

Tennessee Office of Criminal Justice Programs

STOP VIOLENCE AGAINST WOMEN IMPLEMENTATION PLAN

2014 • 2015 • 2016



Prepared for:
Office on Violence Against Women
145 N St., NE, Suite 10W.121
Washington, D.C. 20530

Prepared by:
State of Tennessee
Office of Criminal Justice Programs
Department of Finance and Administration
312 Rosa L. Parks Blvd.
William R. Snodgrass Tennessee Tower 18th Floor
Nashville, Tennessee 37243-1102

March 2014

Table of Contents

I. Introduction

- A. [Plan Approval](#)
- B. [Time Period](#)
- C. [Overview of Tennessee STOP Implementation Plan](#)
- D. [Explanation of Plan Organization](#)
- E. [State Allocation Summary for STOP Funds](#)

II. Description of the Planning Process

- A. [Planning Process Summary](#)
- B, C. [Planning Committee Participation](#)
- D. [Continued STOP Planning Efforts](#)

III. Needs and Context

- A. [Demographic and Geographic Data](#)
- B. [Underserved Populations](#)
- C. [Criminal Justice Data](#)

IV. Plan Priorities and Approaches

- A. [Identified Goals](#)
 - 1. Listing of Needs, Goals and Objectives
- B. [Priority Areas](#)
 - 1. Funding Priorities
 - 2. General Project Descriptions
 - 3. Allocation Description and Required Set-Asides
 - 4. Documentation of Support
 - 5. Sexual Assault Set Aside
 - 6. Subgrantee Listing
- C. [Grant Making Strategy](#)
 - 1, 2. Population/Geographic Considerations for Award Decisions
 - 3. Equitable Statewide Distribution
 - 4. Solicitation Process/Review of Proposals
 - 5. Timeline for STOP Grant Cycle
 - 6. Multi-Year Subgrants
 - 7. Victim Service Consultation Requirement
- D. [Addressing the Needs of Underserved Victims](#)
 - 1. Recognizing and Addressing Needs of Underserved Populations
 - 2. Meeting Culturally Specific Set Aside and Distribution Plan
 - 3. Equitable Distribution to Underserved Populations
 - 4. Current Culturally Specific Subgrantee Projects

Table of Contents
Continued

- E. [Subgrantee Management, Monitoring and Assessment](#)
 - 1. Program Logic Model Review
 - 2. Collection of Output and Outcome Reports
 - 3. Desk Reviews of Annual Reports
 - 4. Onsite Monitoring Visits

V. [Conclusion](#)

[Plan Attachments](#)

- Attachment 1 – Implementation Plan Checklist
- Attachment 2 – Planning Committee Names and Affiliations
- Attachment 3 – Documentation of Collaboration Forms
- Attachment 4 – Letters of Support
- Attachment 5 – STOP Subrecipient Award Summary List
- Attachment 6 – FY15 STOP Subgrant Solicitation
- Attachment 7 – Certificate of Consultation with Victim Services
- Attachment 8 – OCJP Risk Assessment Tool

I. Introduction

A. Plan Approval – The Plan was approved by the State on March 17, 2014.

B. Time Period – The time period covered by this plan is state FY 2014-FY 2016.

C. Overview of Tennessee STOP Implementation Plan – The STOP Violence Against Women Act (VAWA) Formula Grant Program “promotes a coordinated, multidisciplinary approach to enhancing advocacy and improving the criminal justice system’s response to violent crimes against women. It encourages the development and improvement of effective law enforcement and prosecution strategies to address violent crimes against women and the development and improvement of advocacy and services in cases involving violent crimes against women.”

(<http://www.ovw.usdoj.gov/ovwgrantprograms.htm#17>)

The Office of Criminal Justice Programs (OCJP) under the State Department of Finance and Administration functions as a strategic planning agency that secures, distributes, and manages federal and state funds for Tennessee. OCJP utilizes strategic program management, a structured process that looks three to five years ahead of daily grants management activities at the changing needs of Tennessee’s justice system and the needs of its victims of violent crime. OCJP tracks problems surfacing in the criminal justice system, monitors trends in Tennessee’s communities, assesses the condition of the state’s resources, and measures the recent performance of OCJP-funded programs.

To address crime and victimization in Tennessee, OCJP manages a systematic, year-round cycle for determining the communities’ needs, identifying the justice system’s problems, setting program priorities, making grant allocation decisions, managing those funded projects, and evaluating the results of those decisions. Federal grant sources administered by the OCJP Victim Services Unit include: Services• Training• Officers• Prosecution (STOP), Sexual Assault Services Program (SASP), Grants to Encourage Arrest (Arrest), Family Violence Prevention and Services Act (FVPSA), and Victims of Crime Act (VOCA). Federal grant sources administered by the OCJP Criminal Justice Unit include; Edward Byrne Justice Assistance Grant (JAG) Program, National Criminal History Improvement Program (NCHIP), Paul Coverdell Forensic Science Improvement Grant (Coverdell), and the Residential Substance Abuse Treatment for State Prisoners (RSAT).

D. Explanation of Plan Organization – The Tennessee STOP Implementation Plan will include the following required components:

- Description of the Planning Process: The Plan will describe how OCJP worked with the STOP Implementation Plan review committee. Description of how OCJP coordinated with FVPSA, VOCA and RPE are also included in this section.
- Needs and Context: Population demographics are presented, and areas of the state where the needs are the greatest due to unavailable or inaccessible services are highlighted. The Plan includes related crime statistics for domestic violence, sexual assault, stalking and dating violence in Tennessee. The Plan analyzes grant distributions and service gaps and examines the underserved populations.

- **Plan Priorities and Approaches:** The Plan includes goals, priority areas, grant-making strategies, addressing underserved populations and monitoring procedures. This section will include information related to statewide efforts to reduce domestic violence related homicides in Tennessee.

E. State Allocation Summary for STOP Funds – While coordinating with public and non-profit agencies, OCJP uses the STOP Formula Grant to fund programs that encourage the development and strengthening of effective law enforcement, prosecutorial, and judicial strategies to combat violent crimes against women as well as the development and strengthening of victim services in response to those crimes. Tennessee also strives to support innovative projects across the state in efforts to reduce violence against women, provide services for victims of domestic violence, sexual assault, stalking and dating violence and promote overall enhancement of the criminal justice system in Tennessee.

Tennessee's 2014-2016 STOP Implementation Plan primarily reflects a continuation of the service priorities set in place in our previous three-year Plan. However, this current plan will build upon efforts of the previous STOP Plan to incorporate new VAWA 2013 requirements. The STOP Plan will have increased emphasis in the following areas based on the re-evaluation of the previous Plan alongside VAWA 2013 requirements:

- Emphasis on meaningful sexual assault services in current and new projects
- Striving to meet federal PREA assurances with 4.75% of STOP funds annually
- New projects to state and local court programs, with priority given to projects that also address sexual assault issues
- New projects for culturally specific programs, with priority given to projects that also address sexual assault issues
- Continued statewide efforts to reduce domestic violence related homicide

The 2014-2016 STOP Implementation Plan will continue the efforts of our previous plan including:

- Increased accountability for all STOP projects with a focus on logical project designs, accurate data collection, reporting and measurable outcomes
- Improvement and enhancement of STOP subrecipient's delivery of culturally specific services
- Continued technical assistance for subrecipients

II. Description of the Planning Process

A. Planning Process Summary – Foremost in assisting OCJP to determine avenues of funding for state and local entities is Strategic Planning, one of the core functions of OCJP. To address crime and victimization in Tennessee, OCJP manages a systematic, year-round cycle for determining the communities' needs, identifying the justice system's problems, setting program priorities, making grant allocation decisions, managing those funded projects, and evaluating the results of those decisions.

This Plan results from ongoing efforts to tap the experience and expertise of practitioners who represent victim services, prosecution, law enforcement, court, and culturally specific community based programs in the victim services arena. We remain

committed to coordination at all levels throughout the criminal justice and social service systems. OCJP has frequent communication with the Tennessee Coalition to End Domestic and Sexual Violence and our STOP subgrantees, including those participants in the Plan review committee. This on-going contact results in first-hand input regarding problems, priorities and best practices of STOP programs across Tennessee.

B, C. Planning Committee Participation – The STOP Implementation Plan committee included representation from agencies including:

- the dual domestic violence and sexual assault coalition (RPE representation)
- law enforcement entities
- prosecution
- state and local courts
- representatives from underserved/culturally-specific populations
- victim service providers including representatives of population specific organizations
- and state administrators for VOCA, SASP, and FVPSA

Committee members represented all geographic parts of the state and included both rural and urban areas of the state.

This group was extremely supportive of the planning process and provided important insights into the victim experience and needs. Non-profit, non governmental committee member agencies included: Tennessee Coalition to End Domestic and Sexual Violence; Legal Aid Society of Middle Tennessee and the Cumberland; West Tennessee Legal Services, Inc.; Wo/men's Resource and Rape Assistance Program; HomeSafe of Sumner, Wilson & Robertson Counties - Inc.; Sexual Assault Center.

Members of diverse populations are currently participating on our STOP Implementation Planning Committee including Hispanic members and both female and male representatives. There are also several members who represent rural, geographically isolated communities.

State Coordination with FVPSA, VOCA and RPE – The Plan committee also included the Tennessee State Administrators for the Family Violence Prevention and Services Act (FVPSA), as well as the Victims of Crime Act (VOCA). The Executive Director for the Tennessee Coalition to End Domestic and Sexual Violence assisted in Plan coordination efforts with the Rape Prevention Education (RPE).

Tribes have not been included in the STOP planning process. There are no state or federally recognized tribes in Tennessee. There are neither tribal lands nor a tribal coalition in Tennessee.

[Attachment 1](#) – Implementation Plan Checklist

[Attachment 2](#) – Planning Committee Names and Affiliations

[Attachment 3](#) – Documentation of Collaboration Forms

Committee members provided input and approval for the 2014-2016 Plan during email communications and a conference call in March 2014. More time for in-person meetings

was not possible as the state was waiting for guidance on changes to Plan requirements as a result of VAWA 2013. The Group was provided a draft copy of the Plan and participants were encouraged to provide feedback on this draft.

The group assisted in identifying needs for victims in our state and shared ideas on the following topics described in this Plan:

- Expanding services to culturally-specific victim/survivors through culturally specific programs,
- Expanding programs to courts,
- Tennessee compliance with PREA,
- Efforts to reduce domestic violence related homicide in the state,
- Increasing sexual assault allocation through current and new projects; new projects including culturally specific and courts.

D. Continued STOP Planning Efforts – STOP planning will continue throughout the duration of the Plan time period 2014-2016. Annual conference calls with STOP subgrantees, as well as annual review of strategic planning issues, emerging trends, and new laws will all be part of continuing planning activities.

OCJP is also a member of the Tennessee Governor's Public Safety Subcabinet. This subcabinet, which began in 2011, is comprised of 11 State Departments and Agencies within the executive branch that impact public safety (see <http://news.tn.gov/node/8260> for more information). With planning assistance from the National Governors' Association, the Subcabinet identified three major challenges and believes that addressing these challenges aggressively can have a significant impact on crime in Tennessee communities: Drug Abuse and Trafficking, Violent Crime, and the Number of Repeat Offenders. Areas of need and support identified by this Subcabinet may impact STOP Planning during the 2014-2016.

STOP Planning related to PREA compliance will also be a continued focus. At this time the continued efforts are uncertain. The letter from the Governor indicating whether or not Tennessee is in compliance with PREA standards is not required until May of 2014, well in advance of the deadline for this STOP Implementation Plan. OCJP continues to meet regularly with the Department of Correction, the Department of Children's Services, the Tennessee Sheriff's Association and the University of Tennessee's County Technical Assistance Service Agency regarding PREA standards and compliance and will continue to do so for the foreseeable future. Should Tennessee not be in compliance and the Governor seeks to reallocate the 4.75% of STOP funds to assist with coming into compliance, our office will continue to meet with this group of stakeholders and others involved in the STOP Implementation Plan to strategize how to reallocate the funding to come into compliance with PREA.

III. Needs and Context

A. Demographic and Geographic Data – The following tables give an overview of Tennessee's population and demographics. The tables used 2013 Census estimated population data from <http://quickfacts.census.gov> .

Demographics - Tennessee

Population	2013 Estimate
Total Population, 2013 Estimate	6,495,978

Age	2013 Estimate
% persons under age 5	6.3%
% persons under age 18	23.1%
% persons ages 19-64	62.7%
% persons age 65 and over	14.2%

Gender	2013 Estimate
Female Persons, %	51.2%
Male Persons, %	48.8%

Race	2013 Estimate
American Indian/Alaskan Native Persons, %	0.4%
Asian Persons, %	1.6%
Black Persons, %	17%
Hispanic or Latino Persons, %	4.8%
Native Hawaiian/Other Pacific Islander, %	0.1%
White Persons, %	79.3%
Persons reporting two or more races, %	1.6%
White persons not Hispanic, %	75.1%

Geography

Tennessee covers 41,217 square miles and it is ranked 36th among the 50 states in size (land and water). Tennessee is bordered by Kentucky, Virginia, North Carolina, Georgia, Alabama, Mississippi, Missouri and Arkansas. Tennessee is only one of two states that have as many as eight bordering states.

The largest cities in Tennessee – based on 2013 estimated census data (<http://quickfacts.census.gov>, U.S. Census Bureau State & County Quick Facts).

- | | |
|--------------------------|---------------------------|
| 1. Memphis – 655,155 | 6. Murfreesboro – 114,038 |
| 2. Nashville – 624,496 | 7. Jackson – 67,265 |
| 3. Knoxville – 182,200 | 8. Franklin – 66,280 |
| 4. Chattanooga – 171,279 | 9. Johnson City – 64,528 |
| 5. Clarksville – 142,519 | 10. Bartlett – 55,945 |

Tennessee has three distinct and defined regions: East Tennessee, Middle Tennessee and West Tennessee.

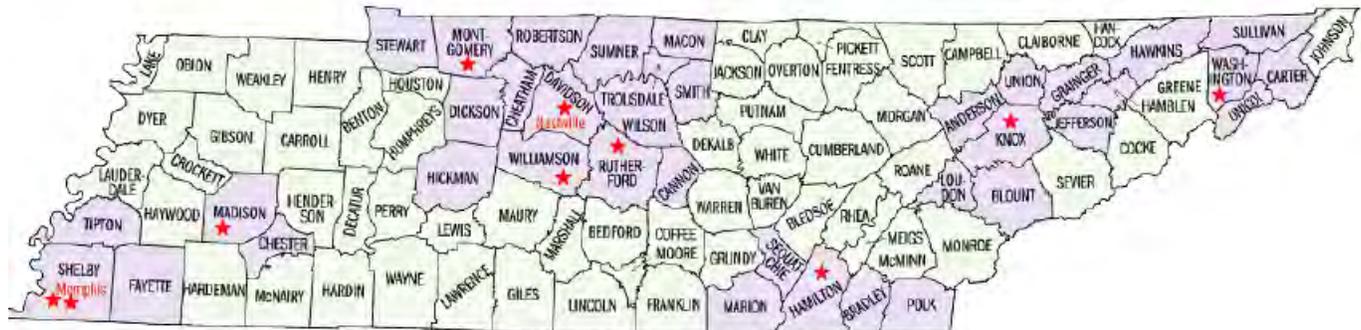
The ten largest cities in Tennessee are located across the state:

- **West Tennessee** – 3 out of the 10 largest cities including Memphis, Jackson, and Bartlett.

- **Middle Tennessee** – 4 out of 10 largest cities including Nashville, Clarksville, Murfreesboro, and Franklin.
- **East Tennessee** – 3 out of 10 largest cities including Knoxville, Chattanooga and Johnson City.

Tennessee Map – Urban / Rural Counties

The map below shows the ten largest cities with red stars. The urban counties are shaded purple and the rural counties are in green.



★ Tennessee's 10 largest cities are designated with a star.

B. Underserved Populations – STOP subgrant agencies are tailoring their services to the needs of their communities. While an urban agency may offer its clients bus passes or taxi fares, a suburban or rural agency will provide transportation to its clients in order to access social services, attend court dates, etc. Both urban and rural agencies are reaching out to victim/survivors through the use of technology: websites, email access, social networking sites, etc.

Tennessee Underserved Populations	Estimate
People Living in Rural Settings, % (2012, USDA)	23%
People with Disabilities, % (2008-2012, Census)	15%
Language other than English Spoken at Home, % (2013 est.)	6.6%
Persons below poverty, % (2008-2012)	17.3%

The diversity of age, ethnicity, race, ability and geography presents unique challenges to the agencies and organizations working to address domestic violence, sexual assault, stalking and dating violence in Tennessee. STOP funded agencies are working hard to provide services to limited and non-English speakers, to urban and rural victims, to victims living in poverty, to victims with disabilities and to victims with other barriers that impact how she or he might access services from victim service agencies.

Tennessee’s rural populations share a number of factors that can contribute to cycles of violence including geographic and social isolation, poverty, substance abuse and lack of formal education. Lack of access to communication, transportation and housing all contribute to the social and psychological isolation making rural victims of violence particularly vulnerable.

STOP agencies that cover rural counties are spending more funding than ever before to provide services to unserved and underserved counties in the agency coverage area. Agencies are establishing new offices or office hours, advocates are establishing a presence in the community and in court.

STOP agencies are hiring bilingual/bicultural staff to assist the rising numbers of our Hispanic population. STOP agencies are contracting with a Language Line and/or collaborating with other agencies to assist limited or non-English speaking victim/survivors. STOP agencies are also connecting with agencies that serve the deaf and hard of hearing population.

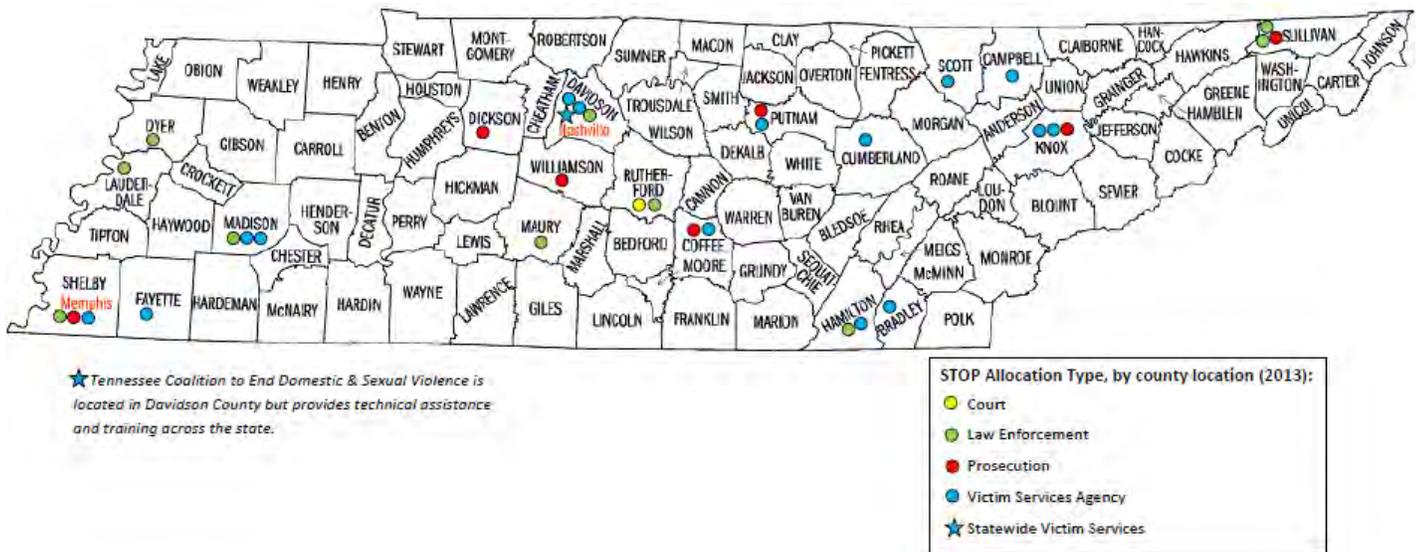
STOP agencies collaborate with neighbor states to reduce violence against women through domestic violence and sexual assault training for law enforcement and solving jurisdictional issues.

