5 <i>(if needed)</i>		Total(s)
	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	
A. Personnel	\$54,000	\$0	\$56,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$110,000
B. Fringe Benefits	\$21,600	\$0	\$22,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$44,000
C. Travel	\$2,400	\$0	\$2,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,800
D. Equipment	\$0	\$0	\$15,700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,700
E. Supplies	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000
F. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
G. Subawards (Subgrants)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
H. Procurement Contracts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
I. Other	\$7,000	\$0	\$3,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,500
<b>Total Direct Costs</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>
<b>Total Indirect Costs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>No</b>	<b>\$0</b>
<b>Total Project Costs</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>No</b>	<b>\$0</b>

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N

# Budget Detail - Year 1

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N

(DOI Financial Guide, Section 3.10)

Computation

A. Personnel	Name	Position	Show annual salary rate & amount of time devoted to the project for each name/position.				Total Cost	Non-Federal Contribution	Federal Request
			Salary	Rate	Time Worked (# of hours, days, months, years)	Percentage of Time			
		Language Access Coordinator	\$54,000.00		1	100%	\$54,000		\$54,000
			<b>Total(s)</b>				<b>\$54,000</b>	<b>\$0</b>	<b>\$54,000</b>

**Narrative**

The Language Access Coordinator will be a full-time employee for the 2 years of the grant. Salary costs include the following work: 1) Direct Client Services; 2) ongoing Evaluation Activities with the support of the OVC Technical Advisor and Metro's Title VI Coordinator, as needed and required; and 3) creation of the Language Access Plan. This bi-lingual advocate will focus on gathering relevant data for FSC LEP crime victims seeking advocacy services at Nashville's Family Safety Center. Activities of the Language Access Coordinator: 1) Identify and gather client data on FSC clients seeking advocacy for crime victimization (domestic violence, sexual assault, stalking, trafficking and elder abuse); 2) Create a LEP client survey; 3) study and assess language accessibility for individuals seeking services at the FSC; 4) Create a Language Access Plan for the FSC; 5) collect relevant demographic and assistance data on those served by the funded advocate and other advocates at the FSC - including connection to other services such as law enforcement and prosecution; 6) Form a Language Access OFS committee to oversee execution of the Accessibility Survey and Plan. 7) translate vital postings, signage, website, materials, videos. 8) track client utilization of specialized services received by LEP and elderly clients of the FSC and engagement with law enforcement and courts. 9) utilize a specialized LEP and elderly client survey. 10) Participate in all OVC technical advisor in-person and on-line meetings and webinars. The OVC funded employee will work closely with the partners and the VOCA funded community outreach specialist, especially concerning advocacy for LEP clients. In addition to creating the language access plan, this employee will support all advocacy efforts in the FSC.

<b>B. Fringe Benefits</b>		<b>Computation</b>				
Name	List each grant-supported position receiving fringe benefits.	Show the basis for computation.				
		Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
Language Access Coordinator		\$54,000.00	40.00%	\$21,600	\$0	\$21,600
<b>Total(s)</b>				<b>\$21,600</b>	<b>\$0</b>	<b>\$21,600</b>

**Narrative**

Metropolitan Government of Nashville Davidson County is requesting fringe benefits for the 2 year full-time Language Access Coordinator.

C. Travel	Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	Location <i>Indicate the travel destination.</i>	Type of Expense <i>Lodging, Meals, Etc.</i>	Basis <i>Per day, mile, trip, Etc.</i>	Computation <i>Compute the cost of each type of expense x the number of people traveling.</i>						
					Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
	Training on language accessibility	unknown	Other	N/A	\$200.00	1	1	1	\$200		\$200
	Training on language accessibility	unknown	Meals	Day	\$200.00	1	1	1	\$200		\$200
	Training on language accessibility	unknown	Local Travel	N/A	\$200.00	1	1	1	\$200		\$200
	Training on language accessibility	unknown	Transportation	Round-trip	\$1,000.00	1	1	1	\$1,000		\$1,000
	Training on language accessibility	unknown	Lodging	Night	\$800.00	1	1	1	\$800		\$800
					<b>Total(s)</b>				<b>\$2,400</b>	<b>\$0</b>	<b>\$2,400</b>

**Narrative**  
 Metropolitan Government of Nashville Davidson County is requesting funds for training and technical assistance. The Language Access Coordinator will attend selected and required OVC trainings/technical assistance opportunities. Budget includes estimates for lodging, and per diem meal and local travel (taxi's, Uber's, etc.) for a total \$2,400. Travel estimates are based on average costs to attend related conferences during the course of other Federal Government grants (ICR, VOCA, etc.).

**D. Equipment**

Item <i>List and describe each item of equipment that will be purchased</i>	Computation <i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
			\$0	\$0	\$0
			<b>Totals</b>	\$0	\$0
Narrative					

<b>E. Supplies</b>		<b>Computation</b>				
<b>Supply Items</b>	<i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>					
<i>Provide a list of the types of items to be purchased with grant funds.</i>	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request	
Printed Materials	30,000	\$0.50	\$15,000	\$0	\$15,000	
	<b>Totals(s)</b>		<b>\$15,000</b>	<b>\$0</b>	<b>\$15,000</b>	
<p><b>Narrative</b></p> <p>To increase Language Access printing costs are included to meet the needs of LEP clients. Translated FSC client materials will be printed. These printed materials will be distributed at the Family Safety Center and agencies that refer to the Family Safety Center such as the Jean Crowe Advocacy Center, nonprofit partners, police and prosecutors. OFS expects to print 30,000 materials at at average cost \$0.50 per item. Translated printed items will include but not limited to: safety plans, power and control wheels, FIC resources, court prep and brochure.</p>						

<b>F. Construction</b>		<b>Computation</b>				
<b>Purpose</b>	<b>Description of Work</b>	<i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
<i>Provide the purpose of the construction</i>	<i>Describe the construction project(s)</i>	<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
				\$0		\$0
				<b>Total(s)</b>	\$0	\$0
<b>Narrative</b>						

**G. Subawards (Subgrants)**

Description	Purpose	Consultant?			
Provide a description of the activities to be carried out by subrecipients.	Describe the purpose of the subaward (subgrant)	Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
<b>Totals(s)</b>			\$0	\$0	\$0

**Consultant Travel (if necessary)**

Purpose of Travel	Location	Type of Expense	Computation				
Indicate the purpose of each trip or type of trip (training, advisory group meeting)	Indicate the travel destination.	Hotel, airfare, per diem	Compute the cost of each type of expense X the number of people traveling.				
		Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
					\$0		\$0
<b>Total</b>			\$0	\$0	\$0	\$0	

**Narrative**

Narrative	H. Procurement Contracts	
	Description	Purpose
	Description	Consultant?



Show the basis for computation

List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
Translation Services	4	Per Item	\$1,750.00	1	\$7,000		\$7,000
					\$0		\$0
				<b>Totals(s)</b>	<b>\$7,000</b>	<b>\$0</b>	<b>\$7,000</b>

**Narrative**  
 To increase Language Access translation costs are included to meet the needs of LEP clients. Printed materials and educational videos will need to be translated. Estimated cost of translated materials in order to effectively advocate for clients who are LEP, is \$1,750 per item. Materials that will be translated include but are not limited to: safety plans, power and control wheels, FJC resources, court prep and brochure, and educational materials.

**J. Indirect Costs**

**Computation**

Compute the indirect costs for those portions of the program which allow such costs.

