

**AGREEMENT NO: 190111**  
**PROJECT IDENTIFICATION NO: 124260.04**  
**FEDERAL PROJECT NO: NH/STP/CM-I-098-3(30)**  
**STATE PROJECT NO: 98303-3142-44**  
**State of Tennessee Department of Transportation**

**LOCAL AGENCY PROGRAM AGREEMENT**

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ by and between the STATE OF TENNESSEE DEPARTMENT OF TRANSPORTATION, an agency of the State of Tennessee (hereinafter called the "Department") and the METROPOLITAN GOVERNMENT OF NASHVILLE (hereinafter called the "Agency").

W I T N E S S E I H:

WHEREAS, the Department desires to install radar and camera detection devices for existing traffic signals within the jurisdictional limits of the Agency and

WHEREAS, the Agency, in recognition of the benefits to be received from the installation of said traffic signal desires to cooperate with the Department such that the traffic signal may be installed, operated and maintained.

NOW THEREFORE, in consideration of these premises, the Department and the Agency hereby enter into agreement to provide performance of the project.

SECTION I: The Project to be performed is described as follows:

"Installation of Radar Detectors and Cameras at Various Intersections under the jurisdiction of the Agency shown as Exhibit A attached":

SECTION II: The Agency shall be solely responsible for and pay all costs associated with maintenance and operation of all electrically operated devices together with the related equipment, wiring and other necessary appurtenances, and the Agency shall furnish electrical current to all such devices which may be installed as part of the project. Additionally, the Agency shall be solely responsible for and pay all costs associated with the maintenance and operation of solar-powered devices, including, but not limited to, replacement of solar panels, batteries, lights and lenses.

SECTION III: The Agency agrees to comply with all applicable federal and state laws and regulations in the performance of its duties under this contract. The parties hereby agree that failure of the Agency to comply with this provision shall constitute a material breach of this agreement and subject the Agency to the repayment of all state funds expended, or expenses incurred, under this agreement.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed by their respective authorized officials on the date first above written.

**RECOMMENDED BY:**

**STATE OF TENNESSEE  
DEPARTMENT OF TRANSPORTATION**

BY:   
Mark Sturtevant, Director  
Department of Public Works

BY: \_\_\_\_\_  
Clay Bright  
Commissioner

**APPROVED AS TO AND  
AVAILABILITY OF FUNDS**

**APPROVED AS TO FORM AND  
LEGALITY**

BY:   
Kevin Crumbo, Director  
Department of Finance

BY: \_\_\_\_\_  
John H. Reinbold  
General Counsel

**APPROVED AS TO FORM AND  
LEGALITY**

BY:   
Metropolitan Attorney

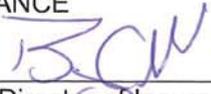
**THE METROPOLITAN GOVERNMENT OF  
NASHVILLE AND DAVIDSON COUNTY**

BY: \_\_\_\_\_  
John Cooper  
Metropolitan County Mayor

ATTEST, this the \_\_\_\_\_ day of  
\_\_\_\_\_, 20 \_\_\_\_\_.

BY: \_\_\_\_\_  
Metropolitan Clerk

**APPROVED AS TO RISK AND  
INSURANCE**

BY:   
Director of Insurance

# Attachment A

## List of Intersections with Radar Detectors and Cameras:

1. SR-1 at Lavergne Couchville Pike
2. SR-1 at Old Hickory Blvd
3. SR-1 at SR-171/Hobson Pk
4. SR-1 at Pin Hook Rd
5. SR-1 at Mt. View Rd
6. SR-1 at Hamilton Church Rd
7. SR-1 at Morris Gentry Blvd/Forest View Dr
8. SR-1 at Bell Rd
9. SR-1 at Rural Hill Rd
10. SR-1 at Dover Glen Dr/Lakeville Dr
11. SR-1 at Edage O Lake Dr
12. SR-1 at Booksboro Terrace
13. SR-1 at Una Antioch Pk/Nashboro Blvd
14. SR-1 at Ransom Place
15. SR-1 at Borowood Dr
16. SR-1 at Franklin Limestone Rd
17. SR-1 at Sweeney Ave/Smith Springs Rd
18. SR-1 at Harding Place
19. SR-1 at Reedwood Dr
20. SR-1 SR-255/Donelson Pk
21. SR-1 at Dell Pkwy
22. SR-1 at Business Entrance
23. SR-1 at McGavock Pk

24. SR-1 at McGavock Pk
25. SR-1 at SR-155/Briley Pkwy
26. SR-1 at Glenbarry Dr
27. SR-1 at E. Thompson Lane/Thompson Place
28. SR-1 at Milwood Dr
29. SR-1 at Foothill Dr
30. SR-1 at Wilhagan Rd
31. SR-1 at Plus Park Blvd
32. SR-1 at I-24 Westbound Off Ramp
33. SR-171 at I-24 Eastbound Off Ramp
34. SR-171 at I-24 Westbound Off Ramp
35. SR-171 at Firestone Pkwy
36. SR-171 /Lee Victory Pkwy at Cane Ridge High School
37. SR-171/Lee Victory Pkwy at Logistics Way
38. SR-254 at I-24 Eastbound Off Ramp
39. SR-254 at I-24 Westbound Off Ramp
40. SR-254 at Collins Park Dr
41. SR-254/Bell Rd at Hickory Hollow Pkwy
42. SR-254/Bell Rd at Hickory Hollow Ln
43. SR-254/Bell Rd at Mt View Rd
44. SR-254/Bell Rd at Hickory Hollow Terrace/Bell Forge Ln
45. SR-254Bell Rd at Eagle View Blvd
46. SR-254/Bell Rd at Zelida Ave
47. SR-254/Bell Rd at Morris Gentry Blvd
48. SR-255 at I-24 Eastbound Off Ramp
49. SR-255 at I-24 Westbound Off Ramp

50. SR-255/Harding Place at S Perimeter Park Dr/Metroplex Dr
51. SR-255/Harding Place at Antioch Pk
52. SR-255/Harding Place at Harding Industrial Dr/Ezell Pk
53. Thompson Lane at I-24 Eastbound Off Ramp
54. Thompson Lane at I-24 Westbound Off Ramp

**I-24 SMART Corridor  
Operational Analysis**

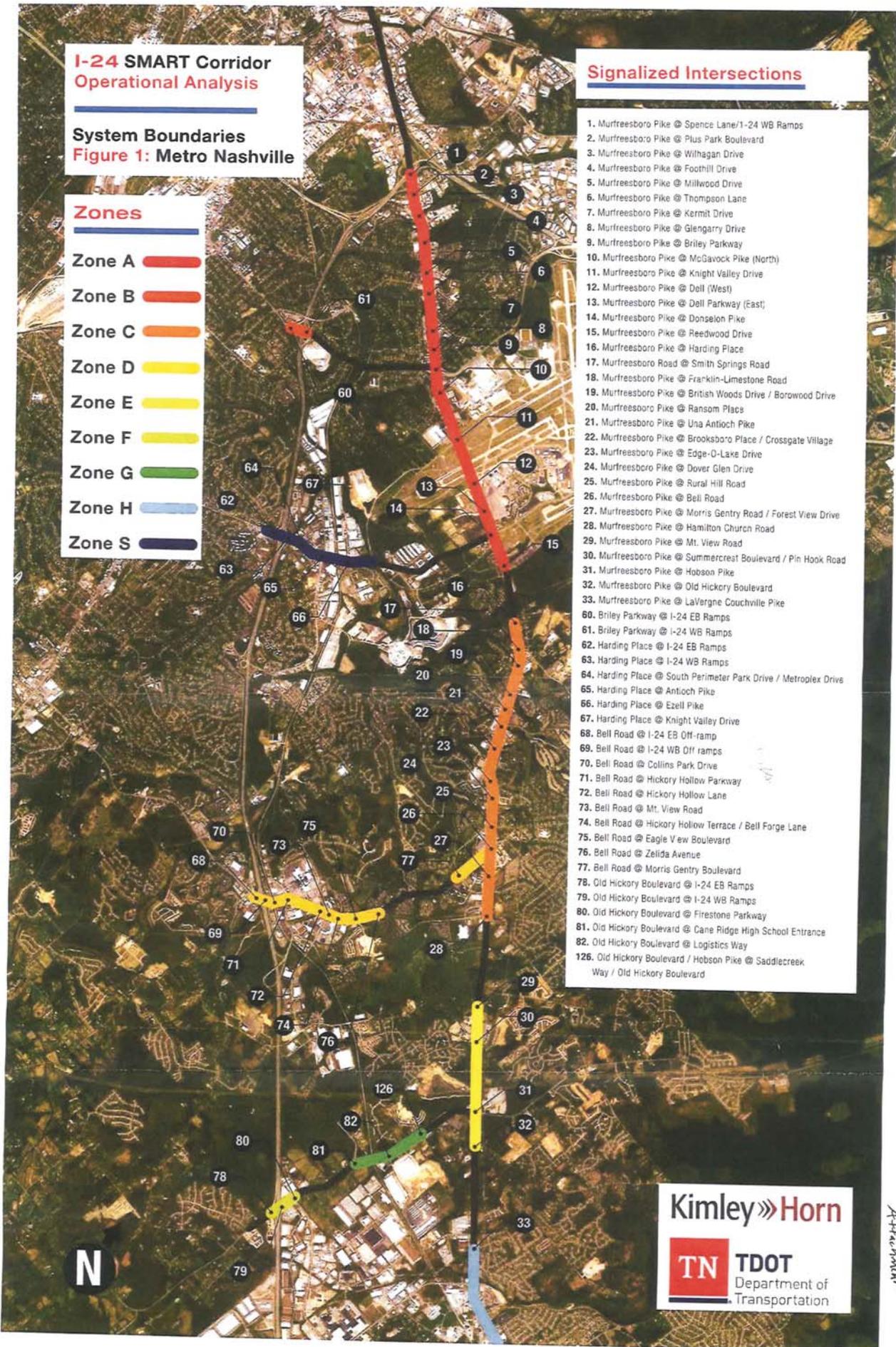
**System Boundaries**  
**Figure 1: Metro Nashville**

**Zones**

- Zone A █
- Zone B █
- Zone C █
- Zone D █
- Zone E █
- Zone F █
- Zone G █
- Zone H █
- Zone S █

**Signalized Intersections**

1. Murfreesboro Pike @ Spence Lane/1-24 WB Ramps
2. Murfreesboro Pike @ Plus Park Boulevard
3. Murfreesboro Pike @ Wilhagan Drive
4. Murfreesboro Pike @ Foothill Drive
5. Murfreesboro Pike @ Millwood Drive
6. Murfreesboro Pike @ Thompson Lane
7. Murfreesboro Pike @ Kermit Drive
8. Murfreesboro Pike @ Glengarry Drive
9. Murfreesboro Pike @ Briley Parkway
10. Murfreesboro Pike @ McGavock Pike (North)
11. Murfreesboro Pike @ Knight Valley Drive
12. Murfreesboro Pike @ Dell (West)
13. Murfreesboro Pike @ Dell Parkway (East)
14. Murfreesboro Pike @ Donselon Pike
15. Murfreesboro Pike @ Reedwood Drive
16. Murfreesboro Pike @ Harding Place
17. Murfreesboro Road @ Smith Springs Road
18. Murfreesboro Pike @ Franklin-Limestone Road
19. Murfreesboro Pike @ British Woods Drive / Borowood Drive
20. Murfreesboro Pike @ Ransom Place
21. Murfreesboro Pike @ Una Antioch Pike
22. Murfreesboro Pike @ Brooksboro Place / Crossgate Village
23. Murfreesboro Pike @ Edge-O-Lake Drive
24. Murfreesboro Pike @ Dover Glen Drive
25. Murfreesboro Pike @ Rural Hill Road
26. Murfreesboro Pike @ Bell Road
27. Murfreesboro Pike @ Morris Gentry Road / Forest View Drive
28. Murfreesboro Pike @ Hamilton Church Road
29. Murfreesboro Pike @ Mt. View Road
30. Murfreesboro Pike @ Summercrest Boulevard / Pin Hook Road
31. Murfreesboro Pike @ Hobson Pike
32. Murfreesboro Pike @ Old Hickory Boulevard
33. Murfreesboro Pike @ LaVergne Couchville Pike
60. Briley Parkway @ I-24 EB Ramps
61. Briley Parkway @ I-24 WB Ramps
62. Harding Place @ I-24 EB Ramps
63. Harding Place @ I-24 WB Ramps
64. Harding Place @ South Perimeter Park Drive / Metroplex Drive
65. Harding Place @ Antioch Pike
66. Harding Place @ Ezell Pike
67. Harding Place @ Knight Valley Drive
68. Bell Road @ I-24 EB Off-ramp
69. Bell Road @ I-24 WB Off ramps
70. Bell Road @ Collins Park Drive
71. Bell Road @ Hickory Hollow Parkway
72. Bell Road @ Hickory Hollow Lane
73. Bell Road @ Mt. View Road
74. Bell Road @ Hickory Hollow Terrace / Bell Forge Lane
75. Bell Road @ Eagle View Boulevard
76. Bell Road @ Zelida Avenue
77. Bell Road @ Morris Gentry Boulevard
78. Old Hickory Boulevard @ I-24 EB Ramps
79. Old Hickory Boulevard @ I-24 WB Ramps
80. Old Hickory Boulevard @ Firestone Parkway
81. Old Hickory Boulevard @ Cane Ridge High School Entrance
82. Old Hickory Boulevard @ Logistics Way
126. Old Hickory Boulevard / Hobson Pike @ Saddlecreek Way / Old Hickory Boulevard