The STOP Services Available by County Location map below depicts the type of STOP program funding available in each agency location county

Analysis of current STOP projects - at the time this Plan was drafted:

- 1 court project, supporting 1 county out of 95 counties
- 10 law enforcement projects (6 law enforcement officer grants and 4 law enforcement training grants), supporting 25 out of 95 counties
- 7 prosecutor projects, supporting 20 counties out of 95 counties
- 16 victim services projects (including 1 grant to a culturally specific project), supporting 65 out of 95 counties

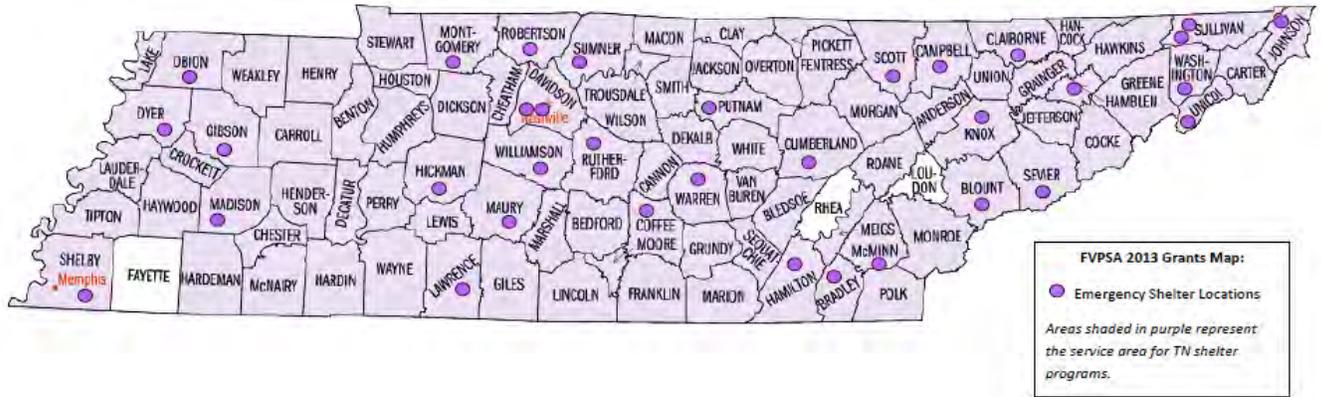
STOP Services Available by County Location – 2013



Because OCJP also administers the Family Violence Prevention and Services Program (FVPSA) and the Victims of Crime Act (VOCA) funds we are able to easily coordinate strategic planning work. Many subgrantees that receive STOP funding also receive VOCA and/or FVPSA funding to serve crime victims.

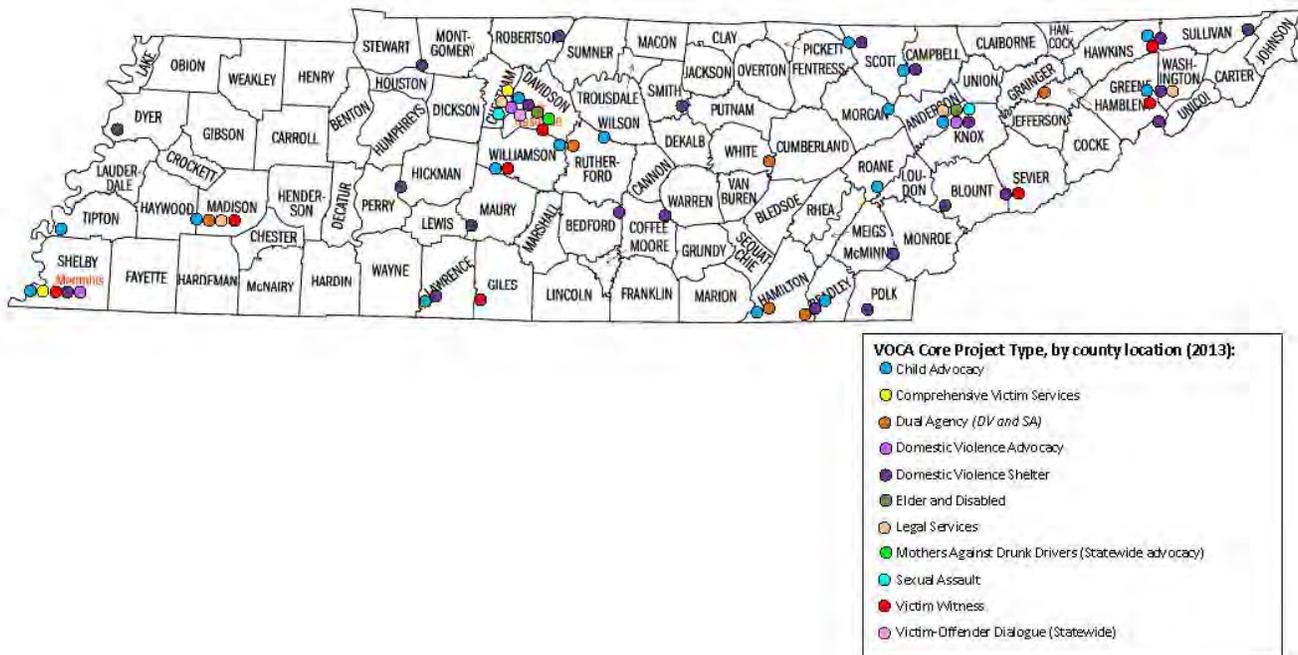
The Family Violence Prevention and Services Act Service Area (FVPSA) map below depicts the counties being served by domestic violence shelter programs with FVPSA funding.

Family Violence Prevention Services Act (FVPSA) – Emergency Shelter Locations in Tennessee 2013



The Victims of Crime Act Service Area map below depicts the agency location counties for projects serving victims. The map legend breaks down the 82 VOCA projects by project types of domestic violence, sexual assault, stalking, and/or dating violence with VOCA funding. STOP coordinates with VOCA when developing a funding plan for the state.

VOCA Services Available by County Location – 2013



C. Criminal Justice Data – The Tennessee Bureau of Investigation’s (TBI) Crime Statistics Unit, housed within the Information Systems Division, compiles and publishes [Crime in Tennessee](#) based upon crime statistics submitted by all law enforcement agencies across the state. The crimes are reported to the Tennessee Incident Based Reporting System (TIBRS) which is the state’s version of the FBI’s National Incident Based Reporting System (NIBRS.) The tables in this section are based on TBI’s 2012 *Crime in Tennessee Report*.

2010-2012 Summary of Domestic Violence, Sexual Assault and Stalking Offenses

Type Of Offense	2010 Offenses % of Total Offenses	2011 Offenses % of Total Offenses	2012 Offenses % of Total Offenses
Domestic Violence	85,070 92%	84,517 92%	82,382 92%
Sexual Assault	5,860 6%	5,752 6%	5,626 6%
Stalking	1,548 2%	1,546 2%	1,631 2%
Total	92,478	91,815	89,639

Domestic Violence

Domestic violence offenses include: murder, kidnapping/abduction, forcible rape, forcible sodomy, sexual assault w/ object, forcible fondling, incest, statutory rape, aggravated assault, simple assault, intimidation and stalking.

2012 Tennessee Domestic Violence Crimes	Total Offenses
Murder	80
Aggravated Assault	11,802
Simple Assault	56,043
Intimidation	11,051
Stalking	804
Forcible Rape	556
Forcible Sodomy	180
Sexual Assault w/ Object	95
Forcible Fondling	671
Incest	53
Statutory Rape	215
Kidnapping/Abduction	832
Total	82,382

2012 Tennessee Domestic Violence Victims	Sex Number	Sex %
Male	23,234	31.66%
Female	50,079	68.24%
Unknown	69	0.09%
Total	73,382	100.00%

2012 Tennessee Domestic Violence Victims	Race Number	Race %
African-American	33,925	41.18%
Asian	300	0.36%
Native American	121	0.15%
White	47,682	57.88%
Unknown	354	0.43%
Total	82,382	100.00%

2012 Tennessee Domestic Violence Victims	Age Number	Age %
Under 18	8,102	9.83%
18-24	19,524	23.70%
25-34	23,202	28.16%
35-44	15,540	18.86%
45-54	10,084	12.24%
55-64	3,877	4.71%
Over 64	1,675	2.03%
Unknown	378	0.46%
Total	82,382	100.00%

Sexual Assault

Sexual assault offenses include: forcible rape, forcible sodomy, sexual assault with an object, forcible fondling and statutory rape. The following sexual assault statistics do not include sexual assault offenses already reported in the domestic violence table.

2012 Tennessee Sexual Assault Crimes	Total Offenses
Forcible Rape	1,943
Forcible Sodomy	473
Sexual Assault w/ Object	250
Forcible Fondling	2,359
Statutory Rape	601
Total	5,626

2012 Tennessee Sexual Assault Victims	Sex Number	Sex %
Male	733	13.03%
Female	4,888	86.88%
Unknown	5	0.09%
Total	5,626	100.00%

2012 Tennessee Sexual Assault Victims	Race Number	Race %
African-American	1,736	30.86%
Asian	25	0.44%
Native American	9	0.16%
White	3,797	67.49%
Unknown	59	1.05%
Total	5,626	100.00%

2012 Tennessee Sexual Assault Victims	Age Number	Age %
Under 18	3,469	61.66%
18-24	880	15.64%
25-34	628	11.16%
35-44	333	5.92%
45-54	185	3.29%
55-64	66	1.17%
Over 64	38	0.68%
Unknown	27	0.48%
Total	5,626	100.00%

Stalking

The following stalking statistics do not include stalking offenses already reported in the domestic violence table.

2012 Tennessee Stalking Crimes	Total Offenses
Stalking	1,631
Total	1,631

2012 Tennessee Stalking Victims	Sex Number	Sex %
Male	289	17.72%
Female	1,340	82.16%
Unknown	2	0.12%
Total	1,631	100.00%

2012 Tennessee Stalking Victims	Race Number	Race %
African-American	537	32.92%
Asian	14	0.86%
Native American	4	0.25%
White	5	0.31%
Unknown	1,071	65.67%
Total	1,631	100.00%

2012 Tennessee Stalking Victims	Age Number	Age %
Under 18	102	6.25%
18-24	325	19.93%
25-34	536	32.86%
35-44	382	23.42%
45-54	186	11.40%
55-64	69	4.23%
Over 64	22	1.35%
Unknown	9	0.55%
Total	1,631	100.00%

IV. Plan Priorities and Approaches

A. Identified Goals – Tennessee’s STOP Implementation Plan goals focus on increasing performance and accountability by STOP subrecipients and ensuring compliance with VAWA 2013 requirements. The Plan relates the goals below to the needs agreed upon by the STOP Implementation Plan committee. The Plan describes the objectives that will be completed to meet the goal and the time-frame during which the activities will be completed.

Needs, Goals, Objectives

1. **Need:** Maintain existing victim services projects while continuing to improve the quality of those services for victims. Increase the community’s awareness and involvement in domestic violence, sexual assault, stalking and dating violence issues.

Goal: Maintain funding for current STOP nonprofit, nongovernmental victim service agencies. Continuation grants will be awarded first and, only if funds remain, will OCJP consider new grants or expansion funds for nonprofit, nongovernmental victim service agencies. Tennessee will continue to fund law enforcement, prosecution and court projects. OCJP will add new subrecipients within the court, law enforcement and prosecution allocation categories as turnover and/or increased funding allow.

Objective: OCJP will give priority to existing nonprofit, nongovernmental victim service agency subrecipients that wish to reapply for STOP funding. A continuation STOP solicitation will be released for nonprofit, nongovernmental victim service agencies in the spring of 2015. The solicitation will be for three years of continuation funding.

2. **Need:** Identify areas in the state where culturally specific victims of domestic violence, sexual assault, stalking and/or dating violence are unserved, underserved, and/or inadequately served and examine a possible service response.

Goal: Fund new culturally specific projects targeting services to victims of sexual assault. Culturally specific projects must serve members of a specific underserved population and have demonstrated experience and expertise in providing targeted services to members of that specific underserved population. Priority will be given to culturally specific projects that work with victims of sexual assault.

Objective: Offer new STOP grant funding to projects, through an open solicitation, that serve culturally specific populations – primarily directed toward racial and ethnic minority groups. OCJP will work with STOP Implementation Plan committee and existing OCJP victim service subrecipients to identify culturally specific projects. Develop a plan of action as to how to best serve victims in these populations. This objective timeframe will be from March 2014-June 2014 – forward.

3. **Need:** Promote statewide efforts and STOP projects that address the reduction of domestic violence related homicide. OCJP is actively engaged with local communities to increase the number of Family Justice Centers in the state. The Family Justice Center approach is based on the San Diego Family Justice Center model which has been identified as a best practice in the field of domestic violence intervention and prevention services by the United States Department of Justice.

Goal: Reduce domestic violence-related homicide related deaths in Tennessee. After researching the number of domestic violence murders and assaults across

Tennessee, the OCJP invited cities to informational meetings in April 2013. City leaders including Mayors, Police Chiefs, Sheriffs, and all District Attorney Generals were in attendance. As a result of these meetings, three cities were selected to receive Edward Byrne Memorial Justice Assistance Grant (Byrne JAG) funding in support of the planning and development of a new Family Justice Centers in their jurisdiction.

Objective: As of March 2014, there are five (5) jurisdictions in Tennessee that are actively implementing the Family Justice Center Model; two of which are fully operational (Knoxville and Memphis), and three that are in the planning and development stage (Nashville, Chattanooga, and Cookeville), with operational status anticipated for each by July 1, 2015. Additional solicitations for new Family Justice Center sites are scheduled for release in spring 2014. Efforts to reduce domestic violence related homicide with new STOP subgrant projects will be ongoing through the work of Family Justice Centers throughout the Implementation Plan period of 2014-2016.

4. Need: Enhance services for victims of sexual assault through current and new STOP subgrantee projects.

Goal: **Increase the percentage of subgrantee projects that meaningfully address sexual assault**, including stranger rape, acquaintance rape, alcohol or drug facilitated rape, and rape within the context of an intimate partner relationship.

Objective: Tennessee will allocate a minimum of 20% of the total STOP award to programs providing meaningful sexual assault services. The 20% allocation will be part of at least two of the project type categories: victim services, courts, law enforcement, and/or prosecution. Many current STOP subgrantees already incorporate sexual assault services as a component of their projects. At the time of the 2014-2016 Implementation Plans conception, the combined continuation STOP projects allocate approximately 13% toward meaningfully addressing sexual assault. OCJP intends to increase that percentage to the required 20% through emphasis on meaningful sexual assault projects through open solicitations during FY15 for culturally specific projects and to states/local courts. Ongoing oversight by OCJP of this set aside requirement will take place throughout the 2014-2016 plan time period.

5. Need: Potential need for Tennessee to come into PREA compliance.

Goal: **Ensure that Tennessee is in compliance with PREA certifications and assurances as required by VAWA 2013.** The letter from the Governor indicating whether or not Tennessee is in compliance with PREA standards is not required until May of 2014; well in advance of the deadline for this STOP Implementation Plan.

Objective: OCJP continues to meet regularly with the Department of Correction, the Department of Children's Services, the Tennessee Sheriff's Association and the University of Tennessee's County Technical Assistance Service Agency regarding PREA standards and compliance and will continue to do so for the foreseeable future. Should Tennessee not be in compliance and the Governor seeks to reallocate the 4.75% of STOP funds to assist with coming into compliance, our office will continue to meet with this group of stakeholders and others involved in the STOP Implementation Plan to strategize how to reallocate the funding to come into compliance with PREA.

6. Need: Maintain existing victim services projects while increasing the quality of their services and enhancing outcomes for victims.

Goal: **Manage STOP projects for results and accountability.**

Objective: OCJP Program Managers review output and outcome information annually. Program Managers work directly with the subgrantee programs to ensure that output data makes sense when compared with the project logic model and that accurate data collection methods are used. OCJP Program Managers will conduct annual desk reviews pertaining to reporting issues.

B. Priority Areas

1. Funding Priorities – Tennessee has five priorities for its STOP grant awards process during 2014-2016:

- To manage Tennessee’s strategic planning and resource management process effectively
- To achieve maximum benefits from the federal funding source for the public benefit
- To ensure equitable distribution of the resources within the priorities set by VAWA 2013
- To demonstrate accountability for achieving results for the victims who receive these services
- Support efforts to become and/or maintain PREA compliance by utilizing STOP funds for needs identified by the state

Grant-making strategies for this planning period include:

- OCJP will adhere to the allocation requirements set for STOP formula award, including the new requirements of VAWA 2013.
- OCJP will require that all STOP applicant project activities fall under at least one STOP federal purpose area.
- Current, nonprofit, nongovernmental victim service awards, prosecution awards, and law enforcement awards will be for continuation grants.
- OCJP will identify new projects through an open solicitation process in spring 2014 for the following categories:
 - Culturally Specific projects
 - Projects to state and local Courts.
- New and current funded subgrantee programs will have increased emphasis on sexual assault service and response.
- **At this time, Tennessee will not be providing funding for a Crystal Judson Domestic Violence Protocol Program.**
- STOP funds may support subgrants to assist Tennessee with coming into full compliance with federal PREA requirements during the 2014-2016 planning period.

2. General Project Descriptions – Below are general descriptions of the types of programs and projects that will be supported with STOP grant dollars. This table represents the continuation projects that are currently supported with STOP funds:

Type of Agency	Project Type	# Grants
Nonprofit, nongovernmental Victim Services	Direct Victim Services	12
Nonprofit, nongovernmental Legal Services	Direct Victim Services	3

DV/SA State Coalition	DV/SA Training and Law Enforcement Training	2
Law Enforcement Services	Dedicated Officer	5
Law Enforcement Training	SANE Training and DV-SA Training	4
Prosecution	Dedicated Prosecutor	7
Court	DV Court Advocate	1
Total Continuation Projects		34

NOTE: The table above does not reflect the new projects that will support PREA compliance, or the new grants to be funded in FY15 for culturally specific programs and to state/local courts.

3. Allocation Description and Required Set-Asides

Below is a general description of how STOP funds will be distributed to programs across the required allocation types. The allocations match the statutory allocation percentages for law enforcement, prosecution, victim services, courts, and discretionary programs.

Type of Project	Allocation %
PREA Compliance	4.75% (of total award)
Court	5%
Law Enforcement	25%
Prosecution	25%
Nonprofit, nongovernmental Victim Services (30% Total)	20%
Set-aside for Cultural Specific Services	10%
Discretionary	15%
Total	100%

PREA Set Aside: The table above reflects the allocation percentages if 4.75% of the total award is reallocated for Prison Rape Elimination Act (PREA) compliance. However, the letter from the Governor indicating whether or not Tennessee is in compliance with PREA standards is not required until May of 2014; well in advance of the deadline for this STOP Implementation Plan. Should Tennessee not be in compliance and the Governor seek to reallocate the 4.75% of STOP funds to assist with coming into compliance, our office will continue to meet with this group of stakeholders and others involved in the STOP Implementation Plan to strategize how to reallocate the funding to come into compliance with PREA.