Description <i>Describe what the approved rate is and how it is applied.</i>	Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
			\$0	\$0	\$0
			<b>Total(s)</b>	\$0	\$0

Narrative

## Budget Detail - Year 2

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N

(DOI Financial Guide, Section 3.10)

A. Personnel		Computation						
Name	Position	Show annual salary rate & amount of time devoted to the project for each name/position.						
List each name, if known.	List each position, if known.	Salary	Rate	Time Worked (# of hours, days, months, years)	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
	Language Access Coordinator	\$56,000.00		1	100%	\$56,000		\$56,000
		<b>Totals</b>				<b>\$56,000</b>	<b>\$0</b>	<b>\$56,000</b>

**Narrative**

The Language Access Coordinator will be a full-time employee for the 2 years of the grant. Salary costs include the following work: 1) Direct Client Services; 2) ongoing Evaluation Activities with the support of the OVC Technical Advisor and Metro's Title VI Coordinator, as needed and required; and 3) creation of the Language Access Plan. This bi-lingual advocate will focus on gathering relevant data for FSC LEP crime victims seeking advocacy services at Nashville's Family Safety Center. Activities of the Language Access Coordinator: 1) Identify and gather client data on FSC clients seeking advocacy for crime victimization (domestic violence, sexual assault, stalking, trafficking and elder abuse); 2) Create a LEP client survey; 3) study and assess language accessibility for individuals seeking services at the FSC; 4) Create a Language Access Plan for the FSC; 5) collect relevant demographic and assistance data on those served by the funded advocate and other advocates at the FSC - including connection to other services such as law enforcement and prosecution. 6) Form a Language Access OFS committee to oversee execution of the Accessibility Survey and Plan. 7) translate vital postings, signage, website, materials, videos. 8) track client utilization of specialized services received by LEP and elderly clients of the FSC and engagement with law enforcement and courts. 9) utilize a specialized LEP and elderly client survey, 10) Participate in all OVC technical advisor in-person and on-line meetings and webinars. The OVC funded employee will work closely with the partners and the VOCA funded community outreach specialist; especially concerning advocacy for LEP clients. In addition to creating the language access plan, this employee will support all advocacy efforts in the FSC.

**B. Fringe Benefits**

Name	Computation				
	Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
Language Access Coordinator	\$56,000.00	40.00%	\$22,400	\$0	\$22,400
<b>Total(s)</b>			<b>\$22,400</b>	<b>\$0</b>	<b>\$22,400</b>

Show the basis for computation.

**Narrative**

Metropolitan Government of Nashville Davidson County is requesting fringe benefits for the 2 year full-time Language Access Coordinator.

C. Travel Purpose of Travel	Location	Type of Expense	Basis	Computation						
				Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
Indicate the purpose of each trip or type of trip (training, advisory group meeting)	Indicate the travel destination.	Lodging, Meals, Etc.	Per day, mile, trip, Etc.	Compute the cost of each type of expense X the number of people traveling.						
Training on language accessibility	unknown	Other	N/A	\$200.00	1	1	1	\$200		\$200
Training on language accessibility	unknown	Meals	Day	\$200.00	1	1	1	\$200		\$200
Training on language accessibility	unknown	Local Travel	N/A	\$200.00	1	1	1	\$200		\$200
Training on language accessibility	unknown	Transportation	Round-trip	\$1,000.00	1	1	1	\$1,000		\$1,000
Training on language accessibility	unknown	Lodging	Night	\$800.00	1	1	1	\$800		\$800
				<b>Total(s)</b>				<b>\$2,400</b>	<b>\$0</b>	<b>\$2,400</b>

**Narrative**  
 Metropolitan Government of Nashville Davidson County is requesting funds for training and technical assistance. The Language Access Coordinator will attend selected and required OVC trainings/technical assistance opportunities. Budget includes estimates for lodging, and per diem meal and local travel (taxi's, Uber's, etc.) for a total \$2,400. Travel estimates are based on average costs to attend related conferences during the course of other Federal Government grants (ICJR, VOCA, etc.).

<b>D. Equipment</b>		<b>Computation</b>			
Item	Compute the cost (e.g., the number of each item to be purchased X the cost per item)				
List and describe each item of equipment that will be purchased	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
Printed Materials	31,400	\$0.50	\$15,700		\$15,700
	<b>Totals(s)</b>		<b>\$15,700</b>	<b>\$0</b>	<b>\$15,700</b>

**Narrative**

To increase Language Access printing costs are included to meet the needs of LEP clients. Translated FSC client materials will be printed. These printed materials will be distributed at the Family Safety Center and agencies that refer to the Family Safety Center such as the Jean Crowe Advocacy Center, nonprofit partners, police and prosecutors. OFS expects to print 30,000 materials at an average cost \$0.50 per item. Translated printed items will include but not limited to: safety plans, power and control wheels, FIC resources, court prep and brochure.

E. Supplies		Computation			
Supply Items		Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.			
Provide a list of the types of items to be purchased with grant funds.	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
			\$0		\$0
			\$0	\$0	\$0
Narrative					

<b>F. Construction</b>		<b>Computation</b>				
<b>Purpose</b> <i>Provide the purpose of the construction</i>	<b>Description of Work</b> <i>Describe the construction project(s)</i>	<i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
				\$0	\$0	\$0
				<b>Total(s)</b>	\$0	\$0
<b>Narrative</b>						

G. Subawards (Subgrants)											
Description		Purpose			Consultant?						
Provide a description of the activities to be carried out by subrecipients.		Describe the purpose of the subaward (subgrant)			Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.						
							Total Cost	Non-Federal Contribution	Federal Request		
							Total(s)	\$0	\$0	\$0	
Computation											
Consultant Travel (if necessary)		Location		Type of Expense		Compute the cost of each type of expense X the number of people traveling.					
Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		Location <i>Indicate the travel destination.</i>		Type of Expense <i>Hotel, airfare, per diem</i>		Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
						\$0			\$0		\$0
						Total			\$0	\$0	\$0
Narrative											
H. Procurement Contracts											
Description			Purpose			Consultant?					



Show the basis for computation

List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
Translation Services	2	Per Item	\$1,750.00	1	\$3,500		\$3,500
				<b>Total(s)</b>	<b>\$3,500</b>	<b>\$0</b>	<b>\$3,500</b>

**Narrative**  
 To increase Language Access translation costs are included to meet the needs of LEP clients. Printed materials and educational videos will need to be translated. Estimated cost of translated materials in order to effectively advocate for clients who are LEP, is \$1,750 per item. Materials that will be translated include but are not limited to: safety plans, power and control wheels, FIC resources, court prep and brochure, and educational materials.

**J. Indirect Costs**

**Computation**

Compute the indirect costs for those portions of the program which allow such costs.

Description <i>Describe what the approved rate is and how it is applied.</i>	Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
			\$0	\$0	\$0
			<b>Total(s)</b>		

Narrative



**Background**

Recipients' financial management systems and internal controls must meet certain requirements, including those set out in the "Part 200 Uniform Requirements" (2.C.F.R. Part 2800).

Including at a minimum, the financial management system of each OJP award recipient must provide for the following:

- (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, and the name of the Federal agency.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (3) Records that identify adequately the source and application of funds for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest, and be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and other assets. The recipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury and the disbursement by the OJP recipient.
- (7) Written procedures for determining the allowability of costs in accordance with both the terms and conditions of the Federal award and the cost principles to apply to the Federal award.
- (8) Other important requirements related to retention requirements for records, use of open and machine readable formats in records, and certain Federal rights of access to award-related records and recipient personnel.

1. Name of Organization and Address:

Organization Name: Metropolitan Government of Nashville-Davidson County  
 Street1: 1 Public Square, Suite 100  
 Street2: [Redacted]  
 City: Nashville  
 State: TENNESSEE  
 Zip Code: 37201-1646

2. Authorized Representative's Name and Title:

Prefix: Mr First Name: David Middle Name: [Redacted]  
 Last Name: Briley Suffix: [Redacted]  
 Title: Mayor

3. Phone: 615-862-6000

4. Fax: [Redacted]

5. Email: Mayor@nashville.gov

6. Year Established:  
1962

7. Employer Identification Number (EIN):  
620694743

8. DUNS Number:  
078217668

9. a) Is the applicant entity a nonprofit organization (including a nonprofit institution of higher education) as described in 26 U.S.C. 501(c)(3) and exempt from taxation under 26 U.S.C. 501(a)?  Yes  No

If "No" skip to Question 10.

If "Yes", complete Questions 9. b) and 9. c).