**Kimley»Horn**  
**TN** **TDOT**  
 Department of  
 Transportation

Attachment

**Resolution No. \_\_\_\_\_**

**A resolution accepting a Victims of Crime Act (VOCA) grant from the Tennessee Department of Finance and Administration, Office of Criminal Justice Programs, to The Metropolitan Government of Nashville and Davidson County, acting by and through the Metropolitan Nashville Police Department, to fund the position of a VOCA Law Enforcement Victim Coordinator to enhance services and serve more victims.**

WHEREAS, the Tennessee Department of Finance and Administration, Office of Criminal Justice Programs, has awarded a grant in an amount not to exceed \$240,000.00 with a required cash match of \$60,000.00 to The Metropolitan Government of Nashville and Davidson County, acting by and through the Metropolitan Nashville Police Department, to fund the position of a VOCA Law Enforcement Victim Coordinator to enhance services and serve more victims; and,

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

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

Section 1. That the Victims of Crime Act (VOCA) grant by and between the Tennessee Department of Finance and Administration, Office of Criminal Justice Programs, in an amount not to exceed \$240,000.00, to The Metropolitan Government of Nashville and Davidson County, acting by and through the Metropolitan Nashville Police Department, to fund the position of a VOCA Law Enforcement Victim Coordinator to enhance services and serve more victims, a copy of which is attached hereto and incorporated herein, is hereby approved, and the Metropolitan Mayor is authorized to execute the same.

Section 2. That the amount of this grant be appropriated to the Metropolitan Nashville Police Department based on the revenues estimated to be received and any match to be applied

Section 3. 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:

INTRODUCED BY:

\_\_\_\_\_  
Kevin Crumbo, Director  
Department of Finance

\_\_\_\_\_  
\_\_\_\_\_

APPROVED AS TO FORM AND  
LEGALITY:

\_\_\_\_\_  
Member(s) of Council

\_\_\_\_\_  
Assistant Metropolitan Attorney

 <b>GOVERNMENTAL GRANT CONTRACT</b> (cost reimbursement grant contract with a federal or Tennessee local governmental entity or their agents and instrumentalities)					
<b>Begin Date</b> 11/1/2019		<b>End Date</b> 6/30/2022		<b>Agency Tracking #</b> NA	
<b>Grantee Legal Entity Name</b> Metropolitan Government of Nashville and Davidson County				<b>Edison ID</b> 4	
<b>Subrecipient or Contractor</b> <input checked="" type="checkbox"/> Subrecipient <input type="checkbox"/> Contractor		CFDA # 16.575			
		Grantee's fiscal year end June 30			
<b>Service Caption (one line only)</b> VOCA, VOCA Law Enforcement Victim Coordinator					
<b>Funding —</b>					
<b>FY</b>	<b>State</b>	<b>Federal</b>	<b>Interdepartmental</b>	<b>Other</b>	<b>TOTAL Grant Contract Amount</b>
2020		\$80,000.00			\$80,000.00
2021		\$80,000.00			\$80,000.00
2022		\$80,000.00			\$80,000.00
<b>TOTAL:</b>		<b>\$240,000.00</b>			<b>\$240,000.00</b>
<b>Grantee Selection Process Summary</b>					
<input checked="" type="checkbox"/> Competitive Selection		The Competitive Selection process utilized was as per the DGA.			
<input type="checkbox"/> Non-competitive Selection					
<b>Budget Officer Confirmation:</b> There is a balance in the appropriation from which obligations hereunder are required to be paid that is not already encumbered to pay other obligations.				CPO USE - GG	
<b>Speed Chart (optional)</b> FA00002890		<b>Account Code (optional)</b> County - 71301000			

**GRANT CONTRACT  
BETWEEN THE STATE OF TENNESSEE,  
DEPARTMENT OF FINANCE AND ADMINISTRATION,  
OFFICE OF CRIMINAL JUSTICE PROGRAMS  
AND  
METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

This grant contract ("Grant Contract"), by and between the State of Tennessee, Department of Finance and Administration, Office of Criminal Justice Programs, hereinafter referred to as the "State" or the "Grantor State Agency" and Grantee Metropolitan Government of Nashville and Davidson County, hereinafter referred to as the "Grantee," is for the provision of administering federal grant funds for the improvement of the criminal justice system as required by the Victim of Crime Act of 1984 (VOCA) CFDA number 16.575, as further defined in the "SCOPE OF SERVICES AND DELIVERABLES."

Grantee Edison Vendor ID # 4

**A. SCOPE OF SERVICES AND DELIVERABLES:**

- A.1. The Grantee shall provide the scope of services and deliverables ("Scope") as required, described, and detailed in this Grant Contract.
- A.2. The Grantee shall comply with and perform all services, functions, and/or requirements as stated in the grantee's application under which this Grant Contract is awarded, and that is hereby incorporated into this Grant Contract as Attachment A, attached hereto.
- A.3. The Grantee shall comply with all reporting requirements described in the Grantee's application, in the Office of Criminal Justice Programs Administrative Manual located on the website at <https://www.tn.gov/finance/office-of-criminal-justice-programs/ocjp/ocjp-grants-manual.html> and in any correspondence from the Office of Criminal Justice Programs (OCJP).
- A.4. The Grantee shall comply with all other requirements described in the Grantee's application and in the Office of Criminal Justice Programs Administrative Manual located on the website at <https://www.tn.gov/finance/office-of-criminal-justice-programs/ocjp/ocjp-grants-manual.html> .The Grantee agrees to comply with any changes in requirements made in the manual and/or identified in correspondence from the Office of Criminal Justice Programs.
- A.5. The purpose of the VOCA program is to support the provision of services to victims of crime. Priority will be given to victims of child abuse, domestic violence, sexual assault, and victims of violent crime who were "previously underserved".
1. For the purpose of these Program Guidelines, services are defined as those efforts that:
    - a. Respond to the emotional, psychological and physical needs of crime victims.
    - b. Assist victims of crime to stabilize their lives after victimization.
    - c. Assist victims to understand and participate in the criminal justice system.
    - d. Restore a measure of security and safety to the victim.
  2. The Grantee will gather and maintain data relating to grant project activities and program performance as required by the Office of Criminal Justice Programs. The data collected should support the information submitted on required reports.
  3. The Grantee is responsible for quarterly and annual reporting of output and performance measurement data on their projects to OCJP using the report forms available for their VOCA funded project. The Grantee is required to complete a sub-grant award report (SAR) annually for the live of the project.

- A.6. Incorporation of Additional Documents. Each of the following documents is included as a part of this Grant Contract by reference or attachment. In the event of a discrepancy or ambiguity regarding the Grantee's duties, responsibilities, and performance hereunder, these items shall govern in order of precedence below.
- a. this Grant Contract document with any attachments or exhibits (excluding the items listed at subsections b. and c., below);
  - b. the State grant proposal solicitation as may be amended, if any;
  - c. the Grantee's proposal (Attachment A) incorporated to elaborate supplementary scope of services specifications.
- A.7. Incorporation of Federal Award Identification Worksheet. The federal award identification worksheet, which appears as Attachment B, is incorporated in this Grant Contract.

**B. TERM OF CONTRACT:**

- B.1. This Grant Contract shall be effective on 11/1/2019 ("Effective Date") and extend for a period of Thirty Two (32) months after the Effective Date ("Term"). The State shall have no obligation to the Grantee for fulfillment of the Scope outside the Term.
- B.2. Term Extension. It is understood and agreed that the State may extend the Term an additional period of time, not to exceed three hundred-sixty five (365) days beyond the expiration date of this Grant Contract, under the same terms and conditions. In no event, however, shall the maximum Term, including all extensions or renewals, exceed a total of sixty (60) months.

**C. PAYMENT TERMS AND CONDITIONS:**

- C.1. Maximum Liability. In no event shall the maximum liability of the State under this Grant Contract exceed Two Hundred Forty Thousand Dollars (\$240,000.00) ("Maximum Liability"). The Grant Budget, attached and incorporated as Attachment A-1 for fiscal year 2020, Attachment A-1 for fiscal year 2021, and Attachment A-1 for fiscal year 2022, is the maximum amount due the Grantee under this Grant Contract. The Grant Budget line-items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Grantee.
- C.2. Compensation Firm. The Maximum Liability of the State is not subject to escalation for any reason unless amended. The Grant Budget amounts are firm for the duration of the Grant Contract and are not subject to escalation for any reason unless amended, except as provided in Section C.6.
- C.3. Payment Methodology. The Grantee shall be reimbursed for actual, reasonable, and necessary costs based upon the Grant Budget, not to exceed the Maximum Liability established in Section C.1. Upon progress toward the completion of the Scope, as described in Section A of this Grant Contract, the Grantee shall submit invoices prior to any reimbursement of allowable costs.
- C.4. Travel Compensation. Reimbursement to the Grantee for travel, meals, or lodging shall be subject to amounts and limitations specified in the "State Comprehensive Travel Regulations," as they are amended from time to time, and shall be contingent upon and limited by the Grant Budget funding for said reimbursement.
- C.5. Invoice Requirements. The Grantee shall invoice the State no more often than monthly, with all necessary supporting documentation, and present such to:

Tennessee Department of Finance and Administration  
 Office of Business and Finance  
 Attention: Invoicing  
 312 Rosa L. Parks Avenue, Suite 2000  
 Nashville, TN 37243  
[OBF.Grants@tn.gov](mailto:OBF.Grants@tn.gov)

- a. Each invoice shall clearly and accurately detail all of the following required information (calculations must be extended and totaled correctly).
- (1) Invoice/Reference Number (assigned by the Grantee).
  - (2) Invoice Date.
  - (3) Invoice Period (to which the reimbursement request is applicable).
  - (4) Grant Contract Number (assigned by the State).
  - (5) Grantor: Department of Finance and Administration, Office of Criminal Justice Programs.
  - (6) Grantor Number (assigned by the Grantee to the above-referenced Grantor).
  - (7) Grantee Name.
  - (8) Grantee Tennessee Edison Registration ID Number Referenced in Preamble of this Grant Contract.
  - (9) Grantee Remittance Address.
  - (10) Grantee Contact for Invoice Questions (name, phone, or fax).
  - (11) Itemization of Reimbursement Requested for the Invoice Period— it must detail, at minimum, all of the following:
    - i. The amount requested by Grant Budget line-item (including any travel expenditure reimbursement requested and for which documentation and receipts, as required by "State Comprehensive Travel Regulations," are attached to the invoice).
    - ii. The amount reimbursed by Grant Budget line-item to date.
    - iii. The total amount reimbursed under the Grant Contract to date.
    - iv. The total amount requested (all line-items) for the Invoice Period.
- b. The Grantee understands and agrees to all of the following.
- (1) An invoice under this Grant Contract shall include only reimbursement requests for actual, reasonable, and necessary expenditures required in the delivery of service described by this Grant Contract and shall be subject to the Grant Budget and any other provision of this Grant Contract relating to allowable reimbursements.
  - (2) An invoice under this Grant Contract shall not include any reimbursement request for future expenditures.
  - (3) An invoice under this Grant Contract shall initiate the timeframe for reimbursement only when the State is in receipt of the invoice, and the invoice meets the minimum requirements of this section C.5.
- C.6. Budget Line-items. Expenditures, reimbursements, and payments under this Grant Contract shall adhere to the Grant Budget. The Grantee may vary from a Grant Budget line-item amount by up to twenty percent (20%) of the line-item amount, provided that any increase is off-set by an equal reduction of other line-item amount(s) such that the net result of variances shall not increase the total Grant Contract amount detailed by the Grant Budget. Any increase in the Grant Budget, grand total amounts shall require an amendment of this Grant Contract.
- C.7. Disbursement Reconciliation and Close Out. The Grantee shall submit any final invoice and a grant disbursement reconciliation report within forty-five (45) days of the Grant Contract end date and in form and substance acceptable to the State.