Sexual Assault Set Aside: The table does not show the required 20% sexual assault set aside. Tennessee will have at least 20% of the total award, less the 4.75% PREA reallocation set aside, allocated to programs with sexual assault services. The 20% allocation will be part of at least two of the project type categories: victim services, courts,

law enforcement, and/or prosecution. Please see section five (5) below for more information.

Administrative Funds for OCJP – Tennessee utilizes 10% of the STOP award for administrative expenses. STOP administrative expenses include salaries and related benefits of those employees who perform direct services. STOP administrative expenses also include a proportionate share of indirect costs incurred to support the program and fiscal management of Tennessee's STOP Violence Against Women Grant Program. Administrative expenses include, but are not limited to, salaries, benefits, membership dues, rent, indirect costs, monitoring, and computer related expenses.

4. Documentation of Support – See [Attachment 4](#) – **Letters of Support** from prosecution, law enforcement, court, and victim service programs.

5. Sexual Assault Set Aside – Tennessee will have at least 20% of the total award, less the 4.75% PREA reallocation set aside, allocated to programs with sexual assault services. The 20% allocation will be part of at least two of the project type categories: victim services, courts, law enforcement, and/or prosecution. Many current STOP projects already incorporate a sexual assault component. At the time of the 2014-2016 Implementation Plans conception, the combined continuation STOP projects allocate approximately 13% toward meaningfully addressing sexual assault. OCJP intends to increase that percentage to the required 20% through emphasis on meaningful sexual assault projects through open solicitations for culturally specific projects and to states/local courts.

6. Subgrantee Listing – The 2013–2014 STOP Subrecipient Award Summary List provides the agency name, a brief project description, name and contact information for the project director and the STOP allocation type. See [Attachment 5](#) – **STOP Subrecipient Award Summary List**.

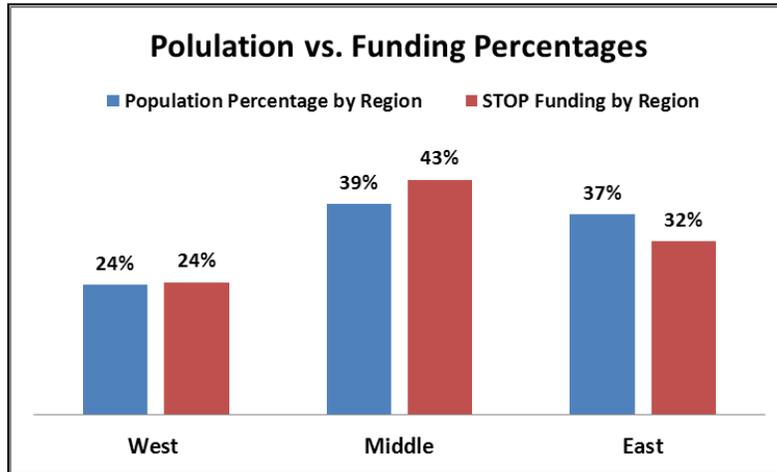
C. Grant Making Strategy

1, 2. Population/Geographic Considerations for Award Decisions – OCJP balances the STOP award among the three regions of the state per population totals and works to balance subrecipient awards between rural and urban geographic areas of the state.

It is estimated that the Tennessee has a population of 6,403,353. In 2013-2014, the Office of Criminal Justice programs awarded \$1,927,814.00 in STOP funding across the three state regions.

- **West TN:** There is estimated to be 1,569,377 people living in the West Tennessee region. This region is made up of 21 counties. This region accounts for 24% of the total state population. Across this region, \$471,973.00 in continuation subgrants to existing STOP projects will be awarded, making up 24% of the total STOP awards in the state.
- **Middle TN:** There is estimated to be 2,475,276 people living in the Middle Tennessee region. This region is made up of 40 counties. This region accounts for 39% of the total state population. Across this region, \$837,487.00 in continuation subgrants to existing STOP projects will be awarded, making up 43% of the total STOP awards in the state. The Tennessee Coalition is a dual coalition with projects serving victims statewide. Their STOP subgrants are included in Middle TN amounts because the organization is located in Nashville.

- **East TN:** There is estimated to be 2,358,700 people living in the East Tennessee region. This region is made up of 40 counties. This region accounts for 37% of the total state population. Across this region, \$618,354.00 in continuation subgrants to existing STOP projects will be awarded, making up 32% of the total STOP awards in the state.



3. Equitable Statewide Distribution – STOP funding is making an impact across the state of Tennessee in both urban and rural areas of the state and counties that have both high and low populations. STOP funding is also spread across the three regions of Tennessee with an emphasis on providing STOP funding based on population. See “Population/Geographic Considerations for Award Decisions” and chart in previous section.

OCJP funding priorities to areas of varying geographic size and population have not changed significantly since the last Implementation Plan. OCJP will use STOP funding to provide continuation grants to victim service programs with a history of providing needed services to victims of domestic violence, sexual assault, stalking and/or dating violence. STOP funding for FY2014 continuation projects currently provides services to 81 out of 95 or 85% of the counties in Tennessee. OCJP also administers VOCA, and FVPSA funding to help fill gaps in services and to ensure service coverage statewide for victims.

Additional funds would be prioritized as follows depending on allocation restrictions:

- Fund agencies to provide services in those counties that do not have a direct victim service provider.
- Expand sexual assault capacity.
- Increase the number of culturally specific projects.
- Develop additional ways to utilize the court allocation to expand capacity in local or state courts.
- Fund project(s) that support PREA compliance.
- Promotion of projects that prioritize efforts to reduce domestic violence homicide.

4. Solicitation Process/Review of Proposals – There have been no fundamental changes to the solicitation process since the 2010-2012 STOP Implementation Plan was approved. OCJP will alert eligible organizations and/or agencies of the availability of funds by means of OCJP website announcements or email. Applications are emailed and/or made available online at <http://tennessee.gov/finance/adm/ocjp/>. See **Attachment 6 – FY15 STOP Subgrant Solicitation**.

STOP subrecipients are notified in the early spring of the year their contract expires that continuation applications are being accepted for their STOP project. Subrecipients receive a STOP Solicitation Booklet which includes federal language, a project logic model template, a budget template and required certifications. The subrecipients have three to four weeks to complete the application packet and return to OCJP. Potential new STOP subgrantees going through the open solicitation process follow this same timeline.

Upon receipt of the completed application packet, OCJP Program Managers review each application paying close attention to the application's relationship to the federal purpose area, the logic model design, and the budget line items and the signed certifications. The agency must describe how their project will work to benefit the targeted group. The project description must tie goals, activities, outputs and outcomes together in a logical fashion. Applications are reviewed for financial and programmatic completeness by OCJP staff with expertise in grant requirements and program design.

Applications are awarded based on proposals that meet the above evaluation criteria and in consideration of geographic distribution and current funding patterns and obligations.

5. Timeline for STOP Grant Cycle – The OCJP timeline for the STOP grant cycle starts in October of each year and ends with the STOP contract start dates of July 1. The following timeline breaks down important STOP grant cycle functions as conducted by OCJP:

October – February

- Victim Services Unit to discuss funding priorities and current funding patterns across all victim services formula grants (STOP, SASP, VOCA and FVPSA)
- OCJP Victim Services Unit to meet with OCJP Criminal Justice Unit to discuss like funding priorities
- Develop funding priorities for the year

January – February

- Update subgrant solicitation
- Update application review tool, if needed
- Prepare announcement to applicants
- Prepare information for OCJP website funding announcements

March

- Funding announcements are released
- Technical assistance is provided to applicants

April

- Applications are due to OCJP
- OCJP reviews and scores applications

Each application will be rated, utilizing a “weighted” review tool, based on the applicant agency’s ability to provide a logical description of how their project theoretically works to benefit the target group. The project description must tie goals, activities, outputs and outcomes together in a logical fashion. Applications will be reviewed for financial and programmatic completeness by OCJP staff with expertise in grant requirements. Program design will be rated and funding will be determined through a competitive review process by a review team of Victim Services Professionals, in accordance with the following evaluation criteria:

- Compliance with specific program priorities as detailed in the grant solicitation notice.
- A description of the problem to be addressed, identifying specific needs to be met including how and why these needs are appropriately or uniquely addressed by the proposed program.
- A statement of the program purpose and goals, the needs to be addressed and the benefits to the client that the program seeks to accomplish.
- A description of the inputs including information the applicant depends on to make the program successful (i.e. staff, budget, volunteers, equipment, collaborative efforts, supplies etc).
- A description of the activities that will be performed to fulfill the mission of the program including strategies and techniques that comprise a program's service and methodology.
- The intended outputs of the program including a description of the internal measures of the amount of work to be done within the program, (i.e. number of clients served and number of people trained etc.).
- The intended outcomes of the program.
- The data collection procedures for both output and outcomes, identifying specific measurement tools that will be used to measure, collect and report intended changes to be made.
- A description of how the program will collaborate with other agencies to improve the response to violence against women and explain the nature of the relationship and what the results of the relationships are expected to achieve.

May – June

- Approved applications are processed by OCJP and other state offices.
- Executed contracts are returned to grant subrecipients.

July

- Contract start date.

Ongoing Timeline Activities: Technical Assistance

- OCJP Program Manager – OCJP has made a strong commitment to subrecipient agencies to help them succeed by providing technical assistance in effective project design, quality fiscal practices, compliance with program standards, collection and reporting of STOP output data and OCJP victim outcome reports. Each STOP subgrantee has an assigned OCJP Program Manager contact within the Victim Services Unit. OCJP Program Managers and fiscal staff are available by phone or email for questions and technical assistance pertaining to the application process and for ongoing management of grants.
- Conference Calls – OCJP frequently uses conference calls to provide technical assistance to STOP subrecipients. This format has been used to conduct annual training for subrecipients on the STOP Annual Progress Report. Conference calls have also been used discuss the requirements of the STOP Chapter in the OCJP Administrative Manual. OCJP will conduct VAWA 2013 training calls for STOP subrecipients. OCJP will continue to use conference calls as a low cost way to speak directly to all STOP subrecipients. This format encourages questions and information sharing among the participants.

- Report Reviews – OCJP Program Manager’s review each of their subrecipient’s STOP Annual Progress Reports. If necessary, Program Managers will call/email the subrecipients to correct/clarify parts of the report. The Program Manager uses this communication as an opportunity to provide technical assistance on the report.
- Subgrantee Monitoring – See section E.4 of this Plan for more information about on-site subgrant monitoring of project activities.
- Closeout Process for Subgrants – It is the policy of OCJP to close a grant file within 90 days after the end of the grant period. OCJP Program Managers first determine that all required reports have been received. Copies of all necessary reports and documentation of the reports will be located in the paper or electronic grant file.

6. Multi-Year Subgrants – The contract year runs from July 1 through June 30 of each grant year. The STOP continuation projects are funded for three years. New projects are typically funded for 1 year so that the project effectiveness may be evaluated. If implementation is successful for new projects then the project may apply for a three year continuation.

7. Victim Service Consultation Requirement – OCJP requires that prosecution, law enforcement and court applicants consult with victim service programs during the course of developing their grant application in order to ensure that proposed activities and equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking and dating violence. Documentation must include dates and content of planning meetings with the victim services program(s). This is a requirement for new and continuation projects. Prosecution, law enforcement and court applicants receive a copy of the Certificate of Consultation as a separate attachment with their STOP solicitation booklet. See [Attachment 7 – Certificate of Consultation with Victim Services](#).

D. Addressing the Needs of Underserved Victims

1. Recognizing and Addressing Needs of Underserved Populations – VAWA 2013 defines underserved populations as those including “populations who face barriers in accessing and using victims services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, populations underserved because of special needs (language, disabilities, alienage status, or age), and any other population determined to be underserved by the Attorney General or by the Secretary of Health and Human Services”.

Tennessee’s statewide approach is to support programs that are effectively serving these underserved populations while also recognizing that there are pockets of underserved populations which may need increased attention by a particular program(s).

STOP continuation subrecipients are actively working to accommodate the needs of culturally specific populations. Efforts among agencies include: offering weekly support groups for Spanish speakers, establishing relationships with agencies, such as Head Start, the Health Department, and churches that serve culturally specific populations to improve service delivery, hiring bilingual and bicultural staff, printing brochures in multiple languages, collaborating with the League of Deaf and Hard of Hearing, and using the Language Line to communicate with non-English speakers.

The following table shows, for each of the ten largest Tennessee cities, the percentage of Hispanic population and the percentage of the population that speaks a language other than English at home (<http://quickfacts.census.gov/qfd/states/47000.html>, county selection).

Ten Largest Cities in Tennessee (2013 Census)	Non-English Speakers at Home, % of City Population	Persons of Hispanic or Latino Origin, % of City Population
Memphis	9.0%	6.5%
Nashville	15.9%	10%
Knoxville	6.3%	4.6%
Chattanooga	7.7%	5.5%
Clarksville	10.8%	9.3%
Murfreesboro	9.2%	5.9%
Jackson	6.3%	4.0%
Franklin	12.1%	7.6%
Johnson City	6.4%	4.2%
Bartlett	6.1%	2.7%

This table emphasizes that there continues to be a great need for resources to serve the numerous culturally specific populations across Tennessee. Agencies see a need for specialized counseling for non-English speaking victims, funding court interpreters and specialized services for both urban and rural populations and adding additional bilingual staff. OCJP will do an open solicitation to expand STOP culturally specific projects.

OCJP incorporated representatives from the Hispanic community in the STOP planning process as well several members representing rural, geographically isolated communities. More information about how Tennessee will increase the number of subawards for underserved groups is in the following section.

2. Meeting Culturally Specific Set Aside and Distribution Plan – In an effort to expand funding to underserved, in state FY2015 OCJP will encourage nonprofit, nongovernmental agencies to apply for a new STOP grant for culturally specific projects. Eligibility will be limited to counties with a population over 175,000 and having at least 20% of the population reporting to the census as non-white. Applicants may apply for a one-year award to start FY 15 to concentrate on culturally specific projects that must focus on violence against women, including sexual assault, domestic violence, dating violence and/or stalking. A subrecipient may, in the future, apply for continuation funding with the successful implementation of the one-year project.

An organization will be eligible to receive the culturally-specific set aside if the organization is a nonprofit, nongovernmental organization or tribal organization that serves a specific geographic community that:

- Focuses primarily on domestic violence, dating violence, sexual assault, or stalking;
- Has established a specialized culturally specific program that addresses domestic violence, dating violence, dating violence, sexual assault, or stalking;
- Has a primary focus on underserved populations (and includes representatives of these populations) and domestic violence, dating violence, dating violence, sexual assault, or stalking; **or**
- Obtains expertise, or shows demonstrated capacity to work effectively, on domestic violence, dating violence, dating violence, sexual assault, or stalking;

and

- Is primarily directed toward racial and ethnic minority groups including American Indians (including Alaska Natives, Eskimos, and Aleuts), Asian Americans; Native Hawaiians and other Pacific Islanders, Blacks and Hispanics); **and**
- Is providing services tailored to the unique needs of that population.

3. Equitable Distribution to Underserved Populations – OCJP will send the culturally specific solicitation to all subgrant agencies statewide that received, STOP, VOCA, FVPSA, and SASP funding. Subgrantees will be encouraged to forward the solicitation to potential new granttees that serve underserved, culturally-specific, communities. The solicitation will also be posted on OCJP's web site. An applicant organization will qualify for funding if its primary mission is to address the needs of racial and ethnic minority groups or if it has developed a special expertise regarding a particular racial and ethnic minority group. The organization must do more than merely provide services to the targeted group; rather, the organization must provide culturally competent services designated to meet the specific needs of the target population.

In reviewing applications, OCJP will pay special attention to not only the numbers of victims that will be served, but also at how the services will be provided, whether the community to be served has been involved in planning for the delivery of the services, and whether there will be outreach to that community regarding the availability of the services. Preference will be given to projects that meaningfully address sexual assault issues in an effort to also meet the 20% sexual assault set aside. Equitable distribution for underserved victims across the state will be a factor during the review team process for new applications.

4. Current Culturally Specific Subgrantee Projects – Currently there is one subgrant project that provides culturally specific services with STOP funds. The YWCA of Greater Memphis supports a bi-lingual legal advocate to provide legal, civil and criminal advocacy to Hispanic victims of domestic and dating violence, sexual assault and stalking who are living in the Shelby County area and are over the age of 13. The purpose of this project is to assist victims in accessing needed resources within the criminal justice system designed to protect their lives and well-being. Other services provided by the project to Hispanic immigrant victims/survivors are: Assistance in filing for orders of protection and arrest warrant applications, accompaniment to civil and criminal hearings, assistance with criminal legal issues, notification of case status, reflective listening and assistance to develop a safety plan, information about the criminal justice system and court procedures, information and assistance in completing the Victims Compensation Claim application, interpretation/translation for immigrant victims when necessary, referrals for needed social services, support group for Spanish speaking victims and Spanish/English Referral/Crisis Line.

While there are other subgrantee projects working with culturally specific populations, this is currently the only subgrant that is categorized in this STOP allocation. OCJP intends to fund additional culturally specific populations with grants beginning in state FY15. See previous sections two (2) and three (3) for more information.

E. Subgrantee Management, Monitoring and Assessment

OCJP has a four pronged approach to project monitoring and evaluation:

- 1) Program logic model review
- 2) Collection of output and outcome reports
- 3) Desk reviews of annual reports
- 4) Onsite monitoring visits

- 1) Program Logic Model Review: OCJP requires its STOP grant contracts to contain clear and logical descriptions of project purposes, goals, objectives and intended victim outcomes. These performance expectations clarify the standards we will use to monitor and evaluate a project.
- 2) Collection of Annual Reports (Outputs and Outcomes): All STOP subrecipient Annual Output Reports are reviewed by the STOP State Administrator as well as by the OCJP Program Manager assigned to the grant. Discrepancies in reporting are noted and agencies are contacted directly for input on corrections. Additionally, all STOP subrecipients are required to submit an Annual Outcome Report. Outcome measures include *making clients aware of the benefits and resources available in the community* and *asking if clients are satisfied with the services they received*. Surveys are collected from victim/survivors who participate in the STOP funded program during the grant year.
- 3) Desk Reviews of Annual Reports: OCJP Program Managers conduct an annual desk review based upon the output and outcome reports submitted for each STOP project. Program Managers directly contact subrecipients if there are questions about the data reported in order to better understand the data or to correct the data if needed. Program Managers also offer technical assistance on the reports during this review process. Paying close attention to this performance data provides a better view of the program and allows for a check that the data is in line with the project logic model. The Program Manager provides feedback, technical assistance or congratulations based on the desk review.
- 4) Onsite Monitoring Visit: Every STOP grant is reviewed on-site at least once during each grant cycle. The OCJP Program Manager completes a risk assessment tool annually for each grant in order to determine risk level for an agency or for a particular grant. Risk assessment questions focus on three broad areas including staffing, history of meeting administrative requirements and history of meeting fiscal requirements/fiscal performance. The risk assessment tool rates program and fiscal questions into low, moderate or high risk. A score is determined for both the program risk and the fiscal risk. Grants and/or agencies with the highest scores are slated for an onsite review. In addition to the scores, Program Managers can at any time override the risk assessment score to request an onsite visit if, for example, the agency has not been monitored during the 3-year cycle and the cycle is ending or if other factors not included on the risk assessment increase the risk for the agency. **See [Attachment 8 – OCJP Risk Assessment Tool](#).**

After the site visit is completed, a report is issued within 30 business days. The report will identify all fiscal and/or program areas that do not comply with criteria found in state or federal statutes, rules and regulations, contract requirements, policy or good business practices. If the report contains any 'findings,' the agency will have 30 calendar days to submit a corrective action plan to OCJP outlining how the agency plans to correct the findings. The OCJP Program Manager reviews the corrective action plan. If further action is needed the Program Manager and supervisors, if required, work directly with agency officials to assist them as the agency works towards compliance.