**AUDIT INFORMATION**

9. b) Does the applicant nonprofit organization maintain offshore accounts for the purpose of avoiding paying the tax described in 26 U.S.C. 511(a)?  Yes  No

9. c) With respect to the most recent year in which the applicant nonprofit organization was required to file a tax return, does the applicant nonprofit organization believe (or assert) that it satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to the reasonableness of compensation of certain individuals)?  Yes  No

If "Yes", refer to "Additional Attachments" under "What An Application Should Include" in the OJP solicitation (or application guidance) under which the applicant is submitting its application. If the solicitation/guidance describes the "Disclosure of Process related to Executive Compensation," the applicant nonprofit organization must provide -- as an attachment to its application -- a disclosure that satisfies the minimum requirements as described by OJP.

For purposes of this questionnaire, an "audit" is conducted by an independent, external auditor using generally accepted auditing standards (GAAS) or Generally Governmental Auditing Standards (GAGAS), and results in an audit report with an opinion.

10. Has the applicant entity undergone any of the following types of audit(s) (Please check all that apply):

"Single Audit" under OMB A-133 or Subpart F of 2 C.F.R. Part 200

Financial Statement Audit

Defense Contract Agency Audit (DCAA)

Other Audit & Agency (list type of audit):

None (if none, skip to question 13)

11. Most Recent Audit Report Issued:  Within the last 12 months  Within the last 2 years  Over 2 years ago  N/A

Name of Audit Agency/Firm:

**AUDITOR'S OPINION**

12. On the most recent audit, what was the auditor's opinion?

Unqualified Opinion  Qualified Opinion  Disclaimer, Going Concern or Adverse Opinions  N/A: No audits as described above

Enter the number of findings (if none, enter "0"): 2

Enter the dollar amount of questioned costs (if none, enter "\$0"): \$ 0

Were material weaknesses noted in the report or opinion?  Yes  No

13. Which of the following best describes the applicant entity's accounting system:

Manual  Automated  Combination of manual and automated

14. Does the applicant entity's accounting system have the capability to identify the receipt and expenditure of award funds separately for each Federal award?  Yes  No  Not Sure

15. Does the applicant entity's accounting system have the capability to record expenditures for each Federal award by the budget cost categories shown in the approved budget?  Yes  No  Not Sure

16. Does the applicant entity's accounting system have the capability to record cost sharing ("match") separately for each Federal award, and maintain documentation to support recorded match or cost share?  Yes  No  Not Sure



17. Does the applicant entity's accounting system have the capability to accurately track employees actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award, and maintain records to support the actual time spent and specific allocation of charges associated with each applicant employee?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
18. Does the applicant entity's accounting system include budgetary controls to preclude the applicant entity from incurring obligations or costs that exceed the amount of funds available under a federal award (the total amount of the award, as well as the amount available in each budget cost category)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
19. Is applicant entity familiar with the "cost principles" that apply to recent and future federal awards, including the general and specific principles set out in 2 C.F.R Part 200?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure

**PROPERTY STANDARDS AND PROCUREMENT STANDARDS**

20. Does the applicant entity's property management system(s) maintain the following information on property purchased with federal award funds (1) a description of the property; (2) an identification number; (3) the source of funding for the property, including the award number; (4) who holds title; (5) acquisition date; (6) acquisition cost; (7) federal share of the acquisition cost; (8) location and condition of the property; (9) ultimate disposition information?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
21. Does the applicant entity maintain written policies and procedures for procurement transactions that -- (1) are designed to avoid unnecessary or duplicative purchases; (2) provide for analysis of lease versus purchase alternatives; (3) set out a process for soliciting goods and services, and (4) include standards of conduct that address conflicts of interest?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
22. a) Are the applicant entity's procurement policies and procedures designed to ensure that procurements are conducted in a manner that provides full and open competition to the extent practicable, and to avoid practices that restrict competition?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
22. b) Do the applicant entity's procurement policies and procedures require documentation of the history of a procurement, including the rationale for the method of procurement, selection of contract type, selection or rejection of contractors, and basis for the contract price?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
23. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from entering into a procurement contract under a federal award with any entity or individual that is suspended or debarred from such contracts, including provisions for checking the "Excluded Parties List" system ( <a href="http://www.sam.gov">www.sam.gov</a> ) for suspended or debarred sub-grantees and contractors, prior to award?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure

**TRAVEL POLICY**

24. Does the applicant entity:

(a) maintain a standard travel policy?  Yes  No

(b) adhere to the Federal Travel Regulation (FTR)?  Yes  No

**SUBRECIPIENT MANAGEMENT AND MONITORING**

25. Does the applicant entity have written policies, procedures, and/or guidance designed to ensure that any subawards made by the applicant entity under a federal award -- (1) clearly document applicable federal requirements, (2) are appropriately monitored by the applicant, and (3) comply with the requirements in 2 CFR Part 200 (see 2 CFR 200.331)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure  <input type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards
--	--



<p>26. Is the applicant entity aware of the differences between subawards under federal awards and procurement contracts under federal awards, including the different roles and responsibilities associated with each?</p>	<p><input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Not Sure <input type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards</p>
<p>27. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from making a subaward under a federal award to any entity or individual is suspended or debarred from such subawards?</p>	<p><input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Not Sure <input type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards</p>

**DESIGNATION AS 'HIGH-RISK' BY OTHER FEDERAL AGENCIES**

<p>28. Is the applicant entity designated "high risk" by a federal grant-making agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant.)</p> <p>If "Yes", provide the following:</p> <p>(a) Name(s) of the federal awarding agency: [REDACTED]</p> <p>(b) Date(s) the agency notified the applicant entity of the "high risk" designation: [REDACTED]</p> <p>(c) Contact information for the "high risk" point of contact at the federal agency: Name: [REDACTED] Phone: [REDACTED] Email: [REDACTED]</p> <p>(d) Reason for "high risk" status, as set out by the federal agency: [REDACTED]</p>	<p><input type="checkbox"/> Yes   <input checked="" type="checkbox"/> No   <input type="checkbox"/> Not Sure</p>
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**CERTIFICATION ON BEHALF OF THE APPLICANT ENTITY**

(Must be made by the chief executive, executive director, chief financial officer, designated authorized representative ("AOR"), or other official with the requisite knowledge and authority)

On behalf of the applicant entity, I certify to the U.S. Department of Justice that the information provided above is complete and correct to the best of my knowledge. I have the requisite authority and information to make this certification on behalf of the applicant entity.

Name: [REDACTED]      Date: [REDACTED]

Title:    Executive Director    Chief Financial Officer    Chairman  
 Other: [REDACTED]

Phone: [REDACTED]

## DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB  
0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____ if known:  WeGo Public Transit 430 Myatt Drive Nashville, TN 37115  Congressional District, if known: TN-5th	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>   Congressional District, if known:	
<b>6. Federal Department/Agency:</b> U.S. Department of Transportation / Federal Transit Administration	<b>7. Federal Program Name/Description:</b> Bus and Bus Facilities Grant Program  CFDA Number, if applicable: 20.526	
<b>8. Federal Action Number, if known:</b> FTA-2018-005-TPM	<b>9. Award Amount, if known:</b> \$ 9,028,800.00	
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI): Adams and Reese LLP 20 F Street NW, Suite 500 Washington, DC 20001	<b>b. Individuals Performing Services (including address if different from No. 10a)</b> (last name, first name, MI): Brooks, Jeff McDaniel, Holly Berson, Michael	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u>[Signature]</u> Print Name: <u>Jeff MARSH</u> Title: <u>metropolitan attorney</u> Telephone No.: <u>615-850-3784</u> Date: <u>6/7/19</u>	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

*Qualified Opportunity Zone:*

Clients will be served under this project at Nashville's Family Safety Center (FSC). The FSC is located at 610 Murfreesboro Pike in the center of a large Opportunity Zone. The clips and maps below were found at <https://www.cdfifund.gov/Pages/Opportunity-Zones.aspx> Each map below shows the location of the FSC within the Opportunity zone at different scales. The Family Safety Center is marked with the number 1 inside a red circle. ❶ This part of Nashville is known for its growing immigrant and New American population with Hispanics comprising 22 percent of the community's population (American Community Survey 2011-2015). In addition to the Latino population, there are other ethnic groups including Kurdish, Somali, Sudanese, Turkish, and Ethiopian in the South Nashville area.