- a. The Grant Budget specifies a Grantee Match Requirement and the final grant disbursement reconciliation report shall detail all Grantee expenditures recorded to meet said requirement.
    - i. No Grantee expenditure shall be recorded and reported toward meeting a Grantee Match Requirement of more than one grant contract with the state of Tennessee.
    - ii. The final grant disbursement reconciliation report shall specifically detail the exact amount of any Grantee failure to meet a Match Requirement, and the maximum total amount reimbursable by the State pursuant to this Grant Contract, as detailed by the Grant Budget column "Grant Contract," shall be reduced by the amount that the Grantee failed to contribute to the Total Project as budgeted.
  - b. If total disbursements by the State pursuant to this Grant Contract exceed the amounts permitted by Section C of this Grant Contract (including any adjustment pursuant to subsection a.ii. above), the Grantee shall refund the difference to the State. The Grantee shall submit said refund with the final grant disbursement reconciliation report.
  - c. The State shall not be responsible for the payment of any invoice submitted to the State after the grant disbursement reconciliation report. The State will not deem any Grantee costs submitted for reimbursement after the grant disbursement reconciliation report to be allowable and reimbursable by the State, and such invoices will NOT be paid.
  - d. The Grantee's failure to provide a final grant disbursement reconciliation report to the state as required shall result in the Grantee being deemed ineligible for reimbursement under this Grant Contract, and the Grantee shall be required to refund any and all payments by the state pursuant to this Grant Contract.
  - e. The Grantee must close out its accounting records at the end of the Term in such a way that reimbursable expenditures and revenue collections are NOT carried forward.
- C.8. Indirect Cost. Should the Grantee request reimbursement for indirect costs, the Grantee must submit to the State a copy of the indirect cost rate approved by the cognizant federal agency or the cognizant state agency, as applicable. The Grantee will be reimbursed for indirect costs in accordance with the approved indirect cost rate and amounts and limitations specified in the attached Grant Budget. Once the Grantee makes an election and treats a given cost as direct or indirect, it must apply that treatment consistently and may not change during the Term. Any changes in the approved indirect cost rate must have prior approval of the cognizant federal agency or the cognizant state agency, as applicable. If the indirect cost rate is provisional during the Term, once the rate becomes final, the Grantee agrees to remit any overpayment of funds to the State, and subject to the availability of funds the State agrees to remit any underpayment to the Grantee.
- C.9. Cost Allocation. If any part of the costs to be reimbursed under this Grant Contract are joint costs involving allocation to more than one program or activity, such costs shall be allocated and reported in accordance with the provisions of Department of Finance and Administration Policy Statement 03 or any amendments or revisions made to this policy statement during the Term.
- C.10. Payment of Invoice. A payment by the State shall not prejudice the State's right to object to or question any reimbursement, invoice, or related matter. A payment by the State shall not be construed as acceptance of any part of the work or service provided or as approval of any amount as an allowable cost.

- C.11. Non-allowable Costs. Any amounts payable to the Grantee shall be subject to reduction for amounts included in any invoice or payment that are determined by the State, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs.
- C.12. State's Right to Set Off. The State reserves the right to set off or deduct from amounts that are or shall become due and payable to the Grantee under this Grant Contract or under any other agreement between the Grantee and the State of Tennessee under which the Grantee has a right to receive payment from the State.
- C.13. Prerequisite Documentation. The Grantee shall not invoice the State under this Grant Contract until the State has received the following, properly completed documentation.
- a. The Grantee shall complete, sign, and return to the State an "Authorization Agreement for Automatic Deposit (ACH Credits) Form" provided by the State. By doing so, the Grantee acknowledges and agrees that, once this form is received by the State, all payments to the Grantee under this or any other grant contract will be made by automated clearing house ("ACH").
  - b. The Grantee shall complete, sign, and return to the State the State-provided W-9 form. The taxpayer identification number on the W-9 form must be the same as the Grantee's Federal Employer Identification Number or Social Security Number referenced in the Grantee's Edison registration information.

**D. STANDARD TERMS AND CONDITIONS:**

- D.1. Required Approvals. The State is not bound by this Grant Contract until it is signed by the parties and approved by appropriate officials in accordance with applicable Tennessee laws and regulations (depending upon the specifics of this Grant Contract, the officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).
- D.2. Modification and Amendment. This Grant Contract may be modified only by a written amendment signed by all parties and approved by the officials who approved the Grant Contract and, depending upon the specifics of the Grant Contract as amended, any additional officials required by Tennessee laws and regulations (the officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).
- D.3. Termination for Convenience. The State may terminate this Grant Contract without cause for any reason. A termination for convenience shall not be a breach of this Grant Contract by the State. The State shall give the Grantee at least thirty (30) days written notice before the effective termination date. The Grantee shall be entitled to compensation for authorized expenditures and satisfactory services completed as of the termination date, but in no event shall the State be liable to the Grantee for compensation for any service that has not been rendered. The final decision as to the amount for which the State is liable shall be determined by the State. The Grantee shall not have any right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount for the State's exercise of its right to terminate for convenience.
- D.4. Termination for Cause. If the Grantee fails to properly perform its obligations under this Grant Contract, or if the Grantee violates any terms of this Grant Contract, the State shall have the right to immediately terminate this Grant Contract and withhold payments in excess of fair compensation for completed services. Notwithstanding the exercise of the State's right to terminate this Grant Contract for cause, the Grantee shall not be relieved of liability to the State for damages sustained by virtue of any breach of this Grant Contract by the Grantee.

- D.5. Subcontracting. The Grantee shall not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of the State. If such subcontracts are approved by the State, each shall contain, at a minimum, sections of this Grant Contract pertaining to "Conflicts of Interest," "Lobbying," "Nondiscrimination," "Public Accountability," "Public Notice," and "Records" (as identified by the section headings). Notwithstanding any use of approved subcontractors, the Grantee shall remain responsible for all work performed.
- D.6. Conflicts of Interest. The Grantee warrants that no part of the total Grant Contract Amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Grantee in connection with any work contemplated or performed relative to this Grant Contract.
- D.7. Lobbying. The Grantee certifies, to the best of its knowledge and belief, that:
- a. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
  - b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this contract, grant, loan, or cooperative agreement, the Grantee shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
  - c. The Grantee shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352.

- D.8. Communications and Contacts. All instructions, notices, consents, demands, or other communications required or contemplated by this Grant Contract shall be in writing and shall be made by certified, first class mail, return receipt requested and postage prepaid, by overnight courier service with an asset tracking system, or by email or facsimile transmission with recipient confirmation. All communications, regardless of method of transmission, shall be addressed to the respective party as set out below:

The State:

Dorothy Pewitt, Program Manager  
 Department of Finance and Administration  
 Office of Criminal Justice Programs  
 312 Rosa L. Parks Avenue, Suite 1800  
 Nashville, Tennessee 37243-1102  
 Email: [Dorothy.Pewitt@tn.gov](mailto:Dorothy.Pewitt@tn.gov)

Telephone # (615) 770-3810

The Grantee:

Amy Griffith Taylor, PCC Supervisor Family Intervention Program  
 Metro Nashville Police Department  
 610 Murfreesboro Pike  
 Nashville, Tennessee 37208-3512  
 Email: [amy.griffith@nashville.gov](mailto:amy.griffith@nashville.gov)  
 Telephone # (615) 862-7773

A change to the above contact information requires written notice to the person designated by the other party to receive notice.

All instructions, notices, consents, demands, or other communications shall be considered effectively given upon receipt or recipient confirmation as may be required.

- D.9. Subject to Funds Availability. This Grant Contract is subject to the appropriation and availability of State or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, the State reserves the right to terminate this Grant Contract upon written notice to the Grantee. The State's right to terminate this Grant Contract due to lack of funds is not a breach of this Grant Contract by the State. Upon receipt of the written notice, the Grantee shall cease all work associated with the Grant Contract. Should such an event occur, the Grantee shall be entitled to compensation for all satisfactory and authorized services completed as of the termination date. Upon such termination, the Grantee shall have no right to recover from the State any actual, general, special, incidental, consequential, or any other damages whatsoever of any description or amount.
- D.10. Nondiscrimination. The Grantee agrees that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Grantee on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal, Tennessee State constitutional, or statutory law. The Grantee shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D.11. HIPAA Compliance. The State and the Grantee shall comply with obligations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Health Information Technology for Economic and Clinical Health Act (HITECH) and any other relevant laws and regulations regarding privacy (collectively the "Privacy Rules"). The obligations set forth in this Section shall survive the termination of this Grant Contract.
- a. The Grantee warrants to the State that it is familiar with the requirements of the Privacy Rules and will comply with all applicable HIPAA requirements in the course of this Grant Contract.
  - b. The Grantee warrants that it will cooperate with the State, including cooperation and coordination with State privacy officials and other compliance officers required by the Privacy Rules, in the course of performance of this Grant Contract so that both parties will be in compliance with the Privacy Rules.
  - c. The State and the Grantee will sign documents, including but not limited to business associate agreements, as required by the Privacy Rules and that are reasonably necessary to keep the State and the Grantee in compliance with the Privacy Rules. This provision shall not apply if information received by the State under this Grant Contract is NOT "protected health information" as defined by the Privacy Rules, or if the Privacy

Rules permit the State to receive such information without entering into a business associate agreement or signing another such document.

- D.12. Public Accountability. If the Grantee is subject to Tenn. Code Ann. § 8-4-401 *et seq.*, or if this Grant Contract involves the provision of services to citizens by the Grantee on behalf of the State, the Grantee agrees to establish a system through which recipients of services may present grievances about the operation of the service program. The Grantee shall also display in a prominent place, located near the passageway through which the public enters in order to receive Grant supported services, a sign at least eleven inches (11") in height and seventeen inches (17") in width stating:

NOTICE: THIS AGENCY IS A RECIPIENT OF TAXPAYER FUNDING. IF YOU OBSERVE AN AGENCY DIRECTOR OR EMPLOYEE ENGAGING IN ANY ACTIVITY WHICH YOU CONSIDER TO BE ILLEGAL, IMPROPER, OR WASTEFUL, PLEASE CALL THE STATE COMPTROLLER'S TOLL-FREE HOTLINE: 1-800-232-5454.

The sign shall be on the form prescribed by the Comptroller of the Treasury. The Grantor State Agency shall obtain copies of the sign from the Comptroller of the Treasury, and upon request from the Grantee, provide Grantee with any necessary signs.

- D.13. Public Notice. All notices, informational pamphlets, press releases, research reports, signs, and similar public notices prepared and released by the Grantee in relation to this Grant Contract shall include the statement, "This project is funded under a grant contract with the State of Tennessee." All notices by the Grantee in relation to this Grant Contract shall be approved by the State.
- D.14. Licensure. The Grantee, its employees, and any approved subcontractor shall be licensed pursuant to all applicable federal, state, and local laws, ordinances, rules, and regulations and shall upon request provide proof of all licenses.
- D.15. Records. The Grantee and any approved subcontractor shall maintain documentation for all charges under this Grant Contract. The books, records, and documents of the Grantee and any approved subcontractor, insofar as they relate to work performed or money received under this Grant Contract, shall be maintained in accordance with applicable Tennessee law. In no case shall the records be maintained for a period of less than five (5) full years from the date of the final payment. The Grantee's records shall be subject to audit at any reasonable time and upon reasonable notice by the Grantor State Agency, the Comptroller of the Treasury, or their duly appointed representatives.

The records shall be maintained in accordance with Governmental Accounting Standards Board (GASB) Accounting Standards or the Financial Accounting Standards Board (FASB) Accounting Standards Codification, as applicable, and any related AICPA Industry Audit and Accounting guides.

In addition, documentation of grant applications, budgets, reports, awards, and expenditures will be maintained in accordance with U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

Grant expenditures shall be made in accordance with local government purchasing policies and procedures and purchasing procedures for local governments authorized under state law.

The Grantee shall also comply with any recordkeeping and reporting requirements prescribed by the Tennessee Comptroller of the Treasury.

The Grantee shall establish a system of internal controls that utilize the COSO Internal Control - Integrated Framework model as the basic foundation for the internal control system. The Grantee shall incorporate any additional Comptroller of the Treasury directives into its internal control system.

Any other required records or reports which are not contemplated in the above standards shall follow the format designated by the head of the Grantor State Agency, the Central Procurement Office, or the Commissioner of Finance and Administration of the State of Tennessee.