V. Conclusion

Tennessee is committed to the principles and goals of the STOP Violence Against Women Formula Grant Program and VAWA 2013. OCJP administers STOP funds to provide subgrants to agencies that are providing vital victim services across the state. STOP funds also support coordinated community response efforts, training, policy development, brochures, system improvements and improved data collection systems.

Tennessee will provide continuation funding for programs with a proven track record of providing quality services to victims of domestic violence, sexual assault, stalking and dating violence. Priority service populations must be served including victims in areas of the state where service providers are few, including unserved and underserved victims and culturally specific victims. In addition to continuation funding for current high-performing STOP projects, Tennessee will expand services to victims with new subgrants to address needs identified by VAWA 2013.

STOP funded agencies are challenged to provide quality services to a diverse population including rural and geographically isolated victims, immigrants and refugees and those who have limited English proficiency. In order to serve these populations agencies are improving their culturally specific services and expanding and enhancing existing services in order to reach as many victims as possible. As part of the project expansion mentioned above, starting in state FY 15, STOP services in Tennessee will expand to additional projects. New projects will include those providing culturally-specific victim/survivor services through culturally specific programs, as well as, new projects to state/local courts. Another focus of the new and current subawards will be to increase services to sexual assault victims by providing meaningful sexual assault services.

Programs that provide services to or for victims of domestic violence, sexual assault, stalking and dating violence remain underfunded across the state. Programs are stretched as each tries to accommodate the needs of increased numbers of clients with the same or fewer dollars. Tennessee will continue to make every effort to award STOP subgrants fairly and equitably using regional population totals as a guide for STOP funding decisions. OCJP will also address the needs of the entire state including rural as well as urban area for STOP funding decisions.

Efforts to be complaint with VAWA 2013 will be a primary focus of the 2014-2016 Plan. Tennessee will allocate subgrant funding to support the required statutory allocation percentages for law enforcement, prosecution, victim services, courts, and discretionary programs. STOP funding will also be prioritized for meaningful sexual assault projects that will contribute to meeting the required 20% sexual assault set aside. Until the state is confirmed to be in compliance, there will be an assumed 4.75% reduction of the STOP award dedicated to becoming PREA complaint. The letter from the Governor indicating whether or not Tennessee is in compliance with PREA standards is not required until May of 2014. Should Tennessee not be in compliance and the Governor seek to reallocate the 4.75% of STOP funds to assist with coming into compliance, OCJP plans to strategize how to reallocate the funding.

Tennessee is using state and federal resources to fund initiatives that complement STOP formula funding by enhancing the state's response to violence against women, including domestic violence related homicide projects. OCJP will continue to coordinate STOP efforts with the other eight federal funds administered by our office, including VOCA, FVPSA, Arrest and SASP. In addition, OCJP is working at the agency level and as part of statewide planning groups to identify gaps in services, unserved and underserved areas in the state, emerging issues and best practices.

STOP Implementation Plan Attachments

Attachment 1 – Implementation Plan Checklist

Attachment 2 – Planning Committee Names and Affiliations

Attachment 3 – Documentation of Collaboration Forms

Attachment 4 – Letters of Support

Attachment 5 – STOP Subrecipient Award Summary List

Attachment 6 – FY15 STOP Subgrant Solicitation

Attachment 7 – Certificate of Consultation with Victim Services

Attachment 8 – OCJP Risk Assessment Tool



U.S. Department of Justice

Office on Violence Against Women

STOP Formula Program

Implementation Plan Checklist

Date 3/17/2014Grantee Name Tennessee Office of Criminal Justice Programs

Instructions: The STOP statute requires an implementation plan as part of the STOP application, which must include certain elements. This tool is intended to help both STOP Administrators and OVW grant managers ensure that the plan includes all of the statutorily required elements. This tool only includes those elements which are required; additional information may help the state and its partners communicate its goals and priorities, as well as help OVW better understand the context of the plan and the services in the state.

I. Introduction

- A. The date on which the plan was approved by the state
- B. The time period covered by the plan

II. Description of Planning Process

- A. A brief description of the planning process
- B. Documentation from each member of the planning committee as to their participation in the planning committee: (cross out and note "N/A" to the right if not applicable, for example dual coalition in states with individual coalitions or tribal government in states without any state or federally recognized tribes)
 - 1. State sexual assault coalition - N/A
 - 2. State domestic violence coalition - N/A
 - 3. Dual domestic violence and sexual assault coalition
 - 4. Law enforcement entities
 - 5. Prosecution entities
 - 6. State and local courts
 - 7. Tribal governments (in states with state or federally recognized tribes) - N/A
 - 8. Representatives from underserved populations, including culturally specific populations
 - 9. Victim service providers
 - 10. Population specific organizations

~~II. Other~~ _____

- C. A description of how the state coordinated this plan with the state plan for the Family Violence Prevention and Services Act and the programs under the Victims of Crime Act and section 393A of the Public Health Service Act (Rape Prevention Education), including how this implementation plan changed as a result of such coordination

III. Needs and Context

- A. Data and a brief description of the state's population demographics and geographical information
- B. Demographic data on the distribution of underserved populations within the state

IV. Plan Priorities and Approaches

A. Identified Goals

1. Concise description of current project goals and objectives
2. Goals and objectives for reducing domestic violence-related homicides within the state

B. Priority Areas

1. Narrative about the priorities or goals the state has set regarding how STOP funds will be used
- a. If the state plans to address the "Crystal Judson" purpose area, include narrative on providing the required training **N/A**
2. General descriptions of the types of programs and projects that will be supported with STOP dollars
3. A description of how the funds will be distributed across the law enforcement, prosecution, courts, victim services, and discretionary allocation categories
4. Documentation from the: **See Attachment #4 - Letters of Support**
- prosecution,
 - law enforcement,
 - court, and
 - victim services programs to be assisted, describing:
 - a. the need for the grant funds
 - b. the intended use of the grant funds
 - c. the expected result of the grant funds; and
 - d. the demographic characteristics of the population to be served including age, disability, race, ethnicity, and language background.

This documentation may be in the form of letters from current grantees or State- or Territory-wide organizations representing prosecution, law enforcement, courts and victims services able to comment on the current and proposed use of grant funds.

- 5. Information on the state's progress toward meeting the sexual assault set-aside (in future years, how the state will meet the set-aside, including how they will ensure the funds are allocated for programs or projects in 2 or more allocations (law enforcement, prosecution, victim services, and courts))

C. Grant-making Strategy

- 1. Description of how the state will give priority to areas of varying geographic size with the greatest showing of need based on the availability of existing domestic violence, dating violence, sexual assault and stalking programs
- 2. A description of how the state will determine the amount of subgrants based on the population and geographic area to be served
- 3. A description of how the state will equitably distribute monies on a geographic basis including nonurban and rural areas of various geographic sizes
- 4. Description of methods to be used for solicitation/review proposals and selection of subgrant projects and for which sectors these methods apply
- 5. A timeline for the STOP grant cycle
- 6. Whether STOP subgrant projects will be funded on a multiple or single-year basis
- 7. A description of how the state will ensure that any subgrantees will consult with victim service providers during the course of developing their grant applications in order to ensure that the proposed activities are designed to promote the safety, confidentiality, and economic independence of victims

D. Addressing the Needs of Underserved Victims

- 1. Description of how the state will recognize and address the needs of underserved populations as defined by the Violence Against Women Act (VAWA) 2013
- 2. Specifics on how the state plans to meet the set aside for culturally specific community based organizations
- 3. A description of how the state will ensure that monies set aside to fund culturally specific services and activities for underserved populations are distributed equitably among those populations
- 4. Specific information as to which subgrantees meet the required 10% set aside for culturally specific organizations within the victim services allocation (if known).

Form completed by Justine Bass, TN STOP Administrator
Justine Bass 3/17/14

STOP Planning Committee Contact List 2014-2016

STOP Agency	Member Representation	Committee Member	Contact Information
Office of Criminal Justice Programs	STOP Administrator	Justine Bass, OCJP Program Manager, STOP Administrator	Justine.Bass@tn.gov 615-253-1983
Office of Criminal Justice Programs	Administering Agency for STOP Funds	Daina Moran, OCJP Deputy Director	Daina.Moran@tn.gov 615-253-8758
Office of Criminal Justice Programs	VOCA Administrator	Katie Powell, OCJP Program Manager, VOCA Administrator	Katie.Powell@tn.gov 615-253-7820
Office of Criminal Justice Programs	FVPSA Administrator	Susan Canon, OCJP Program Manager, FVPSA Administrator	Susan.Canon@tn.gov 615-532-0058
Bristol Police Department	Law Enforcement	Charles Thomas, Captain and Jason McCreedy	cthomas@bristoltn.org (423) 989-5531
Jackson Police Department	Law Enforcement	Mike Holt, Captain	mholt@cityofjackson.net 731-425-8493
Legal Aid Society of Middle Tennessee and the Cumberland	Population Specific; Victim Services	Patricia M. Rulon, Grants Manager and Maria Arvizu, Bilingual Advocate	prulon@las.org; marvizu@las.org 615-780-7124
Rutherford County Domestic Violence Court	Local Court	Monique Tillage-Malone, Domestic Violence Court Coordinator	mtillage@rutherfordcountyttn.gov 615-494-9710
Tennessee Coalition to End Domestic and Sexual Violence	Dual Coalition; RPE	Kathy Walsh, Executive Director and Elizabeth Edmondson, Program Specialist	kwalsh@tncoalition.org; eedmondson@tncoalition.org 615-386-9406
2nd Judicial District Attorney General's Office	Prosecution	Kaylin Render, Assistant District Attorney, Domestic Violence	kkrender@tndagc.org 423-279-3278
West Tennessee Legal Services, Inc.	Victim Services	Jane Jarvis, Managing Attorney	jane@wtls.org 731-426-1301
Wo/men's Resource and Rape Assistance Program	Population Specific; Victim Services	Daryl Chansuthus, Executive Director and Cathy McCormic, Advocate	dchansuthus@wraptn.org 731-668-0411
HomeSafe of Sumner, Wilson & Robertson Counties - Inc.	Culturally Specific; Victim Services	Adriana Gonzalez, Embrace Director	homesafeembrace@bellsouth.net 615-452-5439
Sexual Assault Center in Nashville	Culturally Specific; Victim Services	Rachel Freeman, Vice President of Programs and Alicia Bunch, Bilingual Intake Specialist	rfreeman@sacenter.org; abunch@sacenter.org 615-259-9055
Tennessee State Administrative Office of the Courts	State Court	Mary Rose Zingale, Grants Manager	mary.rose.zingale@tncourts.gov 615-532-7327 Ext. 1350

**STOP Violence Against Formula Grant Program
Implementation Planning Process
DOCUMENTATION OF COLLABORATION**

This form and table was sent to planning group on 3/10/14
after the planning call held on 3/6/14.

State: Tennessee

Administering Agency: Office of Criminal Justice Programs

Collaborating Agency: List your agency name here

Planning Team Meeting Date: 3/6/2014

Please answer the following questions for your Collaborating Agency:

- | | |
|---|--------|
| 1) Did you participate in the planning process (<i>please circle one</i>): | Yes No |
| If so, did you participate: <u>In-person attendance</u> ; <u>conference call</u> ; <u>email collaboration</u> (<i>please circle one</i>) | |
| 2) Did you have adequate opportunity to discuss the concerns or issues impacting your area of expertise and/or the population(s) you were representing? | Yes No |
| 3) Did you receive a copy of the draft plan? | Yes No |
| 4) Did you review the draft plan? | Yes No |
| 5) Do you feel the primary needs were addressed in draft plan? | Yes No |
| 6) Did you offer feedback on draft plan? | Yes No |
| 7) Did you receive a copy of the finalized plan? | Yes No |

Note: Participants will receive a copy of the finalized plan from OCJP via email by March 20, 2013.

- 8) Were you satisfied that the plan included any issues you may have asked be included? Yes No

If no, please explain:

Collaborating Agency: _____ List your agency name here _____

Signature

Date

Summary of Issues Raised

The table below reflects a summary of the issues discussed on the Implementation Plan conference call held 3/6/2014. Participants are encouraged to add any additional information at the bottom of this page.

Primary Needs/ Issues Discussed	How were these addressed in the Implementation Plan?	If not addressed in the plan, why not?
Planning Committee Information (Overview of the Process, New Requirements and what is needed from members)	Information about committee participation and the planning process is included in section II, Description of Planning Process. Documentation of collaboration forms are an attachment to the Plan.	
Overview of the FY 2015-FY2017 TN STOP Implementation Plan Process: - Changes to the Implementation Plan -Plan is due with the application -Needs to address SA 20% set aside -Include documentation from planning committee -Plan needs to include goals and objectives for reducing DV related homicides within the state; coordinating with RPE; PREA plan; and notification/education of healthcare providers regarding availability of Rape Exams at no cost. -Committee participants will receive a copy of the plan via email to review. Will also need to complete a checklist form, sign it, and email to State STOP Administrator (Justine Bass).	Each of these Needs/Issues is addressed in this table in the rows below. This was an overview of the issues as covered by the STOP Implementation Planning committee.	
Continuation of current STOP funded subgrantee projects	Maintaining current STOP subgrant projects is the first goal in Section VI, Plan Priorities and Approaches (Subsection A).	
OCJP open solicitations for state FY15 STOP funding: -Court -Culturally Specific (both with sexual assault emphasis)	The sexual assault set aside is discussed in Section VI, Plan Priorities and Approaches (Subsection B). It is also discussed as part of the second and fourth goal listed in Section VI (Subsection A). Information about the grant solicitation process and oversight of subgrants (new and continuation) are discussed in Section VI (Subsection C).	

Primary Needs/ Issues Discussed	How were these addressed in the Implementation Plan?	If not addressed in the plan, why not?
Request Ideas from group regarding who to send FY15 open solicitations for new projects		The committee agreed that the solicitation should be sent out to all agencies that receive VOCA, FVPSA, STOP, and SASP funding. The application was also posted on the OCJP web site. The email and web site posting occurred on 3/6/14.
Updates and highlights from VAWA 2013 (30 pages of FAQs)	The group discussed the definitions of culturally specific, the 20% sexual assault set aside, PREA compliance requirements and possible 4.75% set aside, a change to the court allocation that requires funds to be subgranted "to" courts, and emphasis on statewide efforts to reduce domestic violence homicide. Each of these topics is incorporated throughout the Plan in various sections.	
<p>Overview of PREA requirements as part of VAWA 2013:</p> <ul style="list-style-type: none"> -Governor's Letter is due May 2014 -4.75% of total STOP award to be reallocated to meeting PREA needs if not in compliance -Discussed how participant agencies are assisting prisons and jails with PREA work in their area (ex: MOUs for crisis sexual assault services, trainings for correctional staff, SANE nurses working with inmate victims) 	Ensuring PREA compliance is the fifth goal in Section VI, Plan Priorities and Approaches (Subsection A). PREA is also addressed as a funding priority and allocation set aside (Subsections B and C).	Specific information on how to address PREA with STOP funds is not included in the Plan because at the time of submission the Governor's letter had not been submitted. The Letter from the Governor is not due until May 2014.
Overview of sexual assault emphasis as part of VAWA 2013. Not less than 20% of the total amount granted to a state under this subchapter shall be allocated to programs or projects in 2 or more allocations that meaningfully address sexual assault.	The sexual assault set aside is discussed in Section VI, Plan Priorities and Approaches (Subsection B). It is also discussed as part of the second and fourth goal listed in Section VI (Subsection A). New solicitations in spring 2014 will go out for culturally specific and court projects with emphasis on sexual assault	

Primary Needs/ Issues Discussed □	How were these addressed in the Implementation Plan?	If not addressed in the plan, why not?
<p>Meaningfully addressing sexual assault – subgrants that focus on sexual assault services and have a substantive understanding of the issue.</p>	<p>Sexual assault priorities are discussed throughout the plan. This topic was a general discussion of “what is meaningful sexual assault work?”</p>	<p>Committee agreed that programs that “meaningful” address sexual assault are those projects that successfully respond to the <u>unique</u> needs of SA survivors.</p>
<p>Discussion of how different parts of the state are addressing domestic violence homicide:</p> <ul style="list-style-type: none"> -Statewide, the Governor has increased jail time for repeat DV offenders -Law enforcement are trained at statewide law enforcement training academy about lethality assessments -West TN law enforcement reported using lethality assessments (Jackson, TN) -TN Coalition uses Risk Assessment with victims of DV (many other victim service agencies statewide use a similar assessment to determine safety risks and planning) -TN Coalition collects DV homicide data through state newspaper articles and police reports to compare with statewide crime data. Goal is to research/improve data collection and measurement of DV homicide in the state -Tennessee is focusing on evidence based Family Justice Centers with JAG funding - gaps in services/needs identified by the group included: better data collection, issues for DV victims such as transportation, job availability, lack of affordable housing and childcare. 	<p>Reducing domestic violence homicide is the third goal in Section VI, Plan Priorities and Approaches (Subsection A).</p>	
<p>Coordination with VOCA/ FVPSA /RPE:</p> <ul style="list-style-type: none"> -VOCA and FVPSA Awards are administered by OCJP - RPE is subawarded by Dept of Health to the TN Coalition for crisis intervention, prevention; and the Rape Prevention Institute Scholarships, and other training and prevention work done by the Coalition. Currently doing prevention work in colleges (including the Engaging Men initiative) and are partnering with YWCA of Nashville. The Coalition has ongoing collaboration with OCJP and the STOP planning committee. 	<p>Information about committee participation and the planning process is included in section II, Description of Planning Process. Documentation of collaboration forms are an attachment to the Plan.</p>	

Primary Needs/ Issues Discussed	How were these addressed in the Implementation Plan?	If not addressed in the plan, why not?
<p>Coordination with healthcare providers for rape exam certification:</p> <ul style="list-style-type: none"> - Coalition had a grant from OCJP in 2008 for public awareness when state law changed so that victims of sexual assault could not be charged for an exam. -Recent efforts, in 2014, include the publication and distribution of poster cards with sexual assault resources and statutory information that victims should never be billed for an exam. This poster card is being sent out to all sexual assault centers, and the state Department of Health is distributing to health departments. - Coalition provides ongoing SANE training for rural nurses about this topic. Additionally, the Coalition provides technical assistance on this issue to community SART teams that are reviewing/ revising policies. -TN Victim Compensation representative presents this issue annually at the Tommy Burks Victim Academy. 		<p>The efforts of ongoing coordination with healthcare providers were not included in the implementation plan as it was not a required section in Planning Tool.</p>

STOP Violence Against Formula Grant Program
Implementation Planning Process
DOCUMENTATION OF COLLABORATION

State: Tennessee

Administering Agency: Office of Criminal Justice Programs

Collaborating Agency: Office of Criminal Justice Programs / Victim Services

Planning Team Meeting Date: 3/6/2014

Please answer the following questions for your Collaborating Agency:

- 1) Did you participate in the planning process (please circle one): Yes No
 If so, did you participate: In-person attendance, conference call, email collaboration (please circle one)
- 2) Did you have adequate opportunity to discuss the concerns or issues impacting your area of expertise and/or the population(s) you were representing? Yes No
- 3) Did you receive a copy of the draft plan? Yes No
- 4) Did you review the draft plan? Yes No
- 5) Do you feel the primary needs were addressed in draft plan? Yes No
- 6) Did you offer feedback on draft plan? Yes No
- 7) Did you receive a copy of the finalized plan? Will receive 3/20 Yes No

Note: Participants will receive a copy of the finalized plan from OCJP via email by March 20, 2014.