The FSC is located in the council district with the highest percentage of violent crime calls for service according to Metro Police calls for services summary by Council District (2018).

[https://www.nashville.gov/Portals/0/SiteContent/Police/docs/Stats/Council UCR CFS Stops 2018.pdf](https://www.nashville.gov/Portals/0/SiteContent/Police/docs/Stats/Council%20UCR%20CFS%20Stops%202018.pdf)

The District where the FSC is located accounts for 12.3% of all violent offense police calls for service in 2018. The South Nashville area, where the FSC is located, accounts for 20.8% of violent offense police calls for service in 2018. Providing services in this location will improve public safety in this Opportunity Zone, especially with the new FSC being located on the same campus as Nashville's new police Headquarters. See Maps.



ARTICLE 1. - GENERAL PROVISIONS

Sec. 1.01. - Consolidation of county and city; creation of metropolitan government; name.

The governmental and corporate functions now vested in the City of Nashville, a municipal corporation created by Chapter 246, Private Acts of 1947, and amendments thereto, are hereby consolidated with the governmental and corporate functions of the County of Davidson, such consolidation being pursuant to constitutional power granted by article XI, section 9 of the Constitution of Tennessee, as amended, and in conformity with section 7-1-101 et seq. of Tennessee Code Annotated, as amended. Said consolidation shall result in the creation and establishment of a new metropolitan government to perform all, or substantially all, of the governmental and corporate functions previously performed by the county and by the city, to be known as "The Metropolitan Government of Nashville and Davidson County," herein sometimes called "the metropolitan government." The metropolitan government shall be a public corporation, with perpetual succession, capable of suing and being sued, and capable of purchasing, receiving and holding property, real and personal, and of selling, leasing or disposing of the same to the same extent as other governmental entities.

(Res. No. 88-526, § 1, 10-4-88)

Sec. 1.02. - Area of metropolitan government.

The territory embraced in the metropolitan government shall be the total area of Davidson County, as the same may be fixed and established upon the effective date of this Charter. <sup>1</sup>

1. April 1, 1963.

Sec. 1.03. - Two services districts and their areas.

The metropolitan government shall, within the geographical limits thereof, comprise two (2) service districts, to wit: A general services district and an urban services district, as to both of which districts the metropolitan government shall have jurisdiction and authority. The general services district shall consist of the total area of the metropolitan government, the same being the total area of Davidson County as fixed and established upon the effective date of this Charter. <sup>2</sup> The urban services district shall consist originally of the total area of the City of Nashville at the time of the filing of this Charter with the county commissioners of election, which area is more specifically described and set forth in Appendix One hereto.

2. April 1, 1963.

Sec. 1.04. - Expansion of urban services district.

The area of the urban services district may be expanded and its territorial limits extended by annexation whenever particular areas of the general services district come to need urban services, and the metropolitan government becomes able to provide such service within a reasonable period, which shall not be greater than one (1) year after ad valorem taxes in the annexed area become due. The tax levy on property in areas hereafter annexed shall not include any item for the payment of any deficit in the pension or retirement funds of the former City of Nashville. Said tax levy shall not include any item (except pursuant to and subject to the provisions of Section 7.04 of this Charter), for the payment of urban bonds of the metropolitan government issued prior to the effective date of such annexation, or debts of the former City of Nashville allocated to the urban services district under section 7.20 of this Charter, except to the extent that it shall be found and determined by the metropolitan county council that the property within the newly annexed area will benefit, in the form of urban services, from the expenditures for which the debt, or a specified portion of the debt, was incurred, to substantially the same extent as the property within the urban services district as same existed prior to such annexation.

Annexation shall be based upon a program set forth in the capital improvements budget provided for by section 6.13. Such annexation shall be accomplished and the validity of the same may be contested, by the methods and procedures specified in Tennessee Code Annotated, sections 6-51-101 to 6-51-105, with respect to annexation by municipalities.

(Res. No. 88-526, § 2, 10-4-88)

Sec. 1.05. - Functions within general services district and urban services district.

The metropolitan government may exercise within its general services district those powers and functions which have heretofore been exercised by the County of Davidson or the City of Nashville, or both, and shall supply the residents of said general services district with those governmental services which are now, or hereafter may be, customarily furnished by a county government in a metropolitan area.

The metropolitan government may exercise within its urban services district those powers and functions which have heretofore been exercised by the City of Nashville or the County of Davidson, and shall supply the residents of said urban services district with those kinds of governmental services which are now, or hereafter may be, customarily furnished by a city government in a metropolitan area.

The functions of the metropolitan government to be performed, and the governmental services to be rendered throughout the entire general services district shall include: general administration, police; courts, jails; assessment; health; welfare; hospitals; housing for the aged; streets and roads; traffic; schools; parks and recreation; library; auditorium, fairgrounds; airport; public housing; urban redevelopment; urban renewal; planning; electrical code; building code; plumbing code; housing code; electricity; transit; refuse disposal; beer supervision; and taxicab regulation.

The additional functions of the metropolitan government to be performed and the additional governmental services to be rendered within the urban services district shall include: additional police protection; fire protection; water; sanitary sewers; storm sewers; street lighting; street cleaning; refuse collections and wine and whiskey supervision.

Nothing in the foregoing enumeration and assignment of functions shall be construed to require the continued maintenance or furnishing of any governmental service which the council by ordinance has determined to be obsolete and unnecessary.

Nothing in this section shall be deemed to limit the power of the metropolitan government to exercise other governmental functions in either the urban services district or the general services district, or to provide new and additional governmental services in either the urban services district or the general services district.

#### Sec. 1.06. - Departments of metropolitan government.

The governmental and corporate authority of the metropolitan government shall be vested in a metropolitan county mayor, who shall be the chief executive officer; a metropolitan county council, which shall be the chief legislative body; an urban council, which shall levy a property tax within the urban services district; the judges of the metropolitan court; the justices of the peace; the departments, boards and commissions herein provided; and such officers, agencies, boards and commissions as may be provided by the Constitution or general laws of the State of Tennessee, or by ordinance enacted pursuant to this Charter.

Sec. 1.07. - Term limits.

- A. No person elected and qualified to the office of mayor, vice mayor, district councilmember, or councilmember-at-large shall be eligible for the succeeding term in the same office if such person has served more than one-half of a four (4) year term and a consecutive complete four (4) year term in that particular office. For purposes of this section, the offices of district councilmember and councilmember-at-large, as established pursuant to section 3.01 of this Charter, shall be considered separate elected offices.
- B. In January prior to each state legislative session until such a time that it can be certified that the legislative term limits described in this clause have been enacted, the clerk shall write all state legislators whose districts include any part of Davidson County stating that the people of Davidson County desire an opportunity to vote on legislative term limits. The people of Davidson County respectfully request that a proposed constitutional amendment limit each Representative to six (6) years (three (3) terms) in the Tennessee House of Representatives and eight (8) years (two (2) terms) in the Tennessee Senate. The people of Davidson County also instruct all state legislators representing any part of Davidson County to pass this proposed constitutional amendment and place it on the general election ballot.
- C. In January of each year until such a time that it can be certified that the term limits described in this clause have been enacted, the clerk shall write all U.S. Representatives whose districts include any part of Davidson County's limits and both federal Senators stating that the people of this municipality support term limits for the U.S. Congress. The people of Davidson County respectfully request that a proposed federal constitutional amendment limit each Representative to six (6) years (three (3) terms) in the United States House of Representatives and twelve (12) years (two (2) terms) in the United States Senate. The people of Davidson County also instruct their federal delegation to pass a constitutional amendment imposing these limits and submit it to the states for ratification.
- D. If any provision of this petition shall be held unconstitutional, invalid or inapplicable to any persons or circumstances, then it is intended and declared by the people of Davidson County that all other provisions of this petition and their application to all other persons and circumstances shall be severable and shall not be affected by such decision.