- D.16. Monitoring. The Grantee's activities conducted and records maintained pursuant to this Grant Contract shall be subject to monitoring and evaluation by the State, the Comptroller of the Treasury, or their duly appointed representatives.
- D.17. Progress Reports. The Grantee shall submit brief, periodic, progress reports to the State as requested.
- D.18. Annual and Final Reports. The Grantee shall submit, within three (3) months of the conclusion of each year of the Term, an annual report. For grant contracts with a term of less than one (1) year, the Grantee shall submit a final report within three (3) months of the conclusion of the Term. For grant contracts with multiyear terms, the final report will take the place of the annual report for the final year of the Term. The Grantee shall submit annual and final reports to the Grantor State Agency and the Department of Finance and Administration ("F&A"). Send electronic copies of annual and final reports to F&A at [fa.audit@tn.gov](mailto:fa.audit@tn.gov). At minimum, annual and final reports shall include: (a) the Grantee's name; (b) the Grant Contract's Edison identification number, Term, and total amount; (c) a narrative section that describes the program's goals, outcomes, successes and setbacks, whether the Grantee used benchmarks or indicators to determine progress, and whether any proposed activities were not completed; and (d) other relevant details requested by the Grantor State Agency. Annual and final report documents to be completed by the Grantee shall appear on the Grantor State Agency's website or as an attachment to the Grant Contract.
- D.19. Audit Report. The Grantee shall be audited in accordance with applicable Tennessee law.
- If the Grantee is subject to an audit under this provision, then the Grantee shall complete Attachment C.
- When a federal single audit is required, the audit shall be performed in accordance with U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.
- A copy of the audit report shall be provided to the Comptroller by the licensed, independent public accountant. Audit reports shall be made available to the public.
- D.20. Procurement. If other terms of this Grant Contract allow reimbursement for the cost of goods, materials, supplies, equipment, motor vehicles, or contracted services, procurements by the Grantee shall be competitive where practicable. For any procurement for which reimbursement is paid under this Grant Contract, the Grantee shall document the competitive procurement method. In each instance where it is determined that use of a competitive procurement method is not practicable, supporting documentation shall include a written justification for the decision and for the use of a non-competitive procurement. If the Grantee is a subrecipient, the Grantee shall comply with 2 C.F.R. §§ 200.318—200.326 when procuring property and services under a federal award.
- The Grantee shall obtain prior approval from the State before purchasing any equipment or motor vehicles under this Grant Contract.
- D.21. Strict Performance. Failure by any party to this Grant Contract to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this Grant Contract is not a waiver or relinquishment of any term, covenant, condition, or provision. No term or condition of this Grant Contract shall be held to be waived, modified, or deleted except by a written amendment signed by the parties.
- D.22. Independent Contractor. The parties shall not act as employees, partners, joint venturers, or associates of one another in the performance of this Grant Contract. The parties acknowledge

that they are independent contracting entities and that nothing in this Grant Contract shall be construed to create a principal/agent relationship or to allow either to exercise control or direction over the manner or method by which the other transacts its business affairs or provides its usual services. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever.

- D.23. Limitation of State's Liability. The State shall have no liability except as specifically provided in this Grant Contract. In no event will the State be liable to the Grantee or any other party for any lost revenues, lost profits, loss of business, loss of grant funding, decrease in the value of any securities or cash position, time, money, goodwill, or any indirect, special, incidental, punitive, exemplary or consequential damages of any nature, whether based on warranty, contract, statute, regulation, tort (including but not limited to negligence), or any other legal theory that may arise under this Grant Contract or otherwise. The State's total liability under this Grant Contract (including any exhibits, schedules, amendments or other attachments to the Contract) or otherwise shall under no circumstances exceed the Maximum Liability originally established in Section C.1 of this Grant Contract. This limitation of liability is cumulative and not per incident.
- D.24. Force Majeure. "Force Majeure Event" means fire, flood, earthquake, elements of nature or acts of God, wars, riots, civil disorders, rebellions or revolutions, acts of terrorism or any other similar cause beyond the reasonable control of the party except to the extent that the non-performing party is at fault in failing to prevent or causing the default or delay, and provided that the default or delay cannot reasonably be circumvented by the non-performing party through the use of alternate sources, workaround plans or other means. A strike, lockout or labor dispute shall not excuse either party from its obligations under this Grant Contract. Except as set forth in this Section, any failure or delay by a party in the performance of its obligations under this Grant Contract arising from a Force Majeure Event is not a default under this Grant Contract or grounds for termination. The non-performing party will be excused from performing those obligations directly affected by the Force Majeure Event, and only for as long as the Force Majeure Event continues, provided that the party continues to use diligent, good faith efforts to resume performance without delay. The occurrence of a Force Majeure Event affecting Grantee's representatives, suppliers, subcontractors, customers or business apart from this Grant Contract is not a Force Majeure Event under this Grant Contract. Grantee will promptly notify the State of any delay caused by a Force Majeure Event (to be confirmed in a written notice to the State within one (1) day of the inception of the delay) that a Force Majeure Event has occurred, and will describe in reasonable detail the nature of the Force Majeure Event. If any Force Majeure Event results in a delay in Grantee's performance longer than forty-eight (48) hours, the State may, upon notice to Grantee: (a) cease payment of the fees until Grantee resumes performance of the affected obligations; or (b) immediately terminate this Grant Contract or any purchase order, in whole or in part, without further payment except for fees then due and payable. Grantee will not increase its charges under this Grant Contract or charge the State any fees other than those provided for in this Grant Contract as the result of a Force Majeure Event.
- D.25. Tennessee Department of Revenue Registration. The Grantee shall comply with all applicable registration requirements contained in Tenn. Code Ann. §§ 67-6-601 – 608. Compliance with applicable registration requirements is a material requirement of this Grant Contract.
- D.26. Charges to Service Recipients Prohibited. The Grantee shall not collect any amount in the form of fees or reimbursements from the recipients of any service provided pursuant to this Grant Contract.
- D.27. State Interest in Equipment or Motor Vehicles. The Grantee shall take legal title to all equipment or motor vehicles purchased totally or in part with funds provided under this Grant Contract, subject to the State's equitable interest therein, to the extent of its *pro rata* share, based upon the State's contribution to the purchase price. The term "equipment" shall include any article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds five hundred dollars (\$500.00). The term "motor vehicle"

shall include any article of tangible personal property that is required to be registered under the "Tennessee Motor Vehicle Title and Registration Law", Tenn. Code Ann. Title 55, Chapters 1-6.

As authorized by the Tennessee Uniform Commercial Code, Tenn. Code Ann. Title 47, Chapter 9 and the "Tennessee Motor Vehicle Title and Registration Law," Tenn. Code Ann. Title 55, Chapters 1-6, the parties intend this Grant Contract to create a security interest in favor of the State in the equipment or motor vehicles acquired by the Grantee pursuant to the provisions of this Grant Contract. A further intent of this Grant Contract is to acknowledge and continue the security interest in favor of the State in the equipment or motor vehicles acquired by the Grantee pursuant to the provisions of this program's prior year Grant Contracts between the State and the Grantee.

The Grantee grants the State a security interest in all equipment or motor vehicles acquired in whole or in part by the Grantee under this Grant Contract. This Grant Contract is intended to be a security agreement pursuant to the Uniform Commercial Code for any of the equipment or motor vehicles herein specified which, under applicable law, may be subject to a security interest pursuant to the Uniform Commercial Code, and the Grantee hereby grants the State a security interest in said equipment or motor vehicles. The Grantee agrees that the State may file this Grant Contract or a reproduction thereof, in any appropriate office, as a financing statement for any of the equipment herein specified. Any reproduction of this or any other security agreement or financing statement shall be sufficient as a financing statement. In addition, the Grantee agrees to execute and deliver to the State, upon the State's request, any financing statements, as well as extensions, renewals, and amendments thereof, and reproduction of this Grant Contract in such form as the State may require to perfect a security interest with respect to said equipment or motor vehicles. The Grantee shall pay all costs of filing such financing statements and any extensions, renewals, amendments and releases thereof, and shall pay all reasonable costs and expenses of any record searches for financing statements the State may reasonably require. Without the prior written consent of the State, the Grantee shall not create or suffer to be created pursuant to the Uniform Commercial Code any other security interest in said equipment or motor vehicles, including replacements and additions thereto. Upon the Grantee's breach of any covenant or agreement contained in this Grant Contract, including the covenants to pay when due all sums secured by this Grant Contract, the State shall have the remedies of a secured party under the Uniform Commercial Code and, at the State's option, may also invoke the remedies herein provided.

The Grantee agrees to be responsible for the accountability, maintenance, management, and inventory of all property purchased totally or in part with funds provided under this Grant Contract. The Grantee shall maintain a perpetual inventory system for all equipment or motor vehicles purchased with funds provided under this Grant Contract and shall submit an inventory control report which must include, at a minimum, the following:

- a. Description of the equipment or motor vehicles;
- b. Manufacturer's serial number or other identification number, when applicable;
- c. Consecutive inventory equipment or motor vehicles tag identification;
- d. Acquisition date, cost, and check number;
- e. Fund source, State grant number, or other applicable fund source identification;
- f. Percentage of state funds applied to the purchase;
- g. Location within the Grantee's operations where the equipment or motor vehicles is used;
- h. Condition of the property or disposition date if Grantee no longer has possession;
- i. Depreciation method, if applicable; and
- j. Monthly depreciation amount, if applicable.

The Grantee shall tag equipment or motor vehicles with an identification number which is cross referenced to the equipment or motor vehicle item on the inventory control report. The Grantee shall inventory equipment or motor vehicles annually. The Grantee must compare the results of the inventory with the inventory control report and investigate any differences. The Grantee must

then adjust the inventory control report to reflect the results of the physical inventory and subsequent investigation.

The Grantee shall submit its inventory control report of all equipment or motor vehicles purchased with funding through this Grant Contract within thirty (30) days of its end date and in form and substance acceptable to the State. This inventory control report shall contain, at a minimum, the requirements specified above for inventory control. The Grantee shall notify the State, in writing, of any equipment or motor vehicle loss describing reasons for the loss. Should the equipment or motor vehicles be destroyed, lost, or stolen, the Grantee shall be responsible to the State for the *pro rata* amount of the residual value at the time of loss based upon the State's original contribution to the purchase price.

Upon termination of the Grant Contract, where a further contractual relationship is not entered into, or at another time during the term of the Grant Contract, the Grantee shall request written approval from the State for any proposed disposition of equipment or motor vehicles purchased with Grant funds. All equipment or motor vehicles shall be disposed of in such a manner as parties may agree from among alternatives approved by Tennessee Department of General Services as appropriate and in accordance with any applicable federal laws or regulations.

- D.28. State and Federal Compliance. The Grantee shall comply with all applicable state and federal laws and regulations in the performance of this Grant Contract. The U.S. Office of Management and Budget's Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards is available here: [http://www.ecfr.gov/cgi-bin/text-idx?SID=c6b2f053952359ba94470ad3a7c1a975&tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?SID=c6b2f053952359ba94470ad3a7c1a975&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)
- D.29. Governing Law. This Grant Contract shall be governed by and construed in accordance with the laws of the State of Tennessee. The Grantee agrees that it will be subject to the exclusive jurisdiction of the courts of the State of Tennessee in actions that may arise under this Grant Contract. The Grantee acknowledges and agrees that any rights or claims against the State of Tennessee or its employees hereunder, and any remedies arising there from, shall be subject to and limited to those rights and remedies, if any, available under Tenn. Code Ann. §§ 9-8-101 through 9-8-407.
- D.30. Completeness. This Grant Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions agreed to by the parties. This Grant Contract supersedes any and all prior understandings, representations, negotiations, or agreements between the parties, whether written or oral.
- D.31. Severability. If any terms and conditions of this Grant Contract are held to be invalid or unenforceable as a matter of law, the other terms and conditions shall not be affected and shall remain in full force and effect. To this end, the terms and conditions of this Grant Contract are declared severable.
- D.32. Headings. Section headings are for reference purposes only and shall not be construed as part of this Grant Contract.
- D.33. Iran Divestment Act. The requirements of Tenn. Code Ann. § 12-12-101 et.seq., addressing contracting with persons as defined at T.C.A. §12-12-103(5) that engage in investment activities in Iran, shall be a material provision of this Grant Contract. The Grantee certifies, under penalty of perjury, that to the best of its knowledge and belief that it is not on the list created pursuant to Tenn. Code Ann. § 12-12-106.

**E. SPECIAL TERMS AND CONDITIONS:**

- E.1. Conflicting Terms and Conditions. Should any of these special terms and conditions conflict with any other terms and conditions of this Grant Contract, the special terms and conditions shall be subordinate to the Grant Contract's other terms and conditions.
- E.2. Debarment and Suspension. The Grantee certifies, to the best of its knowledge and belief, that it, its current and future principals, its current and future subcontractors and their principals:
- a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency;
  - b. have not within a three (3) year period preceding this Grant Contract been convicted of, or had a civil judgment rendered against them from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
  - c. are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed in section b. of this certification; and
  - d. have not within a three (3) year period preceding this Grant Contract had one or more public transactions (federal, state, or local) terminated for cause or default.