- 8) Were you satisfied that the plan included any issues you may have asked be included? Yes No

If no, please explain:

Collaborating Agency: Office of Criminal Justice Programs / Victim Services

Diana M. Mora

Signature

3/17/2014

Date

STOP Violence Against Formula Grant Program
Implementation Planning Process
DOCUMENTATION OF COLLABORATION

State: Tennessee

Administering Agency: Office of Criminal Justice Programs

Collaborating Agency: Office of Criminal Justice Programs / Victim Services

Planning Team Meeting Date: 3/6/2014

Please answer the following questions for your Collaborating Agency:

- 1) Did you participate in the planning process (please circle one): Yes No
 If so, did you participate In-person attendance conference call, email collaboration (please circle one)
- 2) Did you have adequate opportunity to discuss the concerns or issues impacting your area of expertise and/or the population(s) you were representing? Yes No
- 3) Did you receive a copy of the draft plan? Yes No
- 4) Did you review the draft plan? Yes No
- 5) Do you feel the primary needs were addressed in draft plan? Yes No
- 6) Did you offer feedback on draft plan? Yes No
- 7) Did you receive a copy of the finalized plan? Yes No

Will receive 3/20/14. KP

Note: Participants will receive a copy of the finalized plan from OCJP via email by March 20, 2014.

- 8) Were you satisfied that the plan included any issues you may have asked be included? Yes No

If no, please explain:

Collaborating Agency: Office of Criminal Justice Programs / Victim Services

Kate Powell

Signature

3/17/14

Date

STOP Violence Against Formula Grant Program Implementation Planning Process DOCUMENTATION OF COLLABORATION

State: Tennessee

Administering Agency: Office of Criminal Justice Programs

Collaborating Agency: Office of Criminal Justice Programs / Victim Services

Planning Team Meeting Date: 3/6/2014

Please answer the following questions for your Collaborating Agency:

1) Did you participate in the planning process (please circle one): Yes No
If so, did you participate In-person attendance conference call, email collaboration (please circle one)

2) Did you have adequate opportunity to discuss the concerns or issues impacting your area of expertise and/or the population(s) you were representing? Yes No

3) Did you receive a copy of the draft plan? Yes No

4) Did you review the draft plan? Yes No

5) Do you feel the primary needs were addressed in draft plan? Yes No

6) Did you offer feedback on draft plan? Yes No

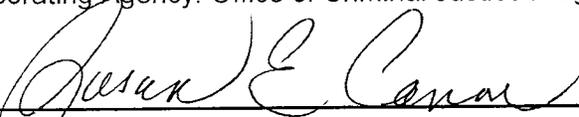
7) Did you receive a copy of the finalized plan? Yes No *will receive on 3/20/14*

Note: Participants will receive a copy of the finalized plan from OCJP via email by March 20, 2014.

8) Were you satisfied that the plan included any issues you may have asked be included? Yes No

If no, please explain:

Collaborating Agency: Office of Criminal Justice Programs / Victim Services



Signature

March 17, 2014

Date

STOP Violence Against Formula Grant Program
Implementation Planning Process
DOCUMENTATION OF COLLABORATION

State: Tennessee

Administering Agency: Office of Criminal Justice Programs

Collaborating Agency: City of Bristol, TN-Bristol Tennessee Police Department

Planning Team Meeting Date: 3/6/2014

Please answer the following questions for your Collaborating Agency:

- 1) Did you participate in the planning process (please circle one): Yes No
 If so, did you participate: In-person attendance; conference call; email collaboration (please circle one)
- 2) Did you have adequate opportunity to discuss the concerns or issues impacting your area of expertise and/or the population(s) you were representing? Yes No
- 3) Did you receive a copy of the draft plan? Yes No
- 4) Did you review the draft plan? Yes No
- 5) Do you feel the primary needs were addressed in draft plan? Yes No
- 6) Did you offer feedback on draft plan? Yes No
- 7) Did you receive a copy of the finalized plan? Yes No

Note: Participants will receive a copy of the finalized plan from OCJP via email by March 20, 2013.

- 8) Were you satisfied that the plan included any issues you may have asked be included? Yes No
 If no, please explain:

Collaborating Agency: Bristol Tennessee Police Dept.

J. McCready
Signature

03/17/14
Date

STOP Violence Against Formula Grant Program
Implementation Planning Process
DOCUMENTATION OF COLLABORATION

State: Tennessee

Administering Agency: Office of Criminal Justice Programs

Collaborating Agency: Legal Aid Society

Planning Team Meeting Date: 3/6/2014

Please answer the following questions for your Collaborating Agency:

1) Did you participate in the planning process (please circle one): Yes No

If so, did you participate: In-person attendance; conference call, email collaboration (please circle one)

2) Did you have adequate opportunity to discuss the concerns or issues impacting your area of expertise and/or the population(s) you were representing? Yes No

3) Did you receive a copy of the draft plan? Yes No

4) Did you review the draft plan? Yes No

5) Do you feel the primary needs were addressed in draft plan? Yes No

6) Did you offer feedback on draft plan? Yes No

7) Did you receive a copy of the finalized plan? Yes No

Note: Participants will receive a copy of the finalized plan from OCJP via email by March 20, 2013.

8) Were you satisfied that the plan included any issues you may have asked be included? Yes No

If no, please explain:

Collaborating Agency: Legal Aid Society

Maria E. Arvizu

Signature

3/17/14

Date

STOP Violence Against Formula Grant Program Implementation Planning Process DOCUMENTATION OF COLLABORATION

State: Tennessee

Administering Agency: Office of Criminal Justice Programs

Collaborating Agency: Rutherford County Domestic Violence Court

Planning Team Meeting Date: 3/6/2014

Please answer the following questions for your Collaborating Agency:

- 1) Did you participate in the planning process (please circle one): Yes No
 If so, did you participate: In-person attendance; conference call; email collaboration (please circle one)
- 2) Did you have adequate opportunity to discuss the concerns or issues impacting your area of expertise and/or the population(s) you were representing? Yes No
- 3) Did you receive a copy of the draft plan? Yes No
- 4) Did you review the draft plan? Yes No
- 5) Do you feel the primary needs were addressed in draft plan? Yes No
- 6) Did you offer feedback on draft plan? Yes No
- 7) Did you receive a copy of the finalized plan? Yes No - will receive at later date.

Note: Participants will receive a copy of the finalized plan from OCJP via email by March 20, 2013.

- 8) Were you satisfied that the plan included any issues you may have asked be included? Yes No
 If no, please explain:

Collaborating Agency: Rutherford County Domestic Violence Court

Monique Village
Signature

3/11/14
Date

STOP Violence Against Formula Grant Program
Implementation Planning Process
DOCUMENTATION OF COLLABORATION

State: Tennessee

Administering Agency: Office of Criminal Justice Programs

Collaborating Agency: TN Coalition to End Domestic & Sexual Violence

Planning Team Meeting Date: 3/6/2014

Please answer the following questions for your Collaborating Agency:

- 1) Did you participate in the planning process *(please circle one)*: Yes No
 If so, did you participate: In-person attendance; conference call email collaboration *(please circle one)*
- 2) Did you have adequate opportunity to discuss the concerns or issues impacting your area of expertise and/or the population(s) you were representing? Yes No
- 3) Did you receive a copy of the draft plan? Yes No
- 4) Did you review the draft plan? Yes No
- 5) Do you feel the primary needs were addressed in draft plan? Yes No
- 6) Did you offer feedback on draft plan? Yes No
- 7) Did you receive a copy of the finalized plan? Yes No

Note: Participants will receive a copy of the finalized plan from OCJP via email by March 20, 2013.

- 8) Were you satisfied that the plan included any issues you may have asked be included? Yes No

If no, please explain:

Collaborating Agency: TN Coalition to End Domestic & Sexual Violence

Kathryn Walsh
Signature

3-10-14
Date

STOP Violence Against Formula Grant Program
Implementation Planning Process
DOCUMENTATION OF COLLABORATION

State: Tennessee

Administering Agency: Office of Criminal Justice Programs

Collaborating Agency: TN Coalition to End Domestic & Sexual Violence

Planning Team Meeting Date: 3/6/2014

Please answer the following questions for your Collaborating Agency:

- 1) Did you participate in the planning process (please circle one): Yes No
 If so, did you participate: In-person attendance; conference call; email collaboration (please circle one)
- 2) Did you have adequate opportunity to discuss the concerns or issues impacting your area of expertise and/or the population(s) you were representing? Yes No
- 3) Did you receive a copy of the draft plan? Yes No
- 4) Did you review the draft plan? Yes No
- 5) Do you feel the primary needs were addressed in draft plan? Yes No
- 6) Did you offer feedback on draft plan? Yes No
- 7) Did you receive a copy of the finalized plan? Yes No

Note: Participants will receive a copy of the finalized plan from OCJP via email by March 20, 2013.

- 8) Were you satisfied that the plan included any issues you may have asked be included? Yes No
 If no, please explain:

Collaborating Agency: TN Coalition to End Domestic & Sexual Violence

Signature

3.10.14

Date

STOP Violence Against Formula Grant Program Implementation Planning Process DOCUMENTATION OF COLLABORATION

State: Tennessee

Administering Agency: Office of Criminal Justice Programs

Collaborating Agency: Prosecutor for the Office of the District Attorney, 2nd Judicial District

Planning Team Meeting Date: 3/6/2014

Please answer the following questions for your Collaborating Agency:

- 1) Did you participate in the planning process (please circle one): Yes No
 If so, did you participate: In-person attendance; conference call; email collaboration (please circle one)
- 2) Did you have adequate opportunity to discuss the concerns or issues impacting your area of expertise and/or the population(s) you were representing? Yes No
- 3) Did you receive a copy of the draft plan? Yes No
- 4) Did you review the draft plan? Yes No
- 5) Do you feel the primary needs were addressed in draft plan? Yes No
- 6) Did you offer feedback on draft plan? Yes No
- 7) Did you receive a copy of the finalized plan? Yes No

Note: Participants will receive a copy of the finalized plan from OCJP via email by March 20, 2013.

- 8) Were you satisfied that the plan included any issues you may have asked be included? Yes No

If no, please explain:

Collaborating Agency: Prosecutor for the Office of the District Attorney, 2nd Judicial District

Kaylin Render, Assistant District Attorney

Signature

March 11, 2014

Date

STOP Violence Against Formula Grant Program
Implementation Planning Process
DOCUMENTATION OF COLLABORATION

State: Tennessee

Administering Agency: Office of Criminal Justice Programs

Collaborating Agency: West Tennessee Legal Services, Inc.

Planning Team Meeting Date: 3/6/2014

Please answer the following questions for your Collaborating Agency:

- 1) Did you participate in the planning process (*please circle one*): Yes No
- If so, did you participate: In-person attendance; conference call; email collaboration (*please circle one*)
- 2) Did you have adequate opportunity to discuss the concerns or issues impacting your area of expertise and/or the population(s) you were representing? Yes No
- 3) Did you receive a copy of the draft plan? Yes No
- 4) Did you review the draft plan? Yes No
- 5) Do you feel the primary needs were addressed in draft plan? Yes No
- 6) Did you offer feedback on draft plan? Yes No
- 7) Did you receive a copy of the finalized plan? Yes No

Note: Participants will receive a copy of the finalized plan from OCJP via email by March 20, 2013.

- 8) Were you satisfied that the plan included any issues you may have asked be included? Yes No

If no, please explain:

Collaborating Agency: West Tennessee Legal Services

James Jamis, Attorney
Signature

3/13/14
Date

STOP Violence Against Formula Grant Program Implementation Planning Process DOCUMENTATION OF COLLABORATION

State: Tennessee

Administering Agency: Office of Criminal Justice Programs

Collaborating Agency: Wo/Men's Resource and Rape Assistance Program

Planning Team Meeting Date: 3/6/2014

Please answer the following questions for your Collaborating Agency:

1) Did you participate in the planning process (please circle one): Yes No

If so, did you participate: In-person attendance; conference call; email collaboration (please circle one)

2) Did you have adequate opportunity to discuss the concerns or issues impacting your area of expertise and/or the population(s) you were representing? Yes No

3) Did you receive a copy of the draft plan? Yes No

4) Did you review the draft plan? Yes No

5) Do you feel the primary needs were addressed in draft plan? Yes No

6) Did you offer feedback on draft plan? Yes No

7) Did you receive a copy of the finalized plan? Yes No (See Note)

Note: Participants will receive a copy of the finalized plan from OCJP via email by March 20, 2013.

8) Were you satisfied that the plan included any issues you may have asked be included? Yes No

If no, please explain:

Collaborating Agency: Wo/Men's Resource and Rape Assistance Program

Signature

Date

STOP Violence Against Formula Grant Program Implementation Planning Process DOCUMENTATION OF COLLABORATION

State: Tennessee

Administering Agency: Office of Criminal Justice Programs

Collaborating Agency: List your agency name here Home Safe - Inc.

Planning Team Meeting Date: 3/6/2014

Please answer the following questions for your Collaborating Agency:

- 1) Did you participate in the planning process (please circle one): Yes No
 If so, did you participate: In-person attendance; conference call; email collaboration (please circle one)
- 2) Did you have adequate opportunity to discuss the concerns or issues impacting your area of expertise and/or the population(s) you were representing? Yes No
- 3) Did you receive a copy of the draft plan? Yes No
- 4) Did you review the draft plan? Yes No
- 5) Do you feel the primary needs were addressed in draft plan? Yes No
- 6) Did you offer feedback on draft plan? Yes No
- 7) Did you receive a copy of the finalized plan? Yes No

Note: Participants will receive a copy of the finalized plan from OCJP via email by March 20, 2013.

- 8) Were you satisfied that the plan included any issues you may have asked be included? Yes No
 If no, please explain:

Collaborating Agency: _____ List your agency name here Home Safe - Inc.

Signature [Handwritten Signature]

Date 3/14/2014

Are you sure the data is correct? In 2012, do we really have more than twice male victims of D.V. than females?

STOP Violence Against Formula Grant Program
Implementation Planning Process
DOCUMENTATION OF COLLABORATION

State: Tennessee

Administering Agency: Office of Criminal Justice Programs

Collaborating Agency: Sexual Assault Center

Planning Team Meeting Date: 3/6/2014

Please answer the following questions for your Collaborating Agency:

- 1) Did you participate in the planning process (please circle one): Yes No
 If so, did you participate: In-person attendance: conference call email collaboration (please circle one)
- 2) Did you have adequate opportunity to discuss the concerns or issues impacting your area of expertise and/or the population(s) you were representing? Yes No
- 3) Did you receive a copy of the draft plan? Yes No
- 4) Did you review the draft plan? Yes No
- 5) Do you feel the primary needs were addressed in draft plan? Yes No
- 6) Did you offer feedback on draft plan? Yes No
- 7) Did you receive a copy of the finalized plan? Yes No

Note: Participants will receive a copy of the finalized plan from OCJP via email by March 20, 2013.

- 8) Were you satisfied that the plan included any issues you may have asked be included? Yes No

If no, please explain:

Collaborating Agency: Sexual Assault Center



Signature

3/13/14

Date

STOP Violence Against Formula Grant Program
Implementation Planning Process
DOCUMENTATION OF COLLABORATION

State: Tennessee

Administering Agency: Office of Criminal Justice Programs

Collaborating Agency: Sexual Assault Center

Planning Team Meeting Date: 3/6/2014

Please answer the following questions for your Collaborating Agency:

- 1) Did you participate in the planning process (please circle one): Yes No
 If so, did you participate: In-person attendance; conference/call, email collaboration (please circle one)
- 2) Did you have adequate opportunity to discuss the concerns or issues impacting your area of expertise and/or the population(s) you were representing? Yes No
- 3) Did you receive a copy of the draft plan? Yes No
- 4) Did you review the draft plan? Yes No
- 5) Do you feel the primary needs were addressed in draft plan? Yes No
- 6) Did you offer feedback on draft plan? Yes No
- 7) Did you receive a copy of the finalized plan? Yes No

Note: Participants will receive a copy of the finalized plan from OCJP via email by March 20, 2013.

- 8) Were you satisfied that the plan included any issues you may have asked be included? Yes No

If no, please explain:

Collaborating Agency: Sexual Assault Center

Nicci Runch
Signature

3/14/2014
Date

STOP Violence Against Formula Grant Program Implementation Planning Process DOCUMENTATION OF COLLABORATION

State: Tennessee

Administering Agency: Office of Criminal Justice Programs

Collaborating Agency: Administrative Office of the Courts

Planning Team Meeting Date: 3/6/2014

Please answer the following questions for your Collaborating Agency:

- 1) Did you participate in the planning process (*please circle one*): Yes No
 If so, did you participate: In-person attendance; conference call; email collaboration (*please circle one*)
- 2) Did you have adequate opportunity to discuss the concerns or issues impacting your area of expertise and/or the population(s) you were representing? Yes No
- 3) Did you receive a copy of the draft plan? Yes No
- 4) Did you review the draft plan? Yes No
- 5) Do you feel the primary needs were addressed in draft plan? Yes No
- 6) Did you offer feedback on draft plan? Yes No
- 7) Did you receive a copy of the finalized plan? Yes No *see below*

Note: Participants will receive a copy of the finalized plan from OCJP via email by March 20, 2013.

- 8) Were you satisfied that the plan included any issues you may have asked be included? Yes No

If no, please explain:

Collaborating Agency: Administrative Office of the Courts

Mauphee Zingale
Signature

3-11-14
Date



OFFICE OF THE DISTRICT ATTORNEY GENERAL

RANDALL E. NICHOLS
*District Attorney General*JOHN W. GILL, JR.
Special Counsel

3-10-2014

Justine Bass, STOP Administrator
Office of Criminal Justice Programs
William R. Snodgrass Tennessee Tower
312 Rosa L. Parks Ave., Suite 1800
Nashville, TN 37243-1102

Dear Ms. Bass:

I am writing to support Tennessee's application for the 2014 STOP Formula Grant Program.

Domestic violence is a pervasive crime problem in Knox County. Local policing agencies in our jurisdiction respond to nearly 20,000 domestic violence related E-911 calls for service annually. This volume equates to one domestic violence call every thirty minutes. The number of concluded Orders of Protection filed in Knox County's Fourth Circuit Court during 2011 was 2,643 and nearly 2,000 victims of domestic violence sought services from the Knoxville Family Justice Center. STOP funds are needed in order to strengthen and enhance our community response to domestic violence.

Knox County is the third most populated county in Tennessee with a total population of 432,226. Approximately 12% of Knox County residents are underserved ethnic minorities (8.8% Black and 3.5% Hispanic) and 13% of residents are 65 years old or older ("U.S. Census 2010," U.S. Census Bureau, 2011).

Our office utilizes STOP funding to strengthen and enhance the prosecutorial response to domestic violence crimes. Specifically, STOP funding provides a full-time domestic violence prosecutor in our office. This prosecutor handles all misdemeanor domestic violence cases forwarded for prosecution. STOP funding increases our ability to promote victim safety, hold offenders accountable and strengthen our community's coordinated multi-disciplinary response to domestic violence.