(Amended by Res. No. RS2008-404, § 1(Amdt. 2), referendum election 11-4-08; amended by referendum election of November 6, 2018, Amdt. 6)

**Editor's note**— Section 1.07 was added by referendum election held November 8, 1994.

Sec. 1.08. - Mayor's state of metro address.

Not later than May 25 of each calendar year, the mayor shall personally address the metropolitan council on the state of the Metropolitan Government of Nashville and Davidson County in a metropolitan facility at a specially called meeting of the council that shall be open to the public. Such meeting, the date and time of which shall be set by the council by resolution, shall be solely for the purpose of receiving the mayor's address, and no other official business shall be conducted at such meeting. Such special meeting may be convened without the presence of a quorum of the council.

(Added by Amdt. 2 to referendum petition approved November 7, 2006)

# ALLISON CANTWAY

610 Murfreesboro Pike, Nashville, TN 37210 | AllisonLCantway@jis.nashville.org | 615-880-1159

**EDUCATION** | **YALE UNIVERSITY NEW HAVEN, CT**  
DOUBLE MAJOR IN ENGLISH AND WOMEN'S, GENDER, & SEXUALITY STUDIES  
Graduated in May 2010; recipient of John E. Linck, III Prize

**EXPERIENCE** | **ASSISTANT DIRECTOR OF CLIENT SERVICES, METRO OFFICE OF FAMILY SAFETY**  
OCTOBER 2018 - PRESENT

- Supervise advocate and receptionist positions at the Family Safety Center, serving victims of interpersonal violence, including domestic violence, sexual assault, elder abuse, child abuse, and human trafficking
- Manage VOCA grants, including quality assurance of data, reporting, and training
- Maintain relationships with multiple nonprofits, Metro departments, and state agencies co-located in the FSC
- Work closely with OFS high-risk programs to provide services to victims at increased risk of lethality

**DIRECTOR OF SUPPORTIVE SERVICES, YWCA NASHVILLE & MIDDLE TENNESSEE**  
NOVEMBER 2015 – OCTOBER 2018

- Supervised supportive services team of seven case managers and two therapists
- Established and maintained fruitful relationships with community organizations to ensure effective partnerships for clients, including LAP protocol, DADRT, and Nashville Coalition Against Domestic Violence
- Consistently tracked and analyzed program data for continuous improvement of processes and compliance with grants, including contributing to grant audits and reports for local, state, and federal grantors
- Provided biweekly on-call leadership and supervisory support as manager for all staff in the shelter

**YOUTH EDUCATION COORDINATOR, YWCA NASHVILLE & MIDDLE TENNESSEE**  
OCTOBER 2014 – NOVEMBER 2015

- Facilitated Girls Inc. day programming and liaised with staff in fifteen MNPS schools
- Compiled curricula, tracked data, analyzed reports, and planned implementation for all Girls Inc. programming
- Worked closely with parents, teachers, volunteers, and community members to identify and address the specific needs of girls in Nashville

**DIRECTOR OF EDUCATION AND OUTREACH, NASHVILLE INTERNATIONAL CENTER FOR EMPOWERMENT**  
AUGUST 2013 – OCTOBER 2014

- Oversaw a department staffed with eight full-time directly reporting staff members and several part-time staff
- Developed new programs, including a NAZA site and additional ESL classes at multiple locations
- Tracked student data, including demographic information, course enrollment, and case notes
- Wrote grant reports, assisted in grant proposals, and took part in annual audits by grantors

**SENIOR ACADEMIC CONSULTANT AND MASTER TUTOR, STOKE EDUCATION**  
AUGUST 2012 – JANUARY 2016

- Provided high-quality test preparation and academic tutoring through intensive, one-on-one sessions
- Assisted in the composition of college essays and completion of college applications

**FIRST GRADE TEACHER, INDIANOLA SCHOOL DISTRICT (TEACH FOR AMERICA)**  
AUGUST 2010 – JULY 2012

- Taught first grade in the majority-minority Mississippi Delta region through the Teach for America program
- Average growth of 2.5 years in reading; over 80% mastery in math
- Taught in an after-school intervention program provided through a federal Promise Neighborhood grant

# MARIA ELENA ARVIZU

Phone: (615) 880-1154

Email: mariaarvizu@jis.nashville.org

## QUALIFICATIONS

*Experienced Domestic Violence Victim Advocate specializing on immigrant populations. Knowledge of the Davidson County court system, community resources and agencies. Certified Legal Interpreter with the Administrative Office of the Courts. Fully bilingual, English and Spanish.*

## EXPERIENCE

07/16-present **INDEPENDENT INTERPRETER**

Middle Tennessee area

- Work as an independent contractor, interpreting in the legal, medical and social services fields.

08/14-06/16

**JEAN CROWE ADVOCACY CENTER, METRO OFFICE OF FAMILY SAFETY**

Nashville, TN

### **Domestic Violence Victim Advocate**

- Perform needs assessments and danger assessments for domestic violence victims in order to connect them with resources and plan for their safety.
- Collaborate with shelters and social service agencies to assist victims escaping abuse.
- Write and file Order of Protection Petitions in the General Sessions and Circuit courts.
- Provide information about Victim's Compensation and fill out claims.
- Attend court hearings with victims to provide guidance and support.
- Interpret for Spanish-speaking victims in need of communicating with community agencies or personnel in the legal system.

10/08-07/14  
01/05-08/07

**LEGAL AID SOCIETY, FAMILY LAW SECTION**

Nashville, TN

### **Domestic Violence Victim Advocate (VOCA and STOP Grants)**

- Assess and manage cases, guiding clients through a personalized action plan to end domestic violence in their lives.
- Write and file Order of Protection petitions in Circuit Court.
- Accompany and support clients during civil court hearings for Orders of Protection and divorce proceedings and some criminal court hearings.
- Serve as interpreter at meetings with family law attorneys and court proceedings.
- Assist clients in completing legal forms and reviewing legal documents.
- Make referrals to community agencies.
- Inform clients of immigration options and assist them in compiling information or documents needed to file immigration petitions.
- Inform clients regarding Victim's Compensation; write and file Victim's Compensation claims.
- Provide outreach to potential clients in court or community events.
- Give community education presentations to service providers in the domestic violence field.
- Keep grant statistics.

02/01-12/04

**DAVIDSON CO. DISTRICT ATTORNEY'S OFFICE, VICTIM WITNESS SERVICES**

Nashville, TN

### **Victim Witness Coordinator (Community Diversity VOCA Grant)**

- Serve as liaison between the DA's Office and Hispanic victims involved in the criminal court system. Responsibilities include:
  - Gather case information and coordinate victims' appearance in court.
  - Explain legal procedures to victims and their role in court.
  - Prepare victims to testify for trials or hearings.

- Interpret during interviews between attorneys and victims.
- Provide support during court proceedings and follow up after conclusion of case.
- Make referrals to community agencies and service providers to meet victims' individual needs.
- Inform victims about Orders of Protection and Victim's Compensation, frequently assisting them in filling out pertinent paperwork and filing claims.
- Educate the Hispanic community in reference to victims' rights and the criminal justice system through translation and distribution of printed materials.
- Maintain statistics required by VOCA grant.
- Assist victims at the misdemeanor and felony jail dockets 2-3 times weekly.

1996-2000

**Worked in the areas of Public Relations, Marketing and Advertising in Central America (Nicaragua and Costa Rica)**

## EDUCATION

Searcy, AR

### **HARDING UNIVERSITY.**

Bachelor of Arts, Communications. Emphasis: Public Relations. May 1996.

Graduated Summa Cum Laude.

Communications Student of the Year, 1996.