The Grantee shall provide immediate written notice to the State if at any time it learns that there was an earlier failure to disclose information or that due to changed circumstances, its principals or the principals of its subcontractors are excluded or disqualified.

- E.3. Confidentiality of Records. Strict standards of confidentiality of records and information shall be maintained in accordance with applicable state and federal law. All material and information, regardless of form, medium or method of communication, provided to the Grantee by the State or acquired by the Grantee on behalf of the State that is regarded as confidential under state or federal law shall be regarded as "Confidential Information." Nothing in this Section shall permit Grantee to disclose any Confidential Information, regardless of whether it has been disclosed or made available to the Grantee due to intentional or negligent actions or inactions of agents of the State or third parties. Confidential Information shall not be disclosed except as required or permitted under state or federal law. Grantee shall take all necessary steps to safeguard the confidentiality of such material or information in conformance with applicable state and federal law.

The obligations set forth in this Section shall survive the termination of this Grant Contract.

- E.4. Disclosure of Personal Identity Information. The Grantee shall report to the State any instances of unauthorized disclosure of personally identifiable information that comes to the Grantee's attention. The Grantee shall make any such report within twenty-four (24) hours after the instance has come to the Grantee's attention. The Grantee, at the sole discretion of the State, shall provide no cost credit monitoring services for individuals that are deemed to be part of a potential disclosure. The Grantee shall bear the cost of notification to individuals having personally identifiable information involved in a potential disclosure event, including individual letters or public notice. The remedies set forth in this Section are not exclusive and are in addition to any claims or remedies available to the State under this Grant Contract or otherwise available at law.
- E.5. Federal Funding Accountability and Transparency Act (FFATA).

This Grant Contract requires the Grantee to provide supplies or services that are funded in whole or in part by federal funds that are subject to FFATA. The Grantee is responsible for ensuring that all applicable FFATA requirements, including but not limited to those below, are met and that the Grantee provides information to the State as required.

The Grantee shall comply with the following:

a. Reporting of Total Compensation of the Grantee's Executives.

- (1) The Grantee shall report the names and total compensation of each of its five most highly compensated executives for the Grantee's preceding completed fiscal year, if in the Grantee's preceding fiscal year it received:
- i. 80 percent or more of the Grantee's annual gross revenues from Federal procurement contracts and federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and sub awards); and
  - ii. \$25,000,000 or more in annual gross revenues from federal procurement contracts (and subcontracts), and federal financial assistance subject to the Transparency Act (and sub awards); and
  - iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. § 78m(a), 78o(d)) or § 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/excomp.htm>).

As defined in 2 C.F.R. § 170.315, "Executive" means officers, managing partners, or any other employees in management positions.

- (2) Total compensation means the cash and noncash dollar value earned by the executive during the Grantee's preceding fiscal year and includes the following (for more information see 17 CFR § 229.402(c)(2)):
- i. Salary and bonus.
  - ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
  - iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
  - iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
  - v. Above-market earnings on deferred compensation which is not tax qualified.
  - vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

b. The Grantee must report executive total compensation described above to the State by the end of the month during which this Grant Contract is established.

- c. If this Grant Contract is amended to extend its term, the Grantee must submit an executive total compensation report to the State by the end of the month in which the amendment to this Grant Contract becomes effective.
- d. The Grantee will obtain a Data Universal Numbering System (DUNS) number and maintain its DUNS number for the term of this Grant Contract. More information about obtaining a DUNS Number can be found at: <http://fedgov.dnb.com/webform/>.

The Grantee's failure to comply with the above requirements is a material breach of this Grant Contract for which the State may terminate this Grant Contract for cause. The State will not be obligated to pay any outstanding invoice received from the Grantee unless and until the Grantee is in full compliance with the above requirements.

**E.6. Transfer of Grantee's Obligations.**

The Grantee shall not transfer or restructure its operations related to this Grant Contract without the prior written approval of the State. The Grantee shall immediately notify the State in writing of a proposed transfer or restructuring of its operations related to this Grant Contract. The State reserves the right to request additional information or impose additional terms and conditions before approving a proposed transfer or restructuring.

**IN WITNESS WHEREOF,**

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY:**

---

**GRANTEE SIGNATURE** **DATE**

---

**PRINTED NAME AND TITLE OF GRANTEE SIGNATORY (above)**

**DEPARTMENT OF FINANCE AND ADMINISTRATION**

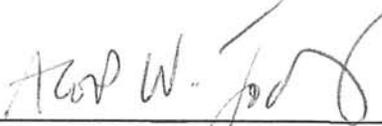
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**STUART C. MCWHORTER, COMMISSIONER** **DATE**

**SIGNATURE PAGE  
FOR  
2020 VOCA Grant (Law Enforcement Victim Coordinator)**

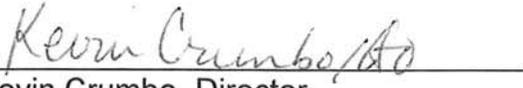
IN WITNESS WHEREOF, the parties have by their duly authorized representatives set their signatures.

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

  
\_\_\_\_\_  
Michael S. Anderson, MNPD  
Chief of Police

10/28/19  
\_\_\_\_\_  
Date

APPROVED AS TO AVAILABILITY  
OF FUNDS:

  
\_\_\_\_\_  
Kevin Crumbo, Director  
Department of Finance

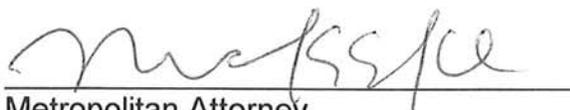
11-01-19  
\_\_\_\_\_  
Date

APPROVED AS TO RISK AND INSURANCE:

  
\_\_\_\_\_  
Director of Insurance

11/1/19  
\_\_\_\_\_  
Date

APPROVED AS TO FORM AND  
LEGALITY:

  
\_\_\_\_\_  
Metropolitan Attorney

11/1/19  
\_\_\_\_\_  
Date

\_\_\_\_\_  
John Cooper  
Metropolitan Mayor

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Metropolitan Clerk

\_\_\_\_\_  
Date

**OFFICE OF CRIMINAL JUSTICE PROGRAMS**

FUND SOURCE VOCA  
OCJP JAG Priority Area

<b>Required Information on Authorizing Agency:</b> Name: Metropolitan Government of Nashville and Davidson Federal ID Number (FEIN): 62-0694743 DUNS Number: 078217668 SAM Expiration Date: 2/20/2020 Fiscal Year End Date: June 30		<b>Implementing Agency:</b> Name: Metro Nashville Police Department Address: 610 Murfreesboro Pike Nashville, TN 37208-3512	
Will You Have Any Subcontracts? No			
Project Title: VOCA Law Enforcement Victim Coordinator			
Contract Start Date: 11/1/2019		Contract End Date: 6/30/2022	
<b>AUTHORIZED OFFICIAL - Contact Information</b>			
<b>(Name, Title, and Complete Mailing Address)</b> John Cooper, Mayor 1 Public Square Nashville, 372015025		Phone Number: (615) 862-6000 EXT:	E-Mail Address: John.cooper@nashville.gov
<b>PROJECT DIRECTOR - Contact Information</b>			
<b>(Name, Title, and Complete Mailing Address)</b> Amy Griffith Taylor, PCC Supervisor Family In 610 Murfreesboro Pike Nashville, 372083512		Phone Number: (615) 862-7773 EXT:	E-Mail Address: amy.griffith@nashville.gov
<b>FINANCIAL DIRECTOR - Contact Information</b>			
<b>(Name, Title, and Complete Mailing Address)</b> Samir Mehic, Financial Manager 3055 Lebanon Road Room 363 Nashville, 372146300		Phone Number: (615) 862-7362 EXT:	E-Mail Address: samir.mehic@nashville.gov
County/Counties Served (Type ALL if Statewide): Davidson			
U.S. Congressional District(s): 5			

**Scope of Services/Project Narrative  
Law Enforcement Victim Coordinator**

**Implementing Agency: Metropolitan Nashville Police Department**

**PROBLEMS FOR INTERVENTION**

*Problem Description – How does your agency know that a victim coordinator is needed? This should be based on your agency's own data and/or other relevant sources. The problem statement should also identify the needs of the community based on this relevant and timely data.*

The 2018 violent crime statistics reported to MNPDP were: murder (89), forcible rape (578), street robbery (1,838), aggravated assault (4977), and D.V. reports (24,901). Although there were some slight increase and decreases in specific crimes, Nashville's UCR statistics showed a 4.8% increase in Part 1 offenses (combined # of murders, rape, aggravated assault, larceny, motor vehicle theft, larceny-theft and arson), and the total number of violent offenses was 7755(MNPDP). The 2018 crime rate per 100,000 residents was 624.9 and higher than the national average of 394 (FBI UCR 2018). FIP consistently attempts to contact and offer services to all co-victims of homicide (survivors of the victim), adult victims of sexual violence, Hispanic victims of violent crimes, victims of aggravated assault, DV victims at high risk, as well as vulnerable populations of lesser crimes. FIP also receives referrals from entities serving victims of crime in our city, FBI, US Attorney's Office, entities in other states when the victim will be moving /returning to Nashville, community agencies, hospitals, self-referral with or without reporting to law enforcement, etc.

Nashville's estimated population of 691,243 (US Census Bureau 2017) is racially, ethnically, and religiously rich in diversity. The racial makeup of Nashville is 60% White (56% Non-Hispanic), 28% African American, .3% American Indian, .1% Native Hawaiian and Pacific islander, 2.5% more than 2 races, and 10% Hispanic Latino any race. The foreign-born population tripled between 1990 and 2000 (12,500 to 39,500) and has nearly doubled over the last decade. Nashville has the largest Kurdish community in the United States (11,000). Other nationalities with significant representation living in Nashville are Vietnamese, Cambodians, Laotians, Arabs, Bantus, and smaller communities of Somalis, Bhutanese, Bhutan, Pashtun, Pakistani, and Afghanistan. In 2012 Nashville had the fastest growing immigrant population in an American city, and in 2016, 30% of students enrolled in public schools spoke a language other an English (130 different languages).

There are many positives that come with the diversity in Nashville, and there are also challenges. Metropolitan Nashville Police Department's (MNPDP) Family Intervention Program (FIP) wants to enhances and build upon their current outreach, advocacy, and counseling services that confront the unique challenges for victims of crimes who are immigrants and refugees. FIP plans to continue to reduce and where possible eliminate barriers to ensure all victims have equal access victim services in Nashville, TN.

MNPD's crime victim services have always been committed to providing culturally responsive, trauma informed, comprehensive crime victim services and criminal justice system support and advocacy to all crime victims. FIP's direct specialized services for LEP crime victims began in 1999, with the hiring of a bilingual (English/Spanish) social worker who worked with victims of domestic violence. In 2014, a second bilingual (English/Spanish) social worker, and a bilingual (English/Spanish) advocate/outreach specialist were hired to work all victims of violent crimes in the Latino community. The advocacy/outreach services expanded again in 2018 when three additional advocate/outreach specialists were hired. Two of the specialists were bilingual (English/Spanish) assigned to work with crime victims in the Latino community and to provide interpreting / translation for MNPD detectives investigating violent crimes, and the third specialist providing advocacy/outreach in refugee and non-Hispanic immigrant communities. This advocacy/outreach position also provides cultural orientation training and cultural responsiveness consultation for professionals in the criminal justice system and for non-profits and governmental agencies serving victims of crime (Past 6 months: Davidson Co. D.A's and their Victim Witness Coordinators, YW DV program, End Slavery, MNPD Community Enhancement Officers).

A 2013 NIWAP ( National Immigrant Women's Advocacy Project) survey found Latino Immigrant crime victims (domestic violence & sexual assault) did not report or did not follow through with investigations because of language barriers-LEP, fear of deportation, lack of knowledge of legal system, and did not trust police/prosecutors would help them. Barriers which mirrored those in the NIWAP report for refugee and immigrant crime victims in Nashville have been: missing and/or inaccurate information on police reports, limited or no contact with investigating officer and district attorneys (non-bilingual). Additional barriers these communities experienced were: unqualified interpreters, who are bias, generalize what was said, or left out information in the translation/interpretation. The last factor was many Latino female victims of sexual assault are uncomfortable with a male interpreter, which influenced what was reported.

The NIWAP survey also looked for factors influencing LEP immigrant victims' reporting crimes. The top four factors were: when concerned about children's safety (41%), Severity of the abuse (30%), victim knows another victim who was helped (25.2%), and *advocate working with police* (25.2%). The last two influences are additional factors which support our project- advocates working with police and assisting LEP immigrant victims.