If I may provide any additional information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "John W. Gill, Jr.", written over a printed name and title.

John W. Gill, Jr.
Special Counsel

6th Judicial District - Knox County



Shelby County Sheriff's Office

*Bill Oldham, Sheriff, 201 Poplar Ave., Memphis, TN 38103
(901) 222-5500*

March 3, 2014

Justine Bass, STOP Administrator
Tennessee Office of Criminal Justice Programs
Department of Finance and Administration
William R. Snodgrass Tennessee Tower
312 Rosa L. Parks Ave., Suite 1800
Nashville, TN 37243-1102

Dear Ms. Bass,

Like many other agencies, the Shelby County Sheriff's Office continues to experience funding constraints for enforcement activities that play a prominent role in our daily operations. However, two years ago we were fortunate enough to receive a three year STOP grant from the Office of Criminal Justice Programs for our Sex Crimes Unit; our second year of this program will be concluding in June.

The Sheriff's Office is using the award to develop forensic technology expertise within our Sex Crimes Unit. The Detective chosen to carry out the grant has already received training and certification on our voice stress analysis unit and our mobile device data extraction equipment.

This expertise is necessary because the trend we were and are continuing to see in our sex crimes cases is the use of mobile devices by the perpetrator to capture the incident in some way; often for later recall and gratification. This is valuable evidence that can support a case; alternately, the device could clear a possible suspect if it contains information documenting their whereabouts during the time in question. The voice stress analyzer is a valuable investigative tool whose results can help the detective decide if further investigation of a potential suspect is required. Moreover, a person's refusal to take the stress detector test will often prompt the detective to continue their investigation of the person.

Between July 2012 -- February 2014, 12 mobile devices, stress detection to seven people, stress was detected in three of those people, while none was detected in the remaining four. Additionally, eleven people refused to take the stress detection test.

The Shelby County Sheriff's Office primary law enforcement responsibilities occur in areas that are rural, urban, and suburban. Our service area includes all unincorporated areas of Shelby County as well as two municipalities resulting in a total service population of over 139,000. Recent American Community Survey census estimates show that just over 68,000 of the total

primary service population is female, and of that, 72% are females over 18, while 8% are females over the age of 65.

Between 2012 and 2013 the crime of Forcible Rape improved – the total number of incidents decreased from 40 to 33; with females being the predominant victim of all sex crimes in Shelby County, we want to do what we can to stay abreast of new technologies that can help resolve these cases and hopefully prevent them from continuing to grow in number. By developing forensic technology expertise within our Sex Crimes Unit we are trying to build stronger cases that will benefit both the prosecution and the victim.

The Shelby County Sheriff's Office supports the application being made by the Tennessee Office of Criminal Justice Programs for the 2014 STOP Formula grant and looks forward to continuing our working relationship with your office.

Sincerely,



Bill Oldham
Shelby County Sheriff



DOMESTIC VIOLENCE COURT of RUTHERFORD COUNTY

20 Public Square North, Room 503 Murfreesboro, Tennessee 37130

Phone 615-494-9710 Fax 615-494-9742

February 21, 2014

Justine Bass, STOP Administrator
Office of Criminal Justice Programs
William R. Snodgrass Tennessee Tower
312 Rosa L. Parks Ave., Suite 1800
Nashville, TN 37243-1102

Dear Mrs. Justine Bass,

The Domestic Violence Court of Rutherford County supports victims of domestic violence in court where criminal charges have been filed against an individual. As a court based program that receives funding from the STOP grant I want to express the need for this funding in our agency and community. This STOP fund is an essential piece of the puzzle that allows us to be able to do the work that we do here and provide support and education to victims of domestic violence. The purpose of the advocacy service is to assist victims of domestic violence in court with support as a way of empowering the victims and holding the batterers accountable.

The Domestic Violence Court Coordinator and one advocate position are funded by the STOP grant. The Coordinator performs case management in the coordination of cases filed in criminal and civil domestic violence cases, provides information and support to victims, assist victims in protective order cases, coordinates interagency information follow and monitors procedure and policies, attends hearings dealing with domestic violence, serves as liaison with community resources and other agencies, performs general/clerk task and supervises, directs and evaluates staff. The domestic violence court advocate interacts with and supports victims, provides case management to victims, prepares case files, court dockets and other information in preparation for court proceedings, calls victims to remind them of court dates and general/clerk task. These individuals (Coordinator and advocate) collaborate with the District Attorney General's Office, police officers, sheriff deputies, probation officers, The Domestic Violence Program and Judges to respond to the needs of domestic violence victims in the community.

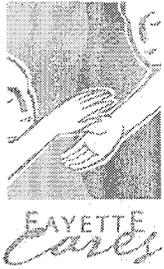
During 2013 the Domestic Violence Court managed 1147 criminal cases, of those 823 were misdemeanor Domestic Assaults, 280 were felony Domestic Assaults, 10 were stalking cases and 30 were violations of order of protection. During this same timeframe (January to December 2013) there were 518 protective order petitions filed in Chancery and Circuit court.

Based on information from the U.S. Census Bureau for 2012 (2013 is unavailable at this time) the population of Rutherford County is approximately 274,454 residents, of these 81.2% are White, 12.9% are Black, 6.9% are of Hispanic Origin, 0.5% are American Indian and 3.1% are Asian.

Sincerely,

A handwritten signature in blue ink that reads "Monique Tillage".

Monique Tillage
Rutherford County Domestic Violence Court Coordinator
20 Public Square North Room 106
Murfreesboro, Tn 37130
mtillage@rutherfordcountyttn.gov



February 18, 2014

Justine Bass, STOP Administrator
Office of Criminal Justice Programs
William R. Snodgrass Tennessee Tower
312 Rosa L. Parks Ave., Suite 1200
Nashville, TN 37243-1102

Dear Ms. Bass:

As the only provider of domestic violence intervention services in Fayette County, the Fayette Cares program and Fayette County Domestic Violence Victim Advocacy Services need STOP grant funds to provide ongoing support and advocacy to victims of domestic violence in Fayette County. These services include a 24-hour hotline and a victim advocate who offers court accompaniment, safety planning, resource referrals, and collaborates with law enforcement for victim outreach, which enhance our emergency food, shelter, and financial aid services. These services empower victims to make choices that lead to safety for themselves and their children.

According to US Census data, Fayette County, located just east of Memphis, had a population growth of over 33% between the 2000 and 2010. During that time period, the number of victims of reported domestic violence incidents increased by about 40%. In 2012, there was a continual increase in the reported cases of domestic violence (1%) for Fayette County according to the Tennessee Bureau of Investigation crime statistics. This growth is due primarily to significant numbers of Shelby County and Memphis residents moving to Fayette County, which was identified in recent years as one of the fastest growing counties in Tennessee. This growth trend is expected to continue as access between Fayette and Shelby County improves and as more businesses bring employment and commerce opportunities to Fayette County.

For the past 14 years, STOP grant funds have allowed the Fayette County Domestic Violence Victim Advocacy Services to provide much needed services to victims of domestic violence. Although Fayette County Domestic Violence Victim Advocacy Services does not discriminate in providing domestic violence intervention services, Fayette County's 13% poverty rate means that many of the victims who seek services are at or below the national poverty level.

During the 2012-13 grant period, over 93% of Fayette County Domestic Violence Victim Advocacy Services clients agreed or strongly agreed that the agency services helped them feel safer and helped them learn to access benefits and services. Continuing to receive these funds will allow Fayette County Domestic Violence Victim Advocacy Services to provide vital services during this time of significant growth and change.

Sincerely,

Alexandra Wardlaw,
Executive Director

STOP Subrecipient Award Summary List FY2014

STOP Subgrant Agency Name	Project Description/Title	Agency Contact Information	State Division	Agency Location County	STOP Allocation Type	Agency Entity Type
Avalon Center: Domestic Violence and Sexual Assault Program	Domestic Violence Rural Services and Counseling	Carmen Wyatt, Executive Director P.O. Box 3063 Crossville, TN 38557 Phone: 931-456-0747 Email: cwyatt@avaloncenter.org	East	Cumberland	Victim Services - Dual DV-SA	Non Profit
City of Bristol, Bristol Police Department	Training-Law Enforcement Officers	Erin Bryson, Captain 801 Anderson Street Bristol, TN 37620 Phone: (423) 989-5531 Email: cthomas@bristoltn.org	East	Sullivan	Law Enforcement (Training)	City/Town
City of Dyersburg, Dyersburg Police Department Domestic Abuse Unit	Domestic Violence and Sexual Assault Training	Patty Smith, Lieutenant PO Box 1358 Dyersburg, TN 38025 Phone: 731-288-7636 Email: psmith@dyersburgtn.gov	West	Dyer	Law Enforcement (Training)	City/Town
City of Jackson, Jackson Police Department	Jackson Police Dept. Comprehensive Violence Against Women-SANE/SART-DV Unit	Mike Holt, Captain Jackson Police Department 234 Institute St Jackson, TN 38301 Phone: 731-425-8493 Email: mholt@cityofjackson.net	West	Madison	Law Enforcement (Advocacy - Training)	City/Town
City of Ripley, Ripley Police Department	Ripley Police Domestic Violence Project	Matthew Williams, Domestic Violence Investigator 110 S Washington Street Ripley, TN 38063 Phone: 731-635-1515 Email: mwilliams@ripleypolice.com	West	Lauderdale	Law Enforcement Domestic Violence Units	City/Town
City of Spring Hill, Spring Hill Police Department	Domestic Violence Investigator	Justin Whitwell, Lieutenant 3636-A Royal Park Pkwy Spring Hill, TN 37174 Phone: 931-486-2252 ext 229 Email: jwhitwell@springhilltn.org	Middle	Maury	Law Enforcement Domestic Violence Units	City/Town
Community Health of East Tennessee, Family Services Center	Rural Domestic Violence Shelter Services and Advocacy Services	Rebecca Herrell, Chief Operating Officer PO Box 1462 LaFollette, TN 37766 Phone: 423-562-8325 Email: rbrandenburg@chetn.org	East	Campbell	Discretionary - Victim/Legal Advocate	Non Profit

STOP Subgrant Agency Name	Project Description/Title	Agency Contact Information	State Division	Agency Location County	STOP Allocation Type	Agency Entity Type
Family Resource Agency, Inc.	Court Advocacy for Victims of Domestic and Sexual Violence	Angie Benefield, Family Violence Program Director 3680 Michigan Avenue Rd., NE Cleveland, TN 37323 Phone: 423-303-3525 Email: angie@fratn.com	East	Bradley	Victim Services - Dual DV-SA	Non Profit
Fayette Cares, Inc.	Fayette County Domestic Violence Victim Advocacy Services	Kimberly Kemp, Programs Director PO Box 326 Somerville, TN 38068 Phone: 901-465-3802 x 222 Email: programsdirector@fayettecares.org	West	Fayette	Discretionary - DV Shelter	Non Profit
Genesis House, Inc.	A Safe Place to Begin Again - Safety and Services for Rural Victims of Domestic and Sexual Violence	Natalie Ivey, Executive Director PO Box 1180 / 107 South Washington Ave. Suite C Cookeville, TN 38503 Phone: 931-525-1637 ext. 1 Email: natalie@genesishouseinc.com	Middle	Putnam	Discretionary-Sexual Assault	Non Profit
Haven of Hope, Inc.	STOP Funded Rural Advocacy for Domestic Violence, Sexual Assault & Stalking Victims	Kellye Gilbert, Program Director P.O. Box 1271 Manchester, TN 37018 Phone: 931-728-1133 Email: havenadmin2@cafes.net	Middle	Coffee	Victim Services - Victim/Legal Advocate	Non Profit
Helen Ross McNabb, Inc., Family Crisis Center Program	Family Crisis Center Victim Advocacy and Outreach Project	Katie Trueblood, Evaluation & Research Coordinator 201 West Springdale Ave. Knoxville, TN 37917 Phone: 865-769-0115 Email: Katie.Trueblood@mcnabb.org	East	Knox	Victim Services - DV Shelter	Non Profit
Helen Ross McNabb, Inc., Sexual Assault Center of East Tennessee	Victim Service Programs and SART Coordination	Candace Allen, Project Director 6215 Kingston Pike, Suite A Knoxville, TN 37919 Phone: 865-558-9040 ext 122 Email: Candace.Allen@mcnabb.org	East	Knox	Victim Services - Sexual Assault	Non Profit
Legal Aid Society of Middle Tennessee and the Cumberlands	Domestic Violence and Sexual Assault Legal Services	Patricia M. Rulon, Operations Manager 300 Deaderick Street Nashville, TN 37201 Phone: 615-780-7124 Email: prulon@las.org	Middle	Davidson	Victim Services - Legal Services	Non Profit

STOP Subgrant Agency Name	Project Description/Title	Agency Contact Information	State Division	Agency Location County	STOP Allocation Type	Agency Entity Type
Partnership for Families, Children and Adults, Inc.	Law Enforcement Training	Regina McDevitt, Senior Director 300 E 8th Street Chattanooga, TN 37403 Phone: 423-755-2701 Email: rmcdevitt@partnershipfca.com	East	Hamilton	Law Enforcement (Training)	Non Profit
Rutherford County Government, Rutherford County Sheriff's Office	Domestic Violence Intervention	Lt. Britt Reed, Supervisor of the Family Crimes Unit 940 New Salem Highway Murfreesboro, TN 37129 Phone: 615-904-3114 Email: breed@rcsotn.org	Middle	Rutherford	Law Enforcement Domestic Violence Units	County
Rutherford County Government, Rutherford County Domestic Violence Court	Victim Advocacy for Domestic Violence in Rutherford County	Dolores Tillage-Malone, Domestic Violence Court Coordinator 20 Public Square North Room 106 Murfreesboro, TN 37130 Phone: 615-494-9710 Email: mtillage@rutherfordcountyttn.gov	Middle	Rutherford	Court - Victim/Legal Advocate	County
Scott County Women's Shelter	Domestic Violence Advocacy and Support Project	Patricia Brown, Executive Director P.O. Box 5402 Oneida, TN 37841 Phone: 423-569-3355 Email: shelter@telepage.net	East	Scott	Victim Services - Victim/Legal Advocate	Non Profit
Shelby County Government, Shelby County Sheriff's Office	Violence Against Women in Shelby County	Katy Mack, Grants Manager 201 Poplar, Suite 9-23 Memphis, TN 38103 Phone: 901-222-5704 Email: Katy.Mack@shelby-sheriff.org	West	Shelby	Law Enforcement Domestic Violence Units	County
Southeast Tennessee Legal Services	Domestic Violence Legal Advocacy	Cathy Allshouse, Program Manager 821 Houston Street Chattanooga, TN 37403 Phone: 423-756-128 Email: callshouse@selegal.org	East	Hamilton	Victim Services - Legal Services	Non Profit
Sullivan County Government, Sullivan County Sheriff's Office	Sullivan County Domestic Violence Investigations and Special Services Project	Steve Williams, Captain Criminal Investigations 140 Blountville Bypass Blountville, TN 37617 Phone: 423-279-6074 Email: swilliams@scsotn.com	East	Sullivan	Law Enforcement Domestic Violence Units	County

STOP Subgrant Agency Name	Project Description/Title	Agency Contact Information	State Division	Agency Location County	STOP Allocation Type	Agency Entity Type
Tennessee Coalition to End Domestic and Sexual Violence	Training and Technical Assistance Project	Kathy Walsh, Executive Director 2 International Plaza Dr., Suite 425 Nashville, TN 37217 Phone: 615-386-9406 Email: kwalsh@tncoalition.org	Middle	Davidson	Victim Services (Training)	Non Profit
Tennessee Coalition to End Domestic and Sexual Violence	Tennessee Law Enforcement Training Project	Kathy Walsh, Executive Director 2 International Plaza Dr., Suite 425 Nashville, TN 37217 Phone: 615-386-9406 Email: kwalsh@tncoalition.org	Middle	Davidson	Law Enforcement (Training)	Non Profit
Tennessee District Attorneys General Conference, 21st Judicial District Attorney General's Office	21st Judicial District STOP Prosecutor	Jessica Borne, Assistant District Attorney General P.O. Box 937 Franklin, TN 37033 Phone: 615-790-4425 Email: jnborne@tndagc.org	Middle	Williamson	Prosecution DV Units	State
Tennessee District Attorneys General Conference, 14th Judicial District Attorney General's Office	14th DAG's STOP DV Prosecutor	Billy Cook, Criminal Investigator P.O. Box 147 Manchester, TN 37349 Phone: 931-723-5055 Email: dist14@edge.net	Middle	Coffee	Prosecution DV Units	State
Tennessee District Attorneys General Conference, 6th Judicial District Attorney General's Office	6th DAG's Domestic Violence STOP Prosecutor	John Gill, Special Counsel P.O. Box 1468 Knoxville, TN 37901 Phone: 865-215-2515 Email: john.gill@knoxcounty.org	East	Knox	Prosecution DV Units	State
Tennessee District Attorneys General Conference, 23rd Judicial District Attorney General's Office	23rd Judicial District Domestic Violence STOP Prosecutor	Erin Bryson, Assistant District Attorney P.O. Box 580 Charlotte, TN 37036 Phone: 615-789-5021 Email: edbryson@tndagc.org	Middle	Dickson	Prosecution - Victim/Witness	State
Tennessee District Attorneys General Conference, 2nd Judicial District Attorney General's Office	2nd DAG's STOP DV Prosecutor	Kaylin Render, Assistant District Attorney, Domestic Violence Post Office Box 526 Blountville, TN 37617 Phone: 423-279-3278 Email: kkrender@tndagc.org	East	Sullivan	Prosecution - Victim/Witness	State

STOP Subgrant Agency Name	Project Description/Title	Agency Contact Information	State Division	Agency Location County	STOP Allocation Type	Agency Entity Type
Tennessee District Attorneys General Conference, 30th Judicial District Attorney General's Office	30th DAG Domestic Violence Prosecutor	Priscilla Campbell, Chief Administrative Officer 201 Poplar Ave., 3rd Floor Memphis, TN 38104 Phone: 901-222-1314 Email: priscilla.campbell@scdag.com	West	Shelby	Prosecution - Victim/Witness	State
Tennessee District Attorneys General Conference, 13th Judicial District Attorney General's Office	13th DAG's DV Prosecutor	Stephanie Johnson, Assistant District Attorney 1519A East Spring Street Cookeville, TN 38506 Phone: 931-528-5015, ext. 104 Email: sbjohnson@tndagc.org	Middle	Putnam	Prosecution - Victim/Witness	State
West Tennessee Legal Services, Inc.	Legal Intervention for Victim Empowerment	Jane Jarvis, Managing Attorney 210 West Main Street Jackson, TN 38301 Phone: 731-426-1301 Email: jane@wtls.org	West	Madison	Victim Services - Legal Services	Non Profit
Wo/Men's Resource and Rape Assistance Program	Court Advocacy	Daryl Chansuthus, Executive Director 62 Directors Row Jackson, TN 38305 Phone: 731-668-0411 Email: dchansuthus@wraptn.org	West	Madison	Victim Services - Victim/Legal Advocate	Non Profit
YWCA of Greater Memphis	YWCA-Abused Women's Services Bilingual Court Advocacy Program	Dawn Meadow, YWCA-Abused Women's Shelter Director 766 S. Highland Street Memphis, TN 38111 Phone: 901-725-5861 Email: dmeadow@memphisywca.org	West	Shelby	Victim Services- Culturally Specific - DV Shelter	Non Profit
YWCA of Nashville & Middle Tennessee	YWCA Weaver Domestic Violence Center Services	Pamela Sessions, V.P. of Programs & Services 1608 Woodmont Blvd. Nashville, TN 37215 Phone: 615-269-9922 Email: pamela.sessions@ywcanaashville.com	Middle	Davidson	Victim Services - Victim/Legal Advocate	Non Profit

OFFICE OF CRIMINAL JUSTICE PROGRAMS

STOP Violence Against Women Grant Program

2014/2015

Competitive Grant Solicitation
CFDA 16.588



Prepared by:
Office of Criminal Justice Programs
Department of Finance and Administration
William R. Snodgrass Tennessee Tower
Suite 1800, 312 Rosa L. Parks Avenue
Nashville, Tennessee 37243-1700

STOP Violence Against Women Grant Program

CFDA 16.588

Grant Application Instructions

I. INTRODUCTION

The STOP Violence Against Women Grant Program was authorized through the Violence Against Women Act (VAWA) of 1994 and reauthorized and amended by the Violence Against Women Act of 2000, 2005 and 2013. By statute, the STOP Program supports communities in their efforts to develop and strengthen effective law enforcement and prosecution strategies to combat violent crimes against women and to develop and strengthen victim services in cases involving violent crimes against women.