Recipient of the Walton International Scholarship.

Domestic Violence Advocacy Conferences and trainings hosted by the National Coalition Against Domestic Violence, Nashville Coalition against Domestic Violence and other local agencies.

Immigration trainings hosted by the Catholic Legal Immigration Network.

Legal and medical interpreting trainings hosted by the Tennessee Association of Professional Interpreters and Translators and the Tennessee Foreign Language Institute.

## OTHER

- Team member of the Mayor's Office Safety Assessment project, 2012-2013.
- Advocate of the Year award recipient, Nashville Coalition Against Domestic Violence, 2012.
- Holds Certified Court Interpreter status with the Administrative Office of the Courts.
- Fluent in English, native Spanish.
- Trained on immigration relief options for domestic violence victims.
- Works well with people from diverse nationalities and cultures.
- Involved in mission work in Central American countries.

## **DIANE SPROW LANCE**

610 Murfreesboro Pike  
Nashville, Tennessee 37210  
[dianelance@jis.nashville.org](mailto:dianelance@jis.nashville.org) (615)-880-1100

**Admitted to Tennessee Bar in 1994**

### **EDUCATION**

Vanderbilt University School of Law, Visiting Student 8/93-5/94  
University of San Diego School of Law, JD 1994 (top 15%)

- Public Interest Law Award Recipient
- Vice President, Public Interest Law Foundation

Vanderbilt University, BS 1989

- Kappa Delta Epsilon Academic Honors Society

### **EXPERIENCE**

**2014-Present - Metro Government Nashville-Davidson County**

Department Head, Office of Family Safety

- Direct report to the Mayor and responsible for -
  - Improving domestic violence and sexual assault victim safety and offender accountability through multi-disciplinary program development, coordination of governmental and nonprofit services, and management of Metro's Family Justice Centers
  - Innovated design and programming for Metro's Court based family justice center - a first of its kind nationwide.
  - Led all strategic planning for the development, design, workflow, policies and procedures for Metro's 75,000 square foot community based family justice center.
  - Oversee all high risk client programming, training programs and victim advocacy
  - Supervise staff of 29 employees that serves over 7000 victims and 2000 trainees per year
  - Grant writing and oversight
  - Media interviews
  - Manage over 1.2 million dollar budget

Candidate for District Attorney General (election May 6, 2014)

- Ran a countywide campaign consisting of -
  - 11 community forums/debates/speaking engagements
  - Frequent Radio, TV, Newspaper and Endorsement interviews
  - Fundraising
  - Volunteer coordination
  - Outreach (calls and canvassing)

## **2009-2014 - Office of Mayor Karl Dean**

Special Counsel to the Mayor

- Mayor's Domestic Violence Safety Assessment Coordinator, a two (2) year project leading 100+ team members in the assessment of law enforcement and the judicial system; including 9-1-1, police, courts, and the District Attorney's Office
- Coordination of appointments on Metro Boards and Commissions and the selection of Davidson County's Chief Medical Examiner
- Speech writing and oversight
- Grant writing, awarded highly competitive "Cities of Service" grant from Rockefeller Foundation, only ten (10) cities selected nationwide
- Established and led Bellevue's 2010 Flood Emergency Information Center in conjunction with the Office of Emergency Management
- Represent and staff the Mayor at select internal and external meetings and events
- As a senior staff member, portfolio has included the following: Flood, public safety, legal, libraries, arts, historical, poverty, community engagement

Awards

- 2013 Tennessee Board of Parole, Voice for Victims Award
- 2012 Nashville Domestic Violation Coalition, Outstanding Public Official Award

## **2001-2009 - Founding Partner & General Counsel**

Niwot Partners, Nashville, TN

- Real-estate research, investment, and asset management of nine (9) properties.

## **1994-1999: Office of District Attorney General**

Assistant District Attorney, Child Sex Abuse Team Leader

- Achieved a jury trial conviction rate of 95%, with most offenders receiving 30+ year sentences with no possibility of parole
- Supervised disposition of all felony crimes against children, investigation, plea negotiation, witness interviews, preliminary hearings, jury trials

Assistant District Attorney, Domestic Violence Unit Leader

- Led Davidson County's first such Unit
- Worked closely with Metro Police, Judges, and Probation Officers to implement the newly enacted "No Drop" policy for domestic violence crimes

## **1989-1991: Program Project Manager**

San Diego Youth Involvement, San Diego California

- Project Manager, homeless and battered women's shelter
- Counselor, delinquent gang entrenched youth

### **RELATED EXPERIENCE**

- Nashville Children's Alliance, current board member & past board president
- Member:
  - Women's Political Collaborative,
  - Women for Tennessee's Future,
  - Women in Numbers,
  - Lawyer's Association for Women
  - Tennessee Bar Association
- Rape & Sexual Abuse Center, former board member & legal liaison

# Andrew Sullivan

(615) 862-5072 | 610 Murfreesboro Pike | Nashville, TN 37210 | AndrewCSullivan@jis.nashville.org

## Education

**Auburn University** | Auburn, Alabama  
*Masters of Public Administration*

May 2014

-Concentration in Agriculture Economics

**Missouri State University** | Springfield, Missouri  
*Bachelor of Arts in History*

May 2012

-Global Studies Minor

## Work Experience

**Metropolitan Government of Nashville & Davidson County**

August 2016 – Present

*Finance Officer; Office of Family Safety*

- Fiscally manages the entire department including all grants
- Strategically plans, develops, monitors and forecasts all aspects of departmental and grant budgets
- Implement financial policies and procedures and provide support to various human resource functions of the department
- Provide ongoing consultation and assistance as needed to the department head on overarching departmental issues and concerns

**Metropolitan Government of Nashville & Davidson County**

December 2014 – August 2016

*Budget Analyst; Office of Management and Budget*

- Works closely with elected officials, department heads, and department financial managers to develop strategic business plans, develop operating budgets, execute financial plans and troubleshoot management issues
- Assigned as a budget consultant, management advisor, and Finance Department liaison to a set of fiscally complex departments
- Responsible for consolidating data for the monitoring and presentation of multi-departmental budgets and providing an overview of the financial status of operations

**Texas Department of Public Safety**

May 2014 – November 2014

*Internal Auditor; Chief Auditor's Office*

- Reviewed applicable laws, regulations, procedures, documents, and controls
- Analyzed records, processes systems to identify and test internal controls and evaluate compliance with established criteria
- Prepared work papers to document work performed and to document evidence gathered to satisfy audit procedures

**Auburn University**

August 2013 – May 2014

*Graduate Teaching/Research Assistant; Political Science Department*

- Worked directly under the MPA program director
- Performed specific and technical projects and assignments
- Worked independently with deadlines and participated in weekly meetings

# LaToya D. Townsend

610 Murfreesboro Pike, Nashville, TN 37210 | 615.862.5159 | latoyatownsend@jis.nashville.org

## **EDUCATION:**

**Columbia University School of Social Work, New York, NY**

**Master of Science in Social Work, May 2013**

*GPA 3.82*

**Concentration:** Advanced Generalist Practicing & Programming

**Field of Practice:** Contemporary Social Issues

**Oakland University, Rochester, MI**

**Bachelor of Arts in Sociology May 2006**

**Honors Distinction**

## **CORE KNOWLEDGE & SKILLS AREA:**

Community Organizing and Outreach, Training, Programmatic Outcome Monitoring, Public Speaking, Advocacy Program Design & Evaluation, Staff & Volunteer Leadership Development, Resource Utilization, Marketing

## **SOCIAL WORK EXPERIENCE:**

**Metropolitan Government of Nashville Davidson County, Office of Family Safety**

Nashville, TN

**Director of Training, Outreach & Development**

January 2016 - Present

- Established Metro's bi-annual domestic violence and sexual assault training curriculum
- Coordinates a series of "train the trainers" programs to improve presentation content and presentation skills
- Establishes strong working relationships with the courts, related Metro departments, and non-profit partners
- Participates in community education programs, and coordinates out-of-town trainings for Metro employees and related logistics
- Maintains all training, attendance, survey and grant related records
- Complies with program policies and regulations of Metro Government and grant funders
- Meets the requirements of the Department of Justice, Office on Violence Against Women Arrest Grant, under which this position was created regarding substantive work obligations and objectives/goals
- Works with the Office of Family Safety Department Head to meet all grant deadlines in term reports, outcomes and updates