FIP has utilized the information from the NIWAP survey in addition to knowledge gained from ethnic communities/leaders in Nashville to design and implement the specialized services for refugee and immigrant crime victims. Additional barriers identified:

- Crime victim resources may not have been available in their countries of origin, so victims simply do not know they exist.

- The actual or perceived lack of linguistically and culturally accessible crime victim services. Need equal access to services that are respectful of cultural values.
- Lived experiences. Immigrant and refugee communities may have fear of police or government agencies that are based in their lived experiences with authorities in their country of origin, anti-immigrant refugee rhetoric and abuse in the U.S., and word-of-mouth experiences from others in their community.
- Victims may not want their offender to be deported for many reasons including dangers to the offender in their home country, fear of retaliation from their offender's family, backlash from shared community, fear that family in their home country could be targeted by offender once deported, or offender is family member or partner.
- International relocation expose increases refugee and immigrant women's vulnerabilities to violence, their trauma from victimization may predate their entry into the US (Such as having been victimized during war or during border crossing), and they are generally more isolated and may be actively targeted by aggressors who see them as socially and legally vulnerable.

For forty-four years the Metropolitan Nashville Police Department (MNPd) has provided mental health services, advocacy, and criminal justice system support services to victims of violent crime. The Family Intervention Program (FIP) was established in 2016 by uniting MNPd's Victim Intervention Program (VIP) Est. 1975 and the Domestic Violence Counseling Program (DVCP) Est. 1994. Staffed by licensed mental health professionals who provide 24/7 face-to-face crisis response (hospital/ crime scene), group and individual counseling, information and referral; and criminal justice system advocacy to victims of violent crime and/or vulnerable populations of lesser crimes. We enhanced specialized outreach, advocacy, and case management to underserved and vulnerable populations crime victims, targeting the Hispanic/Latino community and high crime-low income areas in 2014 and in 2018, enhanced outreach, advocacy, and case management for victims of crime in our refugee and non-Hispanic immigrants' communities.

FIP has consistently listened and learned from survivors and created services as we became aware and survivors voiced unmet needs. In doing so we were the founding agency that assisted with the creation of The Children's Memorial Garden (1996) honoring children whose lives were ended through violence and The Season to Remember (1994) remembering homicide victims during -Christmas, Kwanzaa, and Hanukkah. (This ceremony was duplicated in part, as the name, by the Governor and First Lady of Tennessee in 2003 to begin a state-wide ceremony). In addition, to our knowledge, we were first in Tennessee to provide a therapy/support group for survivors of homicide (1989), a bilingual homicide therapy group (Spanish/English) (2014), a psychoeducational support group for Hispanic robbery victims, (2016), and created presentations, storyboard, and PowerPoint on crime, laws, and our services- specifically designed for outreach in refugee communities (foreign born & interpreter friendly) (2018). Although our services have

evolved, throughout our history, as our community and the community's needs have changed, FIP has always held to the premise that everyone affected by violent crime should be offered free and immediate crisis intervention and follow up counseling. The majority of the enhanced services listed above were only possible with VOCA grant funding.

**NEEDS TO BE IMPROVED:**

*Information about the role of a victim coordinator/ positions you are requesting is written below. Enhance this section with relevant information about your project. Why do you need a victim coordinator? How will a victim coordinator improve victims' experience with law enforcement? Specify if specific victims of crime will be the focus of your project. You may change the section below in any way.*

Currently, FIP has six counselors (PPC2) and two counseling specialist who provide CJS support/advocacy, crisis intervention, follow up, and on-going individual and group therapy to victims of violent crime (all ages). The PPC2 positions are on call 24/7, 365 days of the year to respond to victims of violent crime when requested by the responding officer/investigator. In addition, FIP has four outreach /advocate specialists (OAS). As stated earlier, three OAS positions work specifically with Latino immigrant crime victims, one working specifically with crime victims who are refugees and non-Hispanic immigrants and their ethnic communities, and one who providing outreach and advocacy services to all other crime victims. All of the OAS contacts victims when police reports are made as well as accepting referrals from other professionals or victim self-referrals. OAS provide information and referrals to crime victim services as well as social service to meet basic needs; provide criminal justice system and personal advocacy/support related to the victimization, and assists with TN Criminal Injury Compensation applications and appeals. OAS's are also involved and connected to the unique communities they are targeting; providing information on services, identifying victims, learning about available resources; and participating on coalitions, task forces, etc.

There are unique roles and responsibilities the OAS positions working with Hispanic victims and with refugees and non-Hispanic victims because of the unique needs and challenges of the special populations they are providing services. FIP's culturally specific services have significantly increased the number of refugee and immigrant clients FIP serves. The increase of unique Hispanic individuals served, compared to the previous year: 250% increase 2014, 63% increase 2015, 100% increase 2016, 20% increase 2017, 100% 2018, and a 170% increase for the first quarter in 2019 compared to the first quarter in 2018. Unfortunately, FIP does not have statistics for refugees and non-Hispanic immigrants served prior to 2018, but the estimated numbers is 10 or less annually. With the addition of a refugee non- Hispanic outreach / advocate specialist, 42 non- Hispanic foreign born crime victims have received services, representing fifteen different countries of origin between June 1, 2018 and June 15, 2019.

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- OAS positions working with Hispanic victims assist with facilitating robbery psychoeducational groups covering: trauma response, self-care, community resources/services and CIC because Hispanic individuals are targeted for robbery. Participants graduate after completing a total of 8 hours of group sessions. In the first six months of 2019, a total of 103 victims of robbery have graduated (average of fifteen to twenty participants in each group).
- OAS positions working with refugees and non-Hispanic immigrants participate in multiple outreach events because with the multiple languages and cultural/ethnic communities. Presentations are typically presented to one ethnic group in their community or church group. They also collaborate with refugee resettlement programs (educating staff and assisting with lessons for LEP classes focused on victimization and utilizing police) and with ethnic leaders to share resources and information with members in their community. Building trust and in these communities is complex due to the many different cultures, values, and concerns which vary in different ethnic communities. There are some multi-cultural events we are able to outreach to multiple ethnic communities i.e. NICE's (Nashville International Center for Empowerment) World Refugee Day, MNPS's annual EL SIFE (English Learners Students with Interrupted Formal Education) Family Day, Festival of the Nations, and other MNPS' LE students' Family Meetings.
- During the first year, (6/18-6/19) the OAS refugee and non-Hispanic specialist has reached out to leaders and community groups (Nepali, Ghanaian, Congolese, Kachin, Eritrean, Kurdish, Ukrainian, Sudanese, Zomi, Hindi, and Muslim) providing information on FIP services, the police, and the criminal justice system. She also listened to understand these communities concerns regarding police, CJS, reporting crime, and accessing crime victim services. There are additional communities this position will outreach to in the future to continue to build stronger trusting relationships within ethnic and religious communities before they will embrace available services.
- There is hesitancy in many of these communities to report crime, trust police, and utilize crime victim services. Enhancing our outreach services and staff who have experience and expertise providing services to refugees and immigrants will provide the opportunity for FIP to serve a greater number of crime victims in these underserved populations. (responding to victims of crime emotional and physical needs, assist primary and secondary victims of crime stabilize their lives after victimization, assist victims to understand and participate in the CJS, provide victims with a measure of safety and security, assist with referrals to community service organizations, assist with CIC applications, and advocate for crime victims by educating the criminal justice system and crime victim services on cultural orientation as well as amplifying refugee and immigrant crime victim voices).
- Both of these OAS positions assist eligible victims with certification for U Visas.

FIP believes their current program designed to provide outreach, advocacy, counseling, and information / referrals services to refugee and immigrant crime victims has been effective but is limited due to current staffing. To enhance services and serve more victims, FIP is requesting funding for one outreach advocate specialist position (OAS). The individual hired in this position would be given priority if bilingual and/or have experience working with immigrants-refugees. At this time, FIP consistently has a wait list for counseling and support groups. The addition of this staff position would allow FIP to provide services to more victims and to decrease the time victims have to wait for services. The requested positions would also assist with outreach events – identifying more victims of crime and building trust in law enforcement and crime victim services. FIP is also requesting funding for travel, training, equipment, supplies, translation, and interpretation services. This position would serve all victims of crime, prioritize services to refugee and immigrant crime victims.

**PURPOSE**

Listed below are examples of goals and objectives, which could address projects using evidence-based approaches. Applicants may develop their own goals and objectives for the project, and are allowed to reword the goals and objectives listed below to better fit agency priorities or mission statements.

- Goal 1: Improve access to crime victim services and the criminal justice system for all crime victims.
  
- Objective 1.1: Increase knowledge of vulnerable populations of crime victim resources and services.
- Objective 1.2: Increase victim’s knowledge of their rights and the criminal justice system
- Objective 1.3: Reduce wait time for advocacy and therapeutic services
  
- Goal 2: Increase LEP refugee and immigrant crime victims access to reporting and prosecuting.
  
- Objective 2.1: Increase criminal justice system and crime victim services effective strategies to communicate and advocate for LEP crime victims.
  
- Objective 2.2: Increase accuracy and understanding of statements and information provided to and from LEP crime victims.

**ACTIVITIES**

*Activities are what a project does with the inputs to fulfill its mission. This section should describe the planned activities, major interventions or program elements designed to accomplish the goals of the project. You should describe the activities to be employed by the project to achieve the desired results. For projects requesting multi-year funding, describe and delineate how activities may change over the period of the grant, if at all. Sample activities are below. Applicants may develop their own activities for the project, and are allowed to reword the activities listed below to better fit agency priorities or mission statements.*

1. OAS will provide Information on services and identify crime victims at culturally specific events, health fairs, and community events. etc.
2. OAS will Contact victims for follow-up after the incident report is filed.

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3. OAS will collaborate with local agencies: making and accepting referrals to maximize victims of crime receiving appropriate services.
4. OAS will collaborate with agencies serving multicultural communities, agencies serving specific ethnic communities, and leaders within ethnic communities to learn how to best provide services to individuals and the community at large when the need should arise.
5. OAS to attend task force, coalition, and community meetings related to immigrants/refugee issues
6. OAS priorities will be to provide crisis intervention, advocacy, and criminal justice system support services to LEP crime victims.
7. Utilize translation and interpretation services to provide outreach, crisis intervention, advocacy, individual/group counseling for LEP primary and secondary crime victims  
OAS will provide information on FIP services, the criminal justice system, and referral.
8. OAS will outreach to victims of violent crimes to offer services.
9. OAS will inform crime victims of TN Criminal Injury Compensation and assist with the application process as needed..
10. OAS will informal and formally educate law enforcement, criminal justice system and crime victim services direct service staff of effective techniques/communication (trauma informed and culturally responsible) with crime victims.

**IMPLEMENTATION TIMELINE FOR ACCOMPLISHING KEY GRANT ACTIVITIES**

*This section should include a comprehensive timeline with concrete implementation and execution dates. The structure of the timeline should be feasible, and outline the best scenario for achieving goals and objectives. Please add additional lines as necessary.*

Activity/ Output	Position of Person Completing	Due Date for Completion
Interview/hire OAS	FIP supervisor	November 1, 2019
Purchase computer/phone/etc	Grant Manager	First week after staff hired
Orientation and training specific to FIP	FIP supervisor , experienced PPC and OASs	First two months after hiring
Training on TNCIC, VOCA reports, and victimization issues	FIP staff, depending on topic and expertise	Beginning when hired and on-going throughout life of grant
OAS to attend relevant monthly meetings, coalition, task force, etc.	Grant staff	Monthly- on-going

*Allow for time to hire the person in the timeline.*

**INTENDED OUTPUTS (Products)**

*This section should describe the outputs or internal measures of the amount of work done within the project. **Outputs are the direct products of program activities** and usually are measured in terms of the volume of work accomplished. Outputs refer to the completion of tasks you are required to accomplish over the course of the project.*

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The **required** output measures for VOCA are listed below. Complete each of the fields with a projection of the total outputs generated by your agency's project (for one year). VOCA requires that the outputs attributed to the project be based upon **VOCA funded staff/services only**. If the project has any additional outputs beyond those listed below, list them at the end of this section.

**Projected number of individuals who will receive services based on the presenting victimization type during the reporting period.**

Victimization Type	Number
Adult Physical Assault (Simple Assault)	5
Adult Sexual Assault and Rape	4
Burglary	2
Domestic Violence	25
Stalking/Harassment	2
Survivors of Homicide Victims	2
Teen Dating Victimization	1
Violation of a Court (Protective) Order	2
Vandalism	0
Trespassing	0
Other	40
If other, please explain:	robbery

Projected number of individuals who will be assisted with a victim compensation application annually through this project. (Only project individuals who will receive assistance with **completing** a victim compensation application, simply providing an individual with an application or brochure does not qualify as assistance for this question.): 20

Projected number of individuals who will receive **Information and Referral** services annually through this project.