The purpose of the STOP Program is to promote a coordinated, multi-disciplinary approach to improving the criminal justice system's response to violence against women. It envisions a partnership among law enforcement, prosecution, courts and victim advocacy organizations to enhance victim safety and hold offenders accountable for their crimes of violence against women.

The emphasis of the STOP Program continues to be on the implementation of comprehensive strategies addressing violence against women that are sensitive to the immediate and long-term needs and safety of victims and hold offenders accountable for their crimes.

Each state must allocate STOP Program funds in the following manner:

- 5% to court programs,
- 15% is allocated at each state's discretion, within the parameters of the Act,
- 25% for law enforcement programs,
- 25% for prosecution programs and
- 30% for nonprofit, non-governmental victim services programs (of which 10% must go to culturally specific community based organizations).

The Office of Criminal Justice Programs in the Tennessee Department of Finance and Administration has been designated as the state agency responsible for administering the STOP Formula Grant Program in Tennessee.

II. APPLICANT ELIGIBILITY

ELIGIBLE APPLICANTS FOR STOP VIOLENCE AGAINST WOMEN FUNDING INCLUDE:

- Nonprofit, nongovernmental victim services programs including faith-based and community organizations
- Units of local government
- Indian Tribal governments
- State, local and Tribal courts (including juvenile courts)

FUNDING TO FAITH-BASED AND COMMUNITY ORGANIZATIONS:

Consistent with Executive Order 13279, December 12, 2002 and 28 CFR Part 38, faith-based and community organizations that statutorily qualify as eligible applicants are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

III. PROGRAM PURPOSES

The purpose of the STOP Violence Against Women Grant Program is to assist state agencies, units of local government, nonprofit or faith-based and community organizations in carrying out specific projects which offer a high probability of improving the functioning of the criminal justice system. This grant program provides funding for projects which assist local and state government agencies and non-profit organizations in their efforts to reduce violence against women.

The overriding objective of STOP Violence Against Women funding continues to be the implementation of comprehensive strategies that are sensitive to the needs and safety of victims and hold offenders accountable for their crimes.

Applicants must choose one or more of the following statutory purpose areas when requesting grant funds:

1. Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence;
2. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault and domestic violence;
3. Developing and implementing more effective police, court and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying and responding to violent crimes against women including the crimes of sexual assault and domestic violence;
4. Developing, installing, or expanding data collection and communication systems including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault and domestic violence;
5. Developing, enlarging, or strengthening victim services programs including domestic violence, dating violence, sexual assault, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault and domestic violence;
6. Developing, enlarging, or strengthening programs addressing stalking;

7. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault and domestic violence;
8. Supporting formal and informal Statewide, multidisciplinary efforts (to the extent not supported by State funds), to coordinate the response of State law enforcement agencies, prosecution, courts, victim service agencies, and other State agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence;
9. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault;
10. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals;
11. Providing assistance to victims of domestic violence and sexual assault in immigration matters;
12. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families;
13. Supporting the placement of special victim assistants (to be known as "Jessica Gonzales Victim Assistants") in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have the expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities:
 - o developing in collaboration with prosecutors, courts and victim service providers, standardized response policies for local law enforcement agencies, including triage protocols to ensure that dangerous or potentially lethal cases are identified and prioritized;
 - o notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
 - o referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
 - o taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order;
14. Providing funding to law enforcement agencies, non-profit nongovernmental victim services providers, and State, Tribal, Territorial, and local governments, (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote:
 - o the development and implementation of training of local victim domestic violence service providers, and to fund victim services personnel, to be known as "Crystal Judson Victim Advocates," to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel;

- the implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies (such as the model policy promulgated by the International Association of Chiefs of Police (“Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project” July 2003);
- the development of such protocols in collaboration with State, tribal, territorial and local victim services providers and domestic violence coalitions.

Note: Any law enforcement, State, Tribal, Territorial, or local government agency receiving funding under the Crystal Judson Domestic Violence Protocol Program shall on an annual basis, receive additional training on the topic of incidents of domestic violence committed by law enforcement personnel from domestic violence and sexual assault nonprofit organizations and, after a period of two years, provide a report of the adopted protocol to the Office of Criminal Justice Programs, including a summary of progress in implementing such protocol.

IV. PROGRAM REQUIREMENTS

Requirements for ALL Applicants

Mandatory Reporting of Child Abuse and Adult Abuse:

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

Limited English Proficiency:

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI of the Civil Rights Act and the Omnibus Crime Control and Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary. Subrecipients are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. The U.S. Department of Justice has issued guidance for subrecipients to assist them in complying with Title VI requirements. The guidance document can be accessed at www.lep.gov or by contacting the OJP's Office for Civil Rights at 202-307-0690.

CIVIL RIGHTS COMPLIANCE:

All recipients of STOP grant funds are required to comply with nondiscrimination requirements contained in various State and Federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, sex, handicap or disability, age, gender identity or sexual orientation against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office of Criminal Justice Programs within 45 days. All applicants should consult the Certifications and Assurances required with the application funds to understand the applicable

legal and administrative requirements. Additional information and requirements can be found in Chapter XXII of the OCJP Administrative Manual located at <http://www.tn.gov/finance/adm/ocjp/documents/OCJPADMINISTRATIVEGRANTMANUAL.pdf>

Federal Funding Accountability and Transparency Act of 2006 (FFATA), Public Law 109-282 FFATA was signed on September 26, 2006, and requires the existence of a single searchable website, accessible by the public at no cost, that includes information about where and how federal funds are spent. This includes information on grants, subgrants, loans, awards, cooperative agreements and other forms of financial assistance funded with federal funds. Federal grant awards of \$25,000 or more began being reported October 1, 2010. State agencies that receive federal awards now report subgrant information for public access.

DUNS Number: To enable state agencies that receive federal awards to report this information, subgrantees (i.e., Subrecipients) are required to obtain and report a DUNS number. A DUNS number is obtained through Dun & Bradstreet (D&B) and is a unique nine digit identification number that is assigned for FREE for all businesses required to register with the US Federal government for contracts or grants A DUNS number is required for this grant and is reported on Attachment A of your application. For more information and/or to obtain a DUNS number go to the following website: <http://fedgov.dnb.com/webform>.

SAM Registration: To enable OCJP to report subawards in a timely manner, Subrecipients are also required to register with System for Award Management (SAM). SAM is a federally owned and operated **free** website that consolidates the capabilities of CCR/Fed Reg, ORCA and EPLS, and it will be used to populate the information needed to report subaward information. In order to register you must have a DUNS number. Registration can be done at <https://www.sam.gov/portal/public/SAM/> . **Your SAM expiration date must be reported on Attachment A and a copy of confirmation submitted with your application.**

Executive Compensation Reporting: FFATA now requires a subgrantee of a federal award to report the names and total compensation of the most highly compensated executives (i.e., officers, managing partners, or any other employees in management positions) if they meet all of the following criteria:

- 80 percent or more of the subgrantee's annual gross revenues from Federal procurement contracts and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320; and
- \$25,000,000 or more in annual gross revenues from Federal procurement contracts, and Federal financial assistance subject to the Transparency Act; and
- The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

As a result of FFATA, all applicants are required to have a DUNS number, register via SAM and provide employee compensation information (if applicable) to be eligible for this funding.

ACORN

Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express written approval of the federal Office of Justice Programs.

Activities That May Compromise Victim Safety and Recovery:

The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions and cannot be supported with STOP funds:

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children.
- Offering perpetrators the option of entering pre-trial diversion programs.
- Requiring mediation or counseling for couples as a systemic response to domestic violence or sexual assault, or in situations in which child sexual abuse is alleged.
- Requiring victims to report sexual assault, stalking, or domestic violence crimes to law enforcement or forcing victims to participate in criminal proceedings.
- Relying on court-mandated batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior.
- Supporting policies that deny individuals access to services based on their relationship to the perpetrator.
- Supporting policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g., attending counseling, seeking an order of protection).
- Sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim.
- Placing of batterers in anger management programs.
- Procedures that would penalize or impose sanctions on victims of domestic violence or sexual assault for failure to testify against the abuser and/or the perpetrator.

Confidentiality:

Subrecipients receiving STOP funds must protect the confidentiality and privacy of persons receiving services to ensure their safety and their families' safety. Subrecipients are prohibited from disclosing personally identifying information collected in connection with services requested, utilized, or denied through the grantee's program, to any third party or third party database without informed, written, reasonably time-limited, consent of the

person, unless compelled by statutory or court mandate. Subrecipients intending to share aggregate information with other organizations must ensure that such information does not identify specific individuals.

Please see the *OCJP Administrative Manual, STOP Section* for more information pertaining to 'personally identifying information.'

Tennessee Certifications:

In order to receive STOP Formula Grant Program funds, States are required to certify annually that the State is in compliance with statutory eligibility requirements of the Violence Against Women Act (VAWA) as amended.

Programs seeking funding through this OCJP application must be aware of these State assurances to ensure that these requirements are being implemented at the local level.

1. With respect to the VAWA requirement concerning costs for criminal charges and protection orders, **a State must certify:**
 - Its laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence, dating violence, sexual assault, or stalking offense, or in connection with the filing, issuance, registration, modification, enforcement, dismissal, withdrawal or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, dating violence, sexual assault, or stalking, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, modification, enforcement, dismissal, withdrawal or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the state, tribal, or local jurisdiction. See TCA 36-6-617 for more information.
2. With respect to the VAWA requirement concerning forensic medical examination payment for victims of sexual assault, **a State must certify:**
 - The State or another governmental entity "incurs the full out-of-pocket cost of forensic medical exams . . . for victims of sexual assault" and "coordinates with health care providers in the region to notify victims of sexual assault of the availability of rape exams at no costs to the victims." In addition, a state must comply with this requirement without regard to whether the victim cooperates in the criminal justice system or cooperates with law enforcement. See TCA 29-13-118 for more information.
3. With respect to the VAWA requirement concerning judicial notification, **a State must certify:**
 - Before a court accepts the guilty plea of a defendant charged with a domestic violence offense, it shall inform the defendant that it is a federal offense for a person convicted of a domestic violence offense to possess or purchase a firearm and that from the moment of conviction for such an offense the defendant will never again be able to lawfully possess or buy a firearm of any kind. After so informing the defendant, the court may accept the plea of guilty if the defendant clearly states on the record that the defendant is aware of the consequences of a

conviction for a domestic violence offense and still wishes to enter a plea of guilty. If a defendant is not represented by an attorney but wishes to proceed to the trial of a charge of committing a domestic violence offense, the court shall also inform the defendant of the consequences of a conviction for a domestic violence offense. See TCA 40-14-109 for more information.

4. With respect to the VAWA requirement prohibiting polygraph testing, **a State must certify:**
- that its laws, policies, or practices ensure that no law enforcement officer, prosecuting officer or other government official shall ask or require an adult, youth, or child victim of an alleged sex offense as defined under Federal, Tribal, State, Territorial, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense, and the refusal of a victim to submit to a polygraph examination or other truth telling device shall not prevent the investigation, charging, or prosecution of an alleged sex offense. See TCA 38-3-123 for more information.

License and Copyright

Pursuant to 28 CFR §66.34, the Office on Violence Against Women reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, in whole or in part (including in the creation of derivative works), for Federal Government purposes:

1. any work that is subject to copyright and was developed under this award, subaward, contract or subcontract pursuant to this award; and
2. any work that is subject to copyright for which ownership was purchased by a recipient, subrecipient or a contractor with support under this award.

In addition, a subrecipient must obtain advance written approval from the Office on Violence Against Women program manager assigned to this award, and must comply with all conditions specified by the program manager in connection with that approval before: 1) using award funds to purchase ownership of, or a license to use, a copyrighted work; or 2) incorporating any copyrighted work, or portion thereof, into a new work developed under this award.

STOP Statement:

All materials and publications (written, visual, or sound) resulting from STOP grant activities shall contain the following statements:

“This project was supported by subgrant No. _____ awarded by the Office of Criminal Justice Programs for the STOP Formula Grant Program. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Office of Criminal Justice Programs or the U.S. Department of Justice, Office on Violence Against Women.”

Text Messaging While Driving

Pursuant to Executive Order 13513 of October 1, 2009, “Federal Leadership on Reducing Text Messaging While Driving,” all Department of Justice (DOJ) recipients and subrecipients are encouraged to adopt and enforce policies that ban text messaging while driving a vehicle when performing work funded under DOJ grant programs.

Computer Network Requirements

The subrecipient understands and agrees that (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

Religious and Moral Beliefs

The subrecipient understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.

Additional Federal Funds Received

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

V. FINANCIAL REQUIREMENTS

GENERAL FINANCIAL REQUIREMENTS:

OCJP grants awarded under the STOP grant program are governed by the provisions of the Office of Management and Budget (OMB) circulars applicable to financial assistance. These circulars, along with additional information and guidance, can be found by referring to the OCJP Administrative Manual and the STOP section located at <http://www.tn.gov/finance/adm/ocjp/manuals.shtml> . This policy manual provides information on allowed costs, methods of payment, audit requirements, accounting systems and financial records.

MATCH:

There is a 25% match requirement imposed on grant funds under the STOP Program. A grant made under this program may not cover more than 75% of the total costs of the project being funded. The applicant must identify the source of the **25% non-Federal** portion of the budget and how match funds will be used. Applicants may satisfy the required match with either cash or in-kind services.

All match must be allowable and is subject to the same requirements, restrictions and conditions as the federal STOP funds. Subrecipients must maintain records that clearly show the source, the amount, and the period during which the match was allocated. The basis for determining the value of personal services, materials, equipment, and space must be documented.

Match Formula

The formula for calculating the required match is:

Total Project Costs X **75%** (Federal Share) = Federal Funds Requested

Total Project Costs x **25%** (Subrecipient Share) = Total Match Amount

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

In-kind match is a non-cash contribution recognized at conservative market value, such as the value of donated time, donated equipment, or donated space. In-kind match may include donations of expendable equipment, office supplies, workshop or classroom materials, work space, or monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor if the services they provide are an integral and necessary part of a funded project. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the organization or the labor market. Fringe benefits may be included in the valuation. Volunteer services must be documented, and to the extent feasible, supported by the same methods used by the subrecipient organization for its own employees. The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality. The basis for determining the value of personal services, materials, equipment and space must be documented.

Subrecipients must maintain records that clearly show the source, the amount, and the period during which the match was allocated. The basis for determining the value of personal services, materials, equipment, and space must be documented. Volunteer services must be documented, and to the extent feasible, supported by the same methods used by the subrecipients for its own paid employees.

AUDIT REQUIREMENTS:

State and Local Governments: An audit is required to be conducted and due no later than 9 months after the close of each fiscal year for state government and local governments (counties, judicial districts, cities, towns, quasi-governments) regardless of whether federal or state funds are involved or the dollar amount expended. Please note, that if the federal funds expended (for the entire government) is \$500,000 or more, the audit must be conducted in accordance with OMB Circular A-133, and the audit cost is an allowable expenditure to the federal grant(s).

Nongovernmental (nonprofit or private organizations): Any nongovernmental entity (nonprofit or private organizations) that expends \$500,000 or more under a state contract regardless of whether federal or state funds are involved, during that entity's fiscal year, is required to have an audit conducted and due no later than 9 months after the close of the entity's fiscal year. Please note, that if the federal funds expended (for the entire organization) is \$500,000 or more, the audit must be conducted in accordance with OMB Circular A-133, and the audit cost is an allowable expenditure under the federal grant(s).

Any nongovernmental entity (nonprofit or private organizations) that expends less than \$500,000 under a state contract regardless of whether federal or state funds are involved during that entity's fiscal year, is required to submit an annual report of the entity's financial activities (not required to be audited) due no later than 9 months after the close of the entity's fiscal year.

If the subrecipient did not expend \$500,000 or more in federal funds in its fiscal year, but contracted with a certified public accountant to perform an audit; these costs may not be

charged to the federal grant(s), because the federal fund expenditure did not meet the threshold, therefore an audit is not required.

State Agency Applicants:

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

VI. ALLOWABLE USE OF STOP FUNDS

STOP funding may be used by the subrecipient for personnel, training, technical assistance, evaluation, data collection and equipment costs to enhance the apprehension, prosecution and adjudication of persons committing violent crimes against women. Children's services must be inextricably linked to providing services to victims of domestic violence. For example, STOP funds may support the expansion of shelter services for battered women to include programs for their children.

STOP funds may be used, in limited circumstances, to cover reasonable transportation costs that would enhance a woman's safety, including transportation out-of-state.

It is acceptable for STOP funding to support the operational costs of a facility, such as a shelter, however if the project is supported with funds from other sources as well, i.e. VOCA or 6 funding, the rent and operational expenses must be prorated among the different funding sources. If the shelter owns its own facility, rent for use of that facility may not be charged to the grant at all; however, related expenses such as utilities and building security may be charged to the grant.

Grant funds may be used to support, inform, and provide outreach to victims about available services. For example, a shelter could distribute brochures listing the signs of domestic violence, describing the services available, and providing a hotline number to access the services. Initiatives designed to reach victims, rather than raise awareness generally, may be supported with STOP funds.

Pro-rated share of food for emergency client needs and the pro-rated share of food purchases for domestic violence shelter resident's use.

Clothing and furniture costs must be pre-approved by OCJP before a purchase can be made.

STOP funds can be used to support consultant rates up to \$650 for an 8-hour day or \$81.25 per hour (excluding travel and subsistence). An 8-hour day may include preparation, evaluation and travel time in addition to the time required for actual performance. Please note, however, that this does not mean that the rate can or should be \$650 for all consultants. Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace and consistent with the individual's experience and expertise. Rates should be developed and reviewed on a case-by-case basis and must be reasonable and allowable in accordance with OMB cost principles.

Allowable costs are those cost principles identified in the OMB Circular A-87 for State and Local Governments and OMB Circular A-122 for Non-Profit Organizations and in the grant program's authorizing legislation. In addition, costs must be reasonable, allocable, necessary to the project, and comply with the funding statute requirements.

STOP funds can be used to provide services to incarcerated victims but only to address the domestic violence, dating violence, sexual assault, or stalking victimization experienced by the incarcerated individual, including both crimes experienced while incarcerated and crimes experienced at other points in their youths and adult lives.