**Martha O'Bryan Center**  
**Therapeutic Care Coordinator & Advocate**

Nashville, TN

April 2015 - January 2016

- Responsible for special projects such as the development and presentation of domestic violence training programs to community partners
- Provided counseling services to Cayce residents experiencing the effects of interpersonal violence
- Provided court accompaniment and support for clients and prepared clients for testimony in both civil and criminal court. Attended OP hearings in Circuit and General Sessions Court; conducted outreach with petitioners to assist them in court preparation and navigating resources after court
- Assisted victims in obtaining and completing an Order of Protection, including conducting danger assessments, safety planning, and making referrals to a wide range of resources and services
- Provided victims with information on presenting their case, and what steps to do if the order is violated

- Assisted Jean Crowe Advocacy Center with high-risk case review by gathering needed history and documentation for presentation
- Attended and participate in local and state coalition meetings and programs
- Supervised student interns

**Social Intervention Group (SIG), Columbia University**

New York, NY  
Sep 2012 – June 2013

**Social Work Intern**

- Conducted data collection, tracking and program systems management in order to strategically drive implementation of interventions and trainings
- Provided logistical support for interventions during piloting phases and institute development
- Conducted research regarding the efficacy of interventions and institutes to improve quality of resources
- Facilitated outreach and recruitment for research participants
- Disseminated HIV prevention tools with minority women and their male sex partners
- Provided ongoing administrative support for all interventions, trainings, and programs

**Phipps Community Development Corporation**

Bronx, NY  
Sep 2011 – Apr 2012

**Social Work Intern**

- Provided individual and group workshops to adults from ethnically and culturally diverse populations at the West Farms Career and Technology Center
- Developed nontraditional, innovative support groups utilizing adult specific treatment modalities
- Advocated for clients with other community based organizations and government agencies
- Formulated and executed appropriate and effective treatment plans for each client seen
- Provided one-on-one counseling services to young adults in disconnected populations who have involvement with the criminal justice system

**TRAINING AND INSTRUCTIONAL EXPERIENCE:**

**Phipps Community Development Corporation, New York City Justice Corps**

New York, NY  
May 2012 – September 2012

**Employment Specialist**

- Provided clinical support and case management to formerly incarcerated young adults
- Collaborated with career case counselors to evaluate placement readiness of participants
- Contacted employers to solicit information concerning appropriate job openings and internship possibilities for program participants
- Facilitated workshops on themes related to job readiness including mock interviews
- Exceeded programmatic requirements, deadlines, and benchmarks

**Regions Bank**

Nashville, TN  
June 2006 – July 2011

**Equity Trainer**

- Successfully trained processors and underwriters on banking systems and federal changes
- Provided a professional level of customer service to vendors and customers
- Resolved processing and underwriting issues
- Communicated policy changes to the Equity Lending Department
- Served as a liaison between Equity Lending and bank branches

**PROGRAM PLANNING EXPERIENCE:**

- Domestic Violence 101, Martha O'Bryan Center, November 2015
- Cross Systems Needs Assessment for Restore NYC, Sep 2012-Dec 2012
- "STOP: Sensitivity Training of Professionals," Funding Proposal, March 2013
- Determining Effective Financial Resource Services: An Evaluation of Transitional and Permanent Housing Programs in NYC, Sep 2012-Dec 2012

- Anti-oppressive Organizing with Social Workers for Anti-Oppression, Equity, and Equality (SWAEE) and the Undoing Racism Internship Project (URIP), Dec 2012

#### **TRAINING & DEVELOPMENT:**

- Trauma Informed Care Training, Martha O'Bryan Center, October 2015
- ABC'S of Advocacy, Tennessee Coalition to End Domestic & Sexual Violence, August 2015
- Seeking Safety, Therapeutic Intervention, Education, and Skills (TIES), August 2015
- Rape Prevention Education Institute, Tennessee Coalition to End Domestic & Sexual Violence, July 2015
- Danger Assessment Training Program & Certification; The John Hopkins School of Nursing, May 2015
- GEMS (Girls Educational and Mentoring Services) Training on Commercial Sexual Exploitation of Children, April 2013

#### **LEADERSHIP & VOLUNTEER EXPERIENCE:**

**Nashville Coalition Against Domestic Violence, President-Elect** May 2015 - Present  
 Coordinated and organized a two day collaborative training institute regarding mass incarceration (2013 Social Justice Training Institute). Conducted application tracking and analysis for further institute development

**Criminal Justice Caucus Volunteer** Sep 2012 - Present  
 Planning and organization of two-day collaborative conference on criminal justice, (*2013 Beyond the Bars: TAKE ACTION*) and organize lectures and skills-based workshops at Columbia University School of Social Work

**Social Justice Training Institute** August 2012 - June 2013  
 Coordinated and organized a two-day collaborative training institute regarding mass incarceration (2013 Social Justice Training Institute). Conducted application tracking and analysis for further institute development

#### **PROGRAM PLANNING EXPERIENCE:**

- Criminal Justice Initiative Training Institute, Sep 2012-June 2013
- Cross Systems Needs Assessment for Restore NYC, Sep 2012-Dec 2012
- "STOP: Sensitivity Training of Professionals," Funding Proposal, March 2013
- Determining Effective Financial Resource Services: An Evaluation of Transitional and Permanent Housing Programs in NYC, Sep 2012-Dec 2012
- Anti-oppressive organizing with Social Workers for Anti-Oppression, Equity, and Equality (SWAEE) and the Undoing Racism Internship Project (URIP), Dec 2012

#### **TRAINING & DEVELOPMENT:**

- GEMS (Girls Educational and Mentoring Services) Training on Commercial Sexual Exploitation of Children, April 2013
- HIV/AIDS Update: Infusing HIV/AIDS Awareness Into Our Everyday Practice, NASW, Dec 2012
- Human Subjects Protection, CITI Collaborative Institutional Training Initiative, Sep 2012

#### **AFFILIATIONS:**

- National Hook- Up of Black Women, December 2015- Present
- Nashville Coalition Against Domestic Violence, May 2015- Present (elected 2018 President & board member 2017-2020)
- National Association of Social Workers, Jan 2011 - January 2013
- Dr. Katherine Y Brown Leadership Academy, Board of Directors, 2017 - Present

**COMPUTER SKILLS:** Proficient in Mac & PC, Microsoft, Word, Excel, PowerPoint, Outlook, SPSS, ETO, Office of Justice Programs – Grants Management System

## Contact

Metro Nashville Office of Family  
Safety  
Director of OFS Client Programs  
610 Murfreesboro Pike  
Nashville, TN 37210  
615-880-3673  
patriciadavis@jjs.nashville.org

# Patricia Davis

## Summary

Experienced Director of Services. Skilled in Trauma Informed Organizations, Program Evaluation, Program Development, Leadership, and Community Outreach. Strong operations professional with a B.S. Psychology/Criminal Justice from Middle Tennessee State University.

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## Experience

### Metropolitan Government of Nashville and Davidson County

Director of Client Programs- Office of Family Safety  
July 2018 - Present  
Nashville, TN

Patricia is responsible for client programming in the Office of Family Safety's Family Justice Centers. She also manages the day to day client services of the Family Safety Center.

Special Projects Manager- Office of Family Safety  
September 2017 - July 2018  
Nashville, TN

Patricia is responsible for overseeing the Office of Family Safety's new initiatives focusing on increasing domestic violence and sexual assault victim's safety and offender accountability in Metro Nashville.