*An example of an Information and Referral contact is direct communication with a victim to provide help in obtaining services. It is not simply handing out brochures or community service agency lists.*

Information about the criminal justice process	85
Information about victim rights, how to obtain notifications, etc.	85
Referral to other victim service programs	40
Referral to other services, supports and resources (includes legal, medical, faith-based organizations, address confidentiality programs, etc.)	25

Projected number of individuals who will receive **Personal Advocacy/Accompaniment** services annually through this project: 80



*I am more knowledgeable about the criminal justice system.*

**Victims express satisfaction with services.**

*I am satisfied with the services I have received through this agency.*

**Victims report an improved ability to plan for their safety.**

*I know more ways to plan for my safety.*

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

*"I now know how being a victim may affect important aspects of my life."*

**INPUTS**

*This section should describe the factors your project requires to conduct its activities and to achieve its goals and objectives. For example, prosecutors need a good law enforcement investigation and evidence to be able to prosecute an offender effectively. Include your organization chart. Provide a brief description of grant funded position's responsibilities.*

*Include special degrees, educational requirements or experience which are requirements of the grant-funded positions. Outline the organizational structure including all who work with the project regardless of whether or not their salaries are grant funded. To what extent would this grant affect the overall project budget? Would this grant fund 80% of the entire project or are there other resources that would reduce the grants percentage? Give some detail.*

*This section should describe the resources your project requires to conduct its activities and to achieve its objectives.*

As discussed early in this application, FIP is committed to enhancing its' culturally sensitive and linguistically specific services. The new position will enhance the work of other OAS working with crime victims. i.e. provided and/or linked clients to services they requested, advocated for clients within the criminal justice system and during TNCIC appeal hearings, outreach to education on FIP services, provide direct services, and listen to victims to identify barriers and address concerns.

MNPD's Investigative services and community outreach officers; and Davidson County District Attorney's Office have all collaborated with FIP and made referrals. These collaborations will be enhanced and expanded.

MNPD Family Intervention Program provides salaries and benefits for all staff not funded through the proposed budget and other VOCA grant funding. Those positions funded by NMPD are: Administrative Assistant (2), Supervisor (2), Police Crisis Counselor (5). In addition our agency provides office space, utilities, landlines, printers, and all other office equipment. These resources combined with the proposed budget, compliments and strengthens our program. This additional staffing would provide the program opportunity to reach additional underserved victims and decrease if not

eliminate barriers the immigrant and refugee community have in accessing the criminal justice system support and agencies available to victims of crime.

Individual hired in the Advocate/Outreach position will preferably be fluent in English and another language preference of Spanish or Arabic. An Associate or Bachelor degree in the arts and sciences would be preferred but not required. 1-2 years' experience working in social services, health care, public health, school system, criminal justice system, victim services preferred. Good communication and organizational skills, ability to work independently as well as in a group team setting.

#### **DATA COLLECTION PROCEDURE**

*Describe the data collection procedures you will undertake to collect and report the outputs and outcomes of the planned services or interventions. E.g. stakeholder questionnaires, client satisfaction surveys, case records, etc. Describe how you will document your activities and collect the data you will report for the quarterly PMT reports and OCJP Annual Report. In addition, describe how your agency will use the data collected to evaluate the goals of the project and the work performed and plan accordingly.*

*Describe the process for collecting the required VOCA outcome data at the individual client level. All projects must collect outcome measurement data for evaluation of client services.*

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#### **How and when is the demographic data collected?**

The demographic information is collected from the police report or directly from the victim (in person or over the phone depending on the circumstances of first contact). Each staff member maintains the demographic information on a monthly client form and utilized case records. Staff enter their statistic into the spreadsheet and program manager can check and retrieve data for State quarterly and annual report. The supervisor reviews and aggregates the output data prior to submitting report. Services are also tabulated by the O/A as they are provided and documented on the PTM report. Program manager also reviews these entries prior to submitting the monthly and annual report to the State.

The output data will be used to determine who is utilizing our services. From this information the program can determine if there should be specific outreach or changes made within our program to accommodate all victims. We will also look for trends or changes and attempt through analysis to see why the change/s, determine if it is a change we want to maintain, or eliminate in the future - and then determine what it is our program needs to do in the future to receive the desired end result/s.

Staff will also provide supervisor with an on-going report of taskforces, coalitions, community meetings attended; outreach completed, etc.

#### **How and When will Outcome Data be collected?**

Clients who receive services from the OAS will complete a survey after they have received services (may be after 1 or several visits). If the survey is not completed then, there will be an attempt to contact the victim by phone by a staff person other than the OAS who provided the service. The victims are completing the surveys confidentially and anonymously when completed in the office. By phone their answers will also be anonymous. The data collection tool is a paper survey that is either completed by the victim in person at VIP office or client's answers are filled in by a staff person over the telephone. If victim does not read, a non-service provider will assist with the completion of the survey by reading the questions and explaining how victim can complete in a private area of the office. We are hopeful in the future crime victims will be able to complete the survey on a computer.

#### **COLLABORATION ACTIVITIES**

*Collaboration is defined as a mutually beneficial and well-defined relationship entered into by two or more organizations to achieve results they are more likely to achieve together than alone. Collaboration should describe the ongoing working relationship where ideas are exchanged a common purpose and common goals are planned and attained. Describe the collaborations your agency has with community partners serving victims and describe how this position will work with those agencies. Letters of Support from victim services agencies are encouraged. **All applicants are strongly encouraged to collaborate with other agencies to achieve similar goals.***

**La Encuentro Latino "Latino Meet"** which is sponsored by Mental Health America of Middle TN by their Multicultural Outreach coordinator. A different agency serving the Latino community is highlighted each month and everyone attending has the opportunity to network and share upcoming events with all attending.

**Dando Valor "Giving Encouragement"** this organization is comprised of Latino MNPDP employees and Office of the District Attorney's Office. They are targeting Latino community groups in high crime areas to encourage them to report crime, improve relationships with law enforcement and prosecutors, and to build trust within the Latino community.

**TN Hispanic Police Officers Association:** mission is promoting and developing friendly relationships between law enforcement and Hispanic Community while building friendly and fraternal relationships within the members of this association. FIP bilingual staff can be "honorary" members

**Office of the District Attorney:** Collaborate by working closely with staff responsible for U Visa certification, connecting crime victims with appropriate personnel, mutually updates from each agency regarding information on U Visas and Victim input.

**Davidson County Voices for Victims:** A group of non-profits and governmental agencies in Davidson County who join together to plan an annual ceremony for National Crime Victims' Rights Week in April each year. VIP staff has been responsible for the translation of the

invitation and program over the past years and have bilingual staff attend to assist Spanish LEP families who attend.

**Mayor's Sexual Assault Response Taskforce:** Lead by the Public Health Department, this is a collaboration of governmental and non-profit agencies serving sexual assault victims, community hospitals that has meet for approximately 1 year and has created a plan to decrease barriers for sexual assault victims to receive medical legal exams in Davidson County.

**Davidson County SART :** Collaboration with the MNPd /Family Intervention Program, Sexual Assault Center, Office of the District Attorney, MNPd/Sex Crime Unit and MGH/SANE Nurses. Since inception in June 2013, VIP and DVCS have been involved with the monthly meetings.

**Nashville Domestic Violence Coalition:** Collaboration of non-profit and governmental agencies in Davidson county serving victims of domestic violence. Refugee/ immigrant specialist participates on the Coalition's

**FBI, Victim Witness Services:** Collaborate with the Middle TN Victim Services coordinator when federal victims are in the Nashville area and need services VIP provides. One of the most recent referrals was a Hispanic father of a victim of the Orlando nightclub mass shooting.

**Family and Children's Services:** Non-profit counseling center serving our community. FIP collaborates with this agency by receiving and giving referrals for services. FCS also has a trauma therapist who is available 2-3 days per week to meet with clients and their families at the FIP offices at the Family Safety Center. They also have a staff therapist (bilingual) at Casa Azafran which we coordinate with for client services.

**Juvenile Restorative Justice Victim Advisory Council:** Two FIP staffs are members of this advisory council, organized to advise the Raphah Institute regarding their juvenile restorative justice program, assisting the program to be victim driven and responsive.

**Season to Remember:** Collaboration with FIP, Davidson County District Attorney's Victim Witness Services, US Attorney of Middle TN Victim Witness Services, TN Voices for Victims and envisioned by a MNPd Victim Intervention Program Homicide Group member 25 years ago who mother had been murdered. This ceremony honoring murder victims during the seasons of Hanukah, Kwanzaa, and Christmas is annually attended by over 200 friends and family members of homicide victims in Centennial Park. Handmade ornaments are hung as well as the lightening of the kinara and menorah.

**Meet Me at the Bridge:** An annual ceremony to remember Domestic violence victims who have lost their lives to violence in the past year, The ceremony is every October during Domestic Violence Month. A collaborative effort of all organizations involved in the Nashville Domestic Violence Coalition. In 2016 DV sworn and civilian staff received awards for their outstanding work in the fight to end domestic violence.

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**MyCity Academy:** Over the course of seven months, MyCity participants meet with leaders from Metro departments and tour Metro facilities. In doing so, they gain a better understanding of how their government works and learn how to resolve issues and obtain information. Upon graduation, MyCity participants are able to help their communities understand and access government services. MyCity graduates also have the opportunity to interact with New Americans from other communities through their participation in the MyCity alumni network. In 2018, FIP presented information on the refugee and immigrant services and how the services can be accessed.

**UPON COMPLETION OF THIS SCOPE OF SERVICE/NARRATIVE SAVE A COPY AND  
SUBMIT IT ALONG WITH YOUR BUDGET FORM TO OCJP VIA THE E-MAIL NOTED IN**

GRANT BUDGET				
AGENCY NAME: Metro Nashville Gov./MNPDP/VIP Program				
FUND SOURCE: VOCA				
SOLICITATION NUMBER: VOCA Law Enforcement Victim Coordinator				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following Applicable Period: BEGIN: 11/01/2019 END: 06/30/2020				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup>	GRANT CONTRACT	GRANTEE MATCH	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes <sup>2</sup>	\$49,540.00	\$20,000.00	\$69,540.00
4, 15	Professional Fee, Grant & Award <sup>2</sup>	\$7,000.00	\$0.00	\$7,000.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications <sup>2</sup>	\$11,460.00	\$0.00	\$11,460.00
11, 12	Travel, Conferences & Meetings <sup>2</sup>	\$11,000.00	\$0.00	\$11,000.00
13	Interest <sup>2</sup>	\$0.00	\$0.00	\$0.00
14	Insurance <sup>2</sup>	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals <sup>2</sup>	\$1,000.00	\$0.00	\$1,000.00
17	Depreciation <sup>2</sup>	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel <sup>2</sup>	\$0.00	\$0.00	\$0.00
20	Capital Purchase <sup>2</sup>	\$0.00	\$0.00	\$0.00
22	Indirect Cost <sup>2</sup>	\$0.00	\$0.00	\$0.00
24	In-Kind Expense <sup>2</sup>	\$0.00	\$0.00	\$0.00
n/a	Grantee Match Requirement (for any amount of the required Grantee Match that is <u>not</u> specifically delineated by budget line-items above)	\$0.00	\$0.00	\$0.00
25	<b>GRAND TOTAL</b>	<b>\$80,000.00</b>	<b>\$20,000.00</b>	<b>\$100,000.00</b>

<sup>1</sup> Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: [https://www.tn.gov/content/dam/tn/finance/ocjp/Appendix\\_J\\_Policy\\_03\\_Report.xls](https://www.tn.gov/content/dam/tn/finance/ocjp/Appendix_J_Policy_03_Report.xls))

<sup>2</sup> Applicable detail follows this page if line-item is funded.