### YWCA of Nashville & Middle Tennessee

Senior Director of Domestic Violence Services  
July 2015 - August 2017 (2 years 2 months)

Patricia was responsible for the day to day activities, including yearly program budgets and grant administration and reporting, for the YWCA's 51 bed domestic violence shelter and 24 hour crisis and support helpline. She supervised a staff of 30+ employees and volunteers.

### Program Manager

September 2011 - July 2015 (3 years 11 months)

Patricia was first responsible for the Residential Team (20+ staff) and then moved to the Supportive Services Team (10 staff). She was responsible for the day to day operations of each team. She was also responsible for ensuring database accuracy and grant reporting. She recruited, trained, supervised and developed staff while ensuring everyone provided excellent services to 50-60 women and children staying at the Weaver Domestic Violence Center and men staying at a partner residence.

### Crisis Counselor

August 2010 - September 2011 (1 year 2 months)

### Valvoline Instant Oil Change

Store Manager

2008 - 2009 (2 years)

Greater Nashville Area. TN

### Target

Asset Protection Manager

2005 - 2008 (4 years)

Murfreesboro, TN

Asset Protection Tech

2002 - 2005 (4 years)

Indianapolis, Indiana Area

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## Education

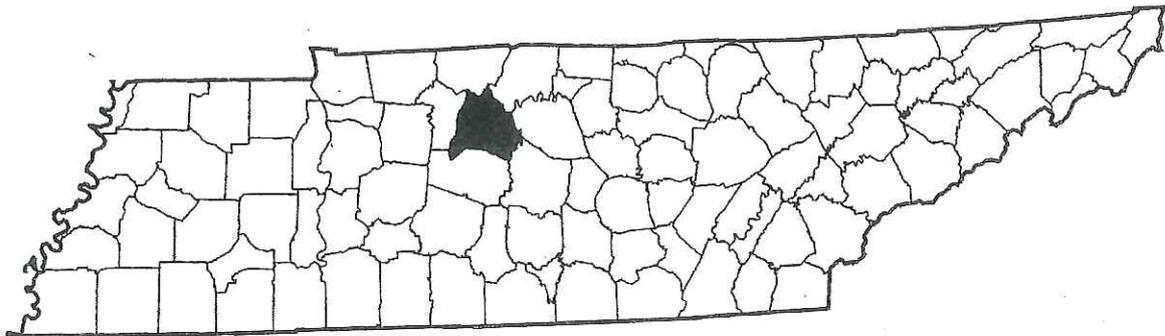
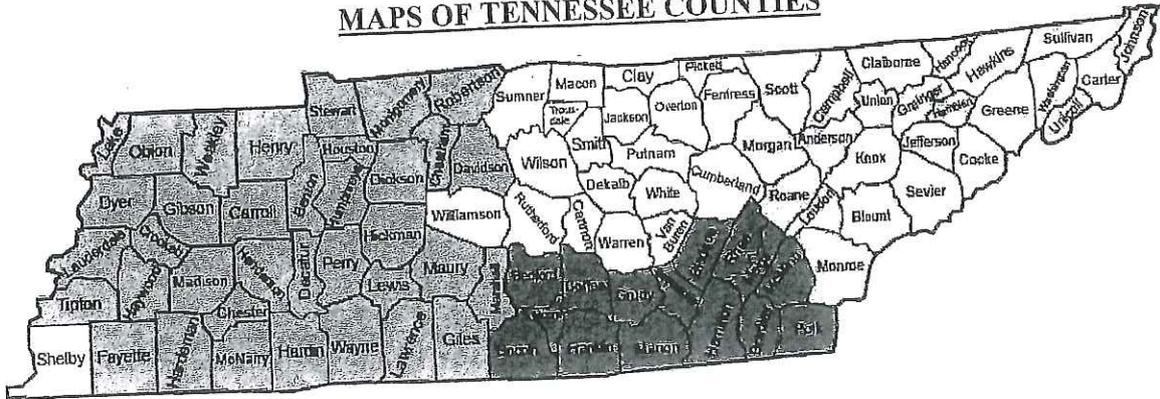
Western Governors University

Master of Business Administration - MBA · (2018 - 2020)

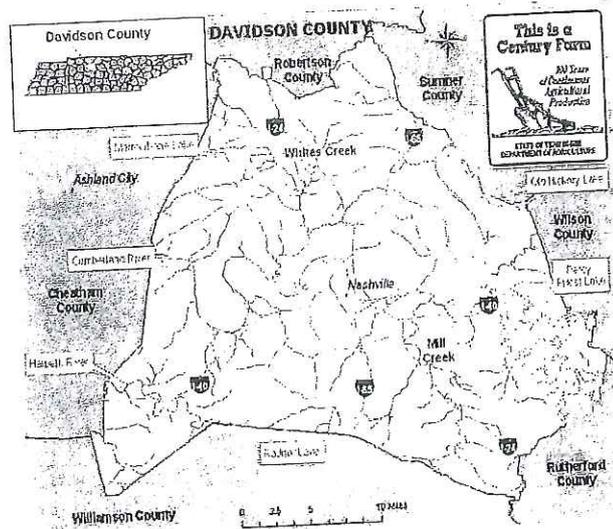
Middle Tennessee State University

B.S. Psychology, Psychology · (1997 - 2002)

**NARRATIVE ATTACHMENT**  
**SERVICE AREA**  
**MAPS OF TENNESSEE COUNTIES**



**MAP OF DAVIDSON COUNTY, TENNESSEE**



4. Detailed 36-month accomplishment timeline for the proposed project.

YEAR 1 ACTIVITIES	10/1/19- 12/31/19	1/1/20- 3/31/20	4/1/20- 6/30/20	7/1/20- 9/30/20
Interviewing and Hiring of Accessibility Coordinator position	X	X		
OFS orientation and onboarding		X		
Review Metro's Language Access Study and consult with Human Relations Commission			X	X
Review LEP.gov for helpful tools and materials			X	X
Connect with grant Technical Advisor – on other helpful tools and materials		X	X	X
Assemble LEP working group		X	X	
Compare LEP and elderly client numbers with overall Davidson County numbers and FSC opportunity zone numbers - monitor changes			X	X
Identify data that will be collected and services tracked regarding the target population			X	
Devise a self-assessment tool				X
Devise a client survey tool				X
Review policies and procedures for LEP and elderly clients			X	X
Identify immediate common best practice changes that can be made			X	
Complete FSC Advocate Training			X	
Shadowing Spanish speaking advocate as part of training		X		
Begin to assist “low risk” FSC clients		X		
Begin to assist “high risk FSC clients		X	X	
Identify vital client materials that need development & translation			X	
Identify and translate vital client printed materials			X	X
Identify and translate vital client videos				X
Produce quarterly reports on goal and objective progress	X	X	X	X

Participate in all required webinars, trainings, and technical assistance opportunities	X	X	X	X
Continue quarterly working group meetings		X	X	X
<b>YEAR 2 ACTIVITIES</b>	<b>10/1/20-12/31/20</b>	<b>1/1/21-3/31/21</b>	<b>4/1/21-6/30/21</b>	<b>7/1/21-9/30/21</b>
Identify and translate vital client videos	X	X	X	
Complete draft of Accessibility Plan	X			
Finalize Accessibility Plan		X		
Revise FSC policies and procedures as needed			X	X
Complete draft of training for Accessibility Plan		X	X	
Finalize Accessibility Plan training			X	
Complete Accessibility training for FSC			X	
Develop and maintain relationships with collaborative partners		X	X	X
Review LEP.gov for helpful tools and materials	X	X	X	X
Connect with grant Technical Advisor – on other helpful tools and materials	X	X	X	X
Identify and translate vital client printed materials	X	X	X	X
Identify and interpret vital client videos	X	X	X	X
Produce quarterly reports on goal and objective progress	X	X	X	X
Participate in all required webinars, trainings, and technical assistance opportunities	X	X	X	X
Continue quarterly working group meetings	X	X	X	X
Monitor success and areas for improvement of Accessibility plan through observations, client feedback and surveys			X	X