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

**CASH MATCH SHOULD BE REFLECTED IN THE TOTAL PROJECT AMOUNT IN THE SUMMARY AND  
DETAIL PAGES WHEN APPLICABLE**

**GRANT BUDGET LINE-ITEM DETAIL:**

AGENCY NAME: Metro Nashville Gov./MNPDP/VIP Program  
 FUND SOURCE: VOCA  
 SOLICITATION NUMBER: VOCA Law Enforcement Victim Coordinator

<b>SALARIES, BENEFITS &amp; TAXES</b>	<b>AMOUNT</b>
Position 1: Victim Coordinator salary & benefits, est 100% (prorated 8 months)	\$49,540.00
Position 1: Victim Counselor, \$90,981.00, est 32.9712% (prorated 8 months)	\$20,000.00
<b>TOTAL</b>	<b>\$69,540.00</b>

<b>PROFESSIONAL FEE, GRANT &amp; AWARD</b>	<b>AMOUNT</b>
Translation and interpretation services for counseling and advocacy services for LEP crime victims - primary and secondary	\$7,000.00
<b>TOTAL</b>	<b>\$7,000.00</b>

<b>SUPPLIES (includes "Sensitive Minor Equipment"), TELEPHONE, POSTAGE &amp; SHIPPING, OCCUPANCY, EQUIPMENT RENTAL &amp; MAINTENANCE, PRINTING &amp; PUBLICATION</b>	<b>AMOUNT</b>
Sensitive Minor Equipment: Computer (\$2,000 (est.) laptop & accessories) cell phone (\$250)	\$2,250.00
Supplies: Cell phone (\$69) and aircard (\$100) monthly charges (prorated 8 months)	\$1,245.00
General office supplies, outreach materials, and printing of outreach materials/brochure/business cards, file cabinets, desk/work table, printing and set up charges for multiple language materials, supplies for groups, workbooks, and professional books	\$7,965.00
<b>TOTAL</b>	<b>\$11,460.00</b>

<b>TRAVEL, CONFERENCES &amp; MEETINGS</b>	<b>AMOUNT</b>
Local Travel: court, meetings, outreach, etc. Applicable conus rates will be used.	\$1,000.00
Training and Conferences Attended by Agency Staff: National, Regional, State and Local. Registration/fees for trainings. Applicable conus rates will be used.	\$10,000.00
<b>TOTAL</b>	<b>\$11,000.00</b>

<b>SPECIFIC ASSISTANCE TO INDIVIDUALS</b>	<b>AMOUNT</b>
Description of Specific Assistance to Individuals: Transportation for crime victims to receive services and participate in the CJS process. (Taxi, Uber, Lyft)	\$1,000.00
<b>TOTAL</b>	<b>\$1,000.00</b>

GRANT BUDGET				
AGENCY NAME: Metro Nashville Gov./MNPd/VIP Program				
FUND SOURCE: VOCA				
SOLICITATION NUMBER: VOCA Law Enforcement Victim Coordinator				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period:		BEGIN: 07/01/2020	END: 06/30/2021	
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup>	GRANT CONTRACT	GRANTEE MATCH	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes <sup>2</sup>	\$68,200.00	\$20,000.00	\$88,200.00
4, 15	Professional Fee, Grant & Award <sup>2</sup>	\$2,199.00	\$0.00	\$2,199.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications <sup>2</sup>	\$3,528.00	\$0.00	\$3,528.00
11, 12	Travel, Conferences & Meetings <sup>2</sup>	\$5,073.00	\$0.00	\$5,073.00
13	Interest <sup>2</sup>	\$0.00	\$0.00	\$0.00
14	Insurance <sup>2</sup>	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals <sup>2</sup>	\$1,000.00	\$0.00	\$1,000.00
17	Depreciation <sup>2</sup>	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel <sup>2</sup>	\$0.00	\$0.00	\$0.00
20	Capital Purchase <sup>2</sup>	\$0.00	\$0.00	\$0.00
22	Indirect Cost <sup>2</sup>	\$0.00	\$0.00	\$0.00
24	In-Kind Expense <sup>2</sup>	\$0.00	\$0.00	\$0.00
n/a	Grantee Match Requirement (for any amount of the required Grantee Match that is <u>not</u> specifically delineated by budget line-items above)	\$0.00	\$0.00	\$0.00
25	<b>GRAND TOTAL</b>	<b>\$80,000.00</b>	<b>\$20,000.00</b>	<b>\$100,000.00</b>

<sup>1</sup> Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: [https://www.tn.gov/content/dam/tn/finance/ocjp/Appendix\\_J\\_Policy\\_03\\_Report.xls](https://www.tn.gov/content/dam/tn/finance/ocjp/Appendix_J_Policy_03_Report.xls))

<sup>2</sup> Applicable detail follows this page if line-item is funded.

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

**CASH MATCH SHOULD BE REFLECTED IN THE TOTAL PROJECT AMOUNT IN THE SUMMARY AND  
DETAIL PAGES WHEN APPLICABLE**

ATTACHMENT A-1

Page 2

**GRANT BUDGET LINE-ITEM DETAIL:**

AGENCY NAME: Metro Nashville Gov./MNPd/VIP Program

FUND SOURCE: VOCA

SOLICITATION NUMBER: VOCA Law Enforcement Victim Coordinator

<b>SALARIES, BENEFITS &amp; TAXES</b>	<b>AMOUNT</b>
Position 1: Victim Coordinator, salary & benefits, est 100%	\$68,200.00
Position 1: Victim Counselor, \$90,981.00, est 21.9826%	\$20,000.00
<b>TOTAL</b>	<b>\$88,200.00</b>

<b>PROFESSIONAL FEE, GRANT &amp; AWARD</b>	<b>AMOUNT</b>
Translation and interpretation services for counseling and advocacy services for LEP crime victims - primary and secondary	\$2,199.00
<b>TOTAL</b>	<b>\$2,199.00</b>

<b>SUPPLIES (includes "Sensitive Minor Equipment"), TELEPHONE, POSTAGE &amp; SHIPPING, OCCUPANCY, EQUIPMENT RENTAL &amp; MAINTENANCE, PRINTING &amp; PUBLICATION</b>	<b>AMOUNT</b>
Supplies: Cell phone (\$69) and aircard (\$100) monthly charges	\$2,028.00
General office supplies, outreach materials, and printing of outreach materials/brochure/business cards, workbooks, group supplies, and professional books	\$1,500.00
<b>TOTAL</b>	<b>\$3,528.00</b>

<b>TRAVEL, CONFERENCES &amp; MEETINGS</b>	<b>AMOUNT</b>
Local Travel:court, meetings, outreach, etc. Applicable conus rates will be used.	\$1,500.00
Training and Conferences Attended by Agency Staff: National, Regional, State and Local. Registration/fees for trainings. Applicable conus rates will be used.	\$3,573.00
<b>TOTAL</b>	<b>\$5,073.00</b>

<b>SPECIFIC ASSISTANCE TO INDIVIDUALS</b>	<b>AMOUNT</b>
Description of Specific Assistance to Individuals: Transportation for crime victims to receive services and participate in the CJS process. ( Taxi, Uber, Lyft)	\$1,000.00
<b>TOTAL</b>	<b>\$1,000.00</b>

GRANT BUDGET				
AGENCY NAME: Metro Nashville Gov./MNPd/VIP Program				
FUND SOURCE: VOCA				
SOLICITATION NUMBER: VOCA Law Enforcement Victim Coordinator				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following Applicable Period: BEGIN: 07/01/2021 END: 06/30/2022				
POLICY 03 Object Line-Item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup>	GRANT CONTRACT	GRANTEE MATCH	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes <sup>2</sup>	\$69,800.00	\$20,000.00	\$89,800.00
4, 15	Professional Fee, Grant & Award <sup>2</sup>	\$1,906.00	\$0.00	\$1,906.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications <sup>2</sup>	\$3,778.00	\$0.00	\$3,778.00
11, 12	Travel, Conferences & Meetings <sup>2</sup>	\$3,516.00	\$0.00	\$3,516.00
13	Interest <sup>2</sup>	\$0.00	\$0.00	\$0.00
14	Insurance <sup>2</sup>	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals <sup>2</sup>	\$1,000.00	\$0.00	\$1,000.00
17	Depreciation <sup>2</sup>	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel <sup>2</sup>	\$0.00	\$0.00	\$0.00
20	Capital Purchase <sup>2</sup>	\$0.00	\$0.00	\$0.00
22	Indirect Cost <sup>2</sup>	\$0.00	\$0.00	\$0.00
24	In-Kind Expense <sup>2</sup>	\$0.00	\$0.00	\$0.00
n/a	Grantee Match Requirement (for any amount of the required Grantee Match that is <u>not</u> specifically delineated by budget line-items above)	\$0.00	\$0.00	\$0.00
25	<b>GRAND TOTAL</b>	<b>\$80,000.00</b>	<b>\$20,000.00</b>	<b>\$100,000.00</b>

<sup>1</sup> Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.*  
(posted on the Internet at: <https://www.tn.gov/content/dam/tn/finance/ocjp/Appendix J Policy 03 Report.xls>)

<sup>2</sup> Applicable detail follows this page if line-item is funded.

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

**CASH MATCH SHOULD BE REFLECTED IN THE TOTAL PROJECT AMOUNT IN THE SUMMARY AND  
DETAIL PAGES WHEN APPLICABLE**

ATTACHMENT A-1  
Page 2

**GRANT BUDGET LINE-ITEM DETAIL:**

AGENCY NAME: Metro Nashville Gov./MNPd/VIP Program  
 FUND SOURCE: VOCA  
 SOLICITATION NUMBER: VOCA Law Enforcement Victim Coordinator

SALARIES, BENEFITS & TAXES	AMOUNT
Position 1: Victim Coordinator, salary & benefits, est 100%	\$69,800.00
Position 1: Victim Counselor, \$90,981.00, est 21.9826%	\$20,000.00
<b>TOTAL</b>	<b>\$89,800.00</b>

PROFESSIONAL FEE, GRANT & AWARD	AMOUNT
Translation and interpretation services for counseling and advocacy services for LEP crime victims - primary and secondary	\$1,906.00
<b>TOTAL</b>	<b>\$1,906.00</b>

SUPPLIES (includes "Sensitive Minor Equipment"), TELEPHONE, POSTAGE & SHIPPING, OCCUPANCY, EQUIPMENT RENTAL & MAINTENANCE, PRINTING & PUBLICATION	AMOUNT
Supplies: Cell phone (\$69) and aircard (\$100) monthly charges	\$2,028.00
General office supplies, outreach materials, and printing of outreach materials/brochure/business cards, group supplies, workbooks, professional books	\$1,750.00
<b>TOTAL</b>	<b>\$3,778.00</b>

TRAVEL, CONFERENCES & MEETINGS	AMOUNT
Local Travel:court, meetings, outreach, etc. Applicable conus rates will be used.	\$1,000.00
Training and Conferences Attended by Agency Staff: National, Regional, State and Local. Registration/fees for trainings. Applicable conus rates will be used.	\$2,516.00
<b>TOTAL</b>	<b>\$3,516.00</b>

SPECIFIC ASSISTANCE TO INDIVIDUALS	AMOUNT
Description of Specific Assistance to Individuals: Transportation for crime victims to receive services and participate in the CJS process. ( Taxi, Uber, Lyft)	\$1,000.00
<b>TOTAL</b>	<b>\$1,000.00</b>

**ATTACHMENT B****Federal Award Identification Worksheet**

Subrecipient's name (must match registered name in DUNS)	Metropolitan Government of Nashville and Davidson County
Subrecipient's DUNS number	078217668
Federal Award Identification Number (FAIN)	2017-VA-GX-0051
Federal award date	9/28/2017
CFDA number and name	16.575;Victims of Crime Act 2017
Grant contract's begin date	11/1/2019
Grant contract's end date	6/30/2022
Amount of federal funds obligated by this grant contract	\$240,000.00
Total amount of federal funds obligated to the subrecipient	\$240,000.00
Total amount of the federal award to the pass-through entity (Grantor State Agency)	\$37,516,765.00
Name of federal awarding agency	Office for Victims of Crime
Name and email of the program manager	Dorothy Pewitt Dorothy.Pewitt@tn.gov
Is the federal award for research and development?	No
Indirect cost rate for the federal award (See 2 C.F.R. §200.331 for information on type of indirect cost rate)	N/A

**ATTACHMENT C**

**Parent Child Information**

Send completed documents as a PDF file to [cpo.auditnotice@tn.gov](mailto:cpo.auditnotice@tn.gov). ***The Grantee should submit only one, completed "Parent Child Information" document to the State during the Grantee's fiscal year if the Grantee indicates it is subject to an audit on the "Notice of Audit Report" document.***

"Parent" means an entity whose IRS filing contains the information of at least one other entity.

"Child" means an entity whose information is contained in another entity's IRS filing.

Grantee's Edison Vendor ID number: 4

Is Metropolitan Government of Nashville and Davidson County a parent? Yes  No

If yes, provide the name and Edison Vendor ID number, if applicable, of any child entities.

Is Metropolitan Government of Nashville and Davidson County a child? Yes  No

If yes, complete the fields below.

Parent entity's name: \_\_\_\_\_

Parent entity's tax identification number: \_\_\_\_\_

Note: If the parent entity's tax identification number is a social security number, this form must be submitted via US mail to:

Central Procurement Office, Grants Program Manager  
3<sup>rd</sup> Floor, WRS Tennessee Tower  
312 Rosa L Parks Avenue  
Nashville, TN 37243

Parent entity's contact information

Name of primary contact person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Parent entity's Edison Vendor ID number, if applicable: \_\_\_\_\_