Gift cards to clients are only allowable to the extent that they are used for allowable costs under STOP such as the purchase of emergency food for STOP clients or gas for victims to attend court, appointments etc. related to the victimization. However, agencies must acquire a receipt from the client which documents only allowable items (food or gas-in the example) were purchased. Without copies of these receipts, these costs will be deemed unallowable by OCJP and repayment of these funds will be required.

STOP funds may be used to cover a victim's first month's rent. Deposits are also allowable if the subrecipient has an agreement with the landlord that the full/remaining deposit will be returned to the subrecipient and not the victim at the end of the lease.

Applicants are encouraged to allocate grant funds to support activities that help to ensure individuals with disabilities and Deaf individuals and persons with limited English proficiency have meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services, language interpretation and translation services, or the purchase of adaptive equipment. Applicants proposing to use grant funds to create websites, videos and other materials must ensure that they are accessible to persons with disabilities and grant funds must be allocated for these purposes.

The following is a list of generic Allowable Costs: Conference and workshops, space, software development, post-employment, general salaries and personnel cost, consultant fees, equipment, software and hardware, and travel.

The following budget items must be pre-approved prior to being implemented by the subrecipient: salary adjustments, staffing changes, capital purchases, depreciation, Sensitive Minor Equipment, furniture, clothing and/or uniforms.

Please reference the Allowable Costs section of the OCJP Administrative Manual for full explanations and restrictions regarding generic Allowable Costs at <http://www.tn.gov/finance/adm/ocjp/manuals.shtml>.

Additional explanatory language regarding allowable costs is listed below:

SALARIES, BENEFITS & TAXES:

Payment of personnel costs are allowable if costs are a part of an approved project and are necessary and incidental to project implementation and operation. *Overtime pay will only be approved by OCJP on a case by case basis.*

OPERATIONAL COSTS:

Payment of operational costs are allowable if costs are part of an approved project and are necessary to the project implementation and operation. Operational costs may include supplies, telecommunication costs, postage and shipping, printing and publication costs, rent, equipment rental costs and insurance costs. **Costs for a program must be prorated across all fund sources.**

PROFESSIONAL FEES:

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

NOTE:

Do not enter subcontracting information for professional consultant or subcontracting entity employees under **Budget Line-Item 1: Salaries, Benefits & Taxes.**

Speaker fees for Conferences **MUST** be entered under Line Item 11, 12: Travel, Conferences & Meetings.

Note: All projects providing training instructors/speakers with STOP funds will need to submit a **Notification of Speakers Agreement for each instructor/speaker 15 days prior to the training event.** See Chapter 9 and Appendix N of the 2012/2013 OCJP Administrative Manual.

EQUIPMENT:

Equipment expenses, which are part of an approved project, if necessary and incidental to that project, are allowable expenses. Equipment is defined as tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

NOTE: "Sensitive Minor Equipment" is reported under **Supplies** and is defined as moveable, high-risk, sensitive property items purchased with a cost between \$100.00 and \$5,000.00 such as tablets, laptops, desktop computers, printers, projectors, external computer peripherals, weapons, TVs, cameras, and small office machines.

TRAVEL:

Expenses and reimbursements for in state and out of state travel must follow the most current Comprehensive State of Tennessee Rules and Regulations which can be found at www.tn.gov/finance/act/documents/policy8.pdf .

Allowable costs are those cost principles identified in the OMB Circular A-87 for State and Local Governments and OMB Circular A-122 for Non-Profit Organizations and in the grant program's authorizing legislation. In addition, costs must be reasonable, allocable, necessary to the project, and comply with the funding statute requirements.

For more information, go to the 'Instructions' tab included in the budget form.

VII. UNALLOWABLE USE OF STOP FUNDS

STOP grant funds may not be used to support services for obtaining divorces. Divorces and legal separations are civil proceedings that fall outside the scope of the seven broad purposes for which STOP funds may be used.

STOP funds may not be used to support services that focus exclusively on children.

STOP funds may not be used to support the development or presentation of a domestic violence, sexual assault, dating violence and/or stalking curriculum for primary or secondary schools. Funds may not be used to teach primary or secondary school students from an already existing curriculum

STOP funding may not support legal or defense services for perpetrators of violence against women. But they may support batterers' intervention programs, if the intervention is part of a graduated range of sanctions that use the coercive power of the criminal justice system to hold abusers accountable for their criminal actions and for changing their behavior.

STOP funds may not be used to conduct public awareness, media campaigns or community education campaigns or related activities. Grant funds may be used to support, inform, and conduct outreach to victims about available services.

STOP funding may not be used to support inherently religious activities

STOP funding cannot be used to lease and/or purchase vehicles.

STOP funds cannot be used for renovations, including minor renovations such as painting or replacing carpeting.

STOP funds may not be used to pay for moving household goods to a new location or acquiring furniture or housing in a new location when a survivor is leaving a shelter.

STOP funds may not be used to pay for immigration fees for battered immigrant women.

STOP funds may not be used to pay for law enforcement equipment including uniforms, safety vests, shields, weapons, bullets, and/or armory.

STOP funds may not be used to pay for chemical dependency or alcohol abuse programs that are not an integral part of a STOP supported court-mandated batterer intervention program.

STOP funds may not be used to conduct research.

The use of STOP funds for construction projects is prohibited.

Acquisition of land or real property with grant funds is prohibited.

STOP funds may not be used for fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions.

Stop funding may not be used for substance abuse counseling.

UNALLOWABLE COSTS RELATING TO ACTIVITIES THAT COMPROMISE VICTIM SAFETY AND RECOVERY

The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions and cannot be supported with STOP funds:

Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children.

Offering perpetrators the option of entering pre-trial diversion programs.

Placing of batterers in anger management programs.

Requiring mediation or counseling for couples as a systemic response to domestic violence or sexual assault, or in situations in which child sexual abuse is alleged.

Requiring victims to report sexual assault, stalking, or domestic violence crimes to law enforcement or forcing victims to participate in criminal proceedings.

Relying on court-mandated batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior.

Supporting policies that deny individuals access to services based on their relationship to the perpetrator.

Supporting policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g., attending counseling, seeking an order of protection).

Sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim.

Procedures that would penalize or impose sanctions on victims of domestic violence or sexual assault for failure to testify against the abuser and/or the perpetrator.

The following is a list of generic Unallowable Costs: construction, land acquisition, supplanting, compensation of federal employees, travel of federal employees, bonuses or commissions, military type equipment, lobbying, fund raising, corporate formation, state and local taxes, conferences and workshops have numerous unallowable cost restrictions, legal fees, cost in applying for this grant, any expenses prior to the grant award date, first class travel, management or administrative training, sole source contracts (without the prior written approval from the Office of Criminal Justice Programs), depreciation or a use allowance on idle or excess facilities, and cost incurred outside the project period.

Please reference the Unallowable Costs section of the OCJP Administrative Manual for full explanations and restrictions regarding generic Unallowable Costs at <http://www.tn.gov/finance/adm/ocjp/manuals.shtml>.

VIII. LENGTH OF PROJECT SUPPORT

STOP grant applications will be accepted in the following categories for the FY 15 (2014-2015) grant year only:

LAW ENFORCEMENT – CONTINUATION PROJECTS ONLY:

Law enforcement officer and training **continuation projects** that end on 6/30/14 will reapply for a 1 year grant for FY 15. In 2015, these projects will apply for continuation funding for FY 16 – FY 18. Law enforcement projects must focus on violence against women, including sexual assault, domestic violence, dating violence and/or stalking.

Activity records must be kept in order to document that a STOP officer is providing STOP allowable services/activities. All sign-in participation sheets for law enforcement training grants must be sent to OCJP upon request.

A completed **Certificate of Consultation** must be submitted with the application packet. See 'NOTE' below for more information.

In order for **law enforcement** agencies to qualify for grant funds, the agency must comply with the following:

- Fingerprint Reporting Requirement. The Agency shall ensure that they will comply with Tennessee Code Annotated (TCA) 38-3-122 and will submit all fingerprints taken to the Tennessee Bureau of Investigation (TBI).
- TIBRS Reporting Requirement. The Agency shall ensure that they will comply with Tennessee Code Annotated (TCA) 38-10-101 et seq. and will submit crime statistics using the Tennessee Incident Based Reporting System (TIBRS) to the Tennessee Bureau of Investigation (TBI).

COURT – NEW PROJECTS ONLY:

State or local courts or the Administrative Office of the Courts (AOC) may apply for a STOP grant. Applicants may apply for up to **\$60,000** for a one-year award to start FY 15. A subrecipient may, in the future, apply for continuation funding for FY 16 – FY 18 with the successful implementation of the FY 15 project.

Court projects must focus on violence against women, including sexual assault, domestic violence, dating violence and/or stalking. Applicants must choose one or more of the statutory purpose areas listed in Section III, Program Purpose Areas of this solicitation. **Preference will be given to projects that meaningfully address sexual assault issues.**

A signed **Certificate of Judicial Notification** must be submitted with the application packet.

A completed **Certificate of Consultation** must be submitted with the application packet. See 'NOTE' below for more information.

Additional Requirements below for Local Prosecution, Law Enforcement and Court Applicants.

Prosecution, law enforcement and court applicants must consult with victim service programs during the course of developing their grant application in order to ensure that proposed activities and equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking and dating violence. Documentation must include dates and content of planning meetings with the victim services program(s).

Note: Prosecution, law enforcement and court applicants should have received a copy of the Certificate of Consultation as a separate attachment to this application booklet. The form must be completed in full and a signed copy must be returned with the agency logic model and other application documents. Please contact your OCJP Program Manager if you did not receive a copy of this form.

CULTURALLY SPECIFIC – NEW PROJECTS ONLY:

Nonprofit, nongovernmental agencies may apply for a STOP grant for a culturally specific projects. Applicants may apply for up to **\$40,000** for a one-year award to start FY 15. A subrecipient may, in the future, apply for continuation funding for FY 16 – FY 18 with the successful implementation of the FY 15 project.

Culturally specific projects must focus on violence against women, including sexual assault, domestic violence, dating violence and/or stalking. Applicants must choose one or more of the statutory purpose areas listed in Section III. Program Purpose Areas of this solicitation.

Only agencies that provide services in the following counties may apply: Montgomery, Rutherford, Davidson, Shelby, and Hamilton. Eligible counties include those with a population over 175,000 **and** having at least 20% of the population reporting to the census as non-white.

An organization is eligible to receive the culturally-specific set aside if the organization is a nonprofit, nongovernmental organization or tribal organization that serves a specific geographic community that:

- Focuses primarily on domestic violence, dating violence, sexual assault, or stalking;
- Has established a specialized culturally specific program that addresses domestic violence, dating violence, dating violence, sexual assault, or stalking;
- Has a primary focus on underserved populations (and includes representatives of these populations) and domestic violence, dating violence, dating violence, sexual assault, or stalking; **or**
- Obtains expertise, or shows demonstrated capacity to work effectively, on domestic violence, dating violence, dating violence, sexual assault, or stalking;

and

- is primarily directed toward racial and ethnic minority groups including American Indians (including Alaska Natives, Eskimos, and Aleuts), Asian Americans; Native Hawaiians and other Pacific Islanders, Blacks and Hispanics); **and**

- is providing services tailored to the unique needs of that population.

An organization will qualify for funding if its primary mission is to address the needs of racial and ethnic minority groups **or** if it has developed a special expertise regarding a particular racial and ethnic minority group. The organization must do more than merely provide services to the targeted group; rather, the organization must provide culturally competent services designated to meet the specific needs of the target population.

In reviewing applications, attention will be paid to not only the numbers of victims that will be served, but also at how the services will be provided, whether the community to be served has been involved in planning for the delivery of the services, and whether there will be outreach to that community regarding the availability of the services. **Preference will be given to projects that meaningfully address sexual assault issues.**

Proof of 501(c)(3) status must be submitted with the application packet.

MULTIPLE YEAR CONTRACTING:

Multiple year contracting reduces unneeded paperwork and duplication for OCJP as well as the subrecipient's office. This allows the subrecipient more time to spend on project implementation and evaluation while allowing OCJP more time to provide oversight, technical assistance and evaluation of individual projects and OCJP programs.

Multiple year contracts will remain **contingent**, as always on the availability of U.S. Department of Justice federal appropriation.

IX. REPORTING REQUIREMENTS

OCJP subrecipients are expected to participate in all report training events.

STOP Annual Progress Report for Outputs:

The STOP Annual Progress Report is due no later than July 31. This report is emailed to the subrecipient agency.

Client Outcome Survey Report:

The Client Outcome Survey Report is due no later than July 31. This report is submitted online.

Training Participant Survey Report:

The Training Participant Survey Report is required if you will use STOP funds to provide training to allied professionals. This does not include community education.

The report is due no later than July 31. This report is submitted online.

PROJECT EQUIPMENT SUMMARY REPORT:

The Project Equipment Summary Report is due no later than July 31 **if** equipment or "Sensitive Minor Equipment" was purchased with STOP grant funds. This report is submitted online.

Quarterly Program Income Summary Report (State and Local Governments Only):

The Quarterly Program Income Summary Report is due quarterly no later than fifteen (15) calendar days after the close of each State fiscal year quarter. **If the STOP project does**

not earn income, then the agency may submit an annual report due no later than fifteen (15) days after the end of the fiscal year or end of the grant period . This report is submitted online.

Policy 03 Quarterly Expense and Revenue Report (Non-profit Agencies Only)

The Policy 03 Report is due quarterly no later than thirty (30) calendar days following the end of the quarter for which the report is completed. The report is emailed to the OCJP Fiscal Manager.

INVOICE FOR REIMBURSEMENT:

The invoice is used to request monthly reimbursement. Funds can only be distributed to subrecipients upon receipt of a properly prepared and signed invoice. The invoices are emailed to the Office of Business and Finance of the Department of Finance and Administration.

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

It is important that Column A on the invoice reflect the most current OCJP approved budget. Failure to reflect the most current budget amounts on your invoice forms may result in your invoice being held for OCJP clarification and payment may be delayed

Inter/Unit Journals (State Agencies Only)

The Department of Finance and Administration Policy Statement Number 18 establishes the timeline for the submission of Inter/Unit Journals. Refer to www.tennessee.gov/finance/act/documents/policy18.pdf for additional information.

The necessary reporting forms are included in the OCJP Administrative Manual at <http://www.tn.gov/finance/adm/ocjp/manuals.shtml>. It is the subrecipient's responsibility to obtain and submit reports to OCJP.

X. FISCAL AND PROGRAM MONITORING

The Office of Criminal Justice Programs employs program and fiscal monitors to provide routine, program and fiscal monitoring of all OCJP contracts. This monitoring provides program and fiscal contract compliance review, much needed information on how the program is actually being implemented, and assistance to the OCJP Grants Program Manager in identifying subrecipients experiencing problems requiring corrective action. If a monitor identifies a problem area and corrective action is requested, OCJP subrecipients must adhere to the corrective action requirements within the time period required. OCJP subrecipients can expect at least one monitoring visit during any three-year grant contract period.

XI. APPLICATION REQUIREMENTS

1. Applicants must submit a complete application which includes:

- Attachment A Cover Page indicating an intent to apply for funding- submitted online by Thursday, **March 20, 2014** at http://ocjpsurveys.state.tn.us/ocjpsurveys/attachmenta_2014-2015.htm
 - Proof of 501(c)(3) status must be submitted by a nonprofit organization applying for STOP funding.
 - Logic Model (Logic Model tutorial is available at the [OCJP Victim Services Homepage](#))
 - Budget Summary/Detail for each fiscal year of the project;
 - o Use the budget template attached to this application. Other budget formats **will not be accepted**.
 - o A separate budget Excel document is to be submitted for each grant contract year. Do not combine multiple years into one budget document
 - Certificate of Consultation – Court, Law Enforcement and Prosecution projects must submit a completed Certificate of Consultation which requires consultation with a non-profit/non-governmental victim services agency prior to submitting the STOP application
 - Other Grant Funding Table
 - Draft subcontracts, if agency will hire contract staff providing direct services with grant funds. (Agencies must include required subcontract language provided in [Appendix E](#) of the OCJP Administrative Manual.)
2. Applicants must type single-spaced in no smaller than **12** point Arial font.
 3. The application narrative should not exceed 10 pages, excluding attachments. Do not delete logic model narrative headers or directions.
 4. Applications must be emailed to your STOP Program Manager no later than **Thursday, April 3, 2014**. Late applications will not be accepted.
 5. The applicant should print and maintain a copy of the completed application in their grant file.

Contact your STOP Program Manager if you have any questions concerning this application.

XII. REVIEW AND EVALUATION OF PROPOSALS

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

If approved, the contract between the state and the subrecipient will be emailed to the subrecipient agency. The contract must be signed by the Authorized Official* and returned to the Office of Criminal Justice Programs. After the Commissioner approves the contract, an executed original contract will be emailed to the subrecipient.

* For non-profit agencies, the authorized official must be the President/Chairperson of the Board of Directors who will be signing the grant on behalf of the agency governing board. If necessary, the Board President may legally designate another board officer or the Executive Director to sign the contract in his/her absence.

XIII. STOP PROGRAM CONTACTS

Justine Bass, (615) 253-1983, Justine.Bass@tn.gov

Susan Canon, (615) 532-0058, Susan.Canon@tn.gov

Katie Powell, (615) 253-7820, Katie.Powell@tn.gov

STOP Logic Model/Project Narrative

Agency Name: _____

Project Title (must match what was put on your Attachment A Cover Sheet, please be sure your project has a meaningful title):

ABSTRACT

Provide a brief summary of the proposed project in roughly one-half page (approx 200-300 words). Include information about the project's target population demographics (including underserved), services to be provided, the service area of the project, and any staff or subcontracted staff positions. Also, note if your project will be providing training for allied professionals. If this is a **law enforcement training project** then the this section must include types of training to be provided, intended topics of trainings, and the overall intended audience.

PROBLEM STATEMENT

This section should describe the problem exactly as it exists in your community. Your problem description should be stated in terms of communities and clients/participants rather than the needs or problems of your organization. You should answer the following questions: Who is the population with whom the project is concerned? Include, in this section, recent/related data including geographic location, demographic information, crime data, etc. Document the source and date of all cited data.

PURPOSE

This section should include the needs to be met and the goals and objectives of the project.

Needs – State the purpose of the program by way of client/participant needs.

Goals – State the project goals as they relate to client/participant and community needs.

Objectives – Specific statements describing the intended results of the project. The objectives should be measurable and able to be tied to project goals.

INPUTS

This section should describe the inputs your project requires to conduct its activities and to achieve its goals and objectives. Describe the proposed staffing of your project and list the specific activities funded. For each STOP staff person, list the % of time and the number of hours per week that STOP will pay for.

Indicate whether or not STOP staff will attend specialized trainings on domestic violence, dating violence, sexual assault and/or stalking. Project how many training events and/or hours of specialized training will be received by each staff person and indicate if there is funding in the STOP budget for travel associated with attending a training(s).

For STOP Law Enforcement Officer Projects: If the STOP Officer will not be the grant Project Director, then provide the STOP Officer's email address so that OCJP may communicate important information pertaining to the STOP program.

If match includes staff salaries then list the specific activities performed for the project with match funds. List the activities provided by subcontract positions.

Attach job descriptions, which must include the duties necessary to perform the activities of the project. Include special degrees, educational requirements or experience which are requirements of the position. If staff or subcontract positions funded by this project are also supported by other OCJP grants, list that information in this section. Also attach an agency wide organizational chart.

ACTIVITIES

This section should describe the planned activities/services, major interventions or program elements designed to accomplish the goals of the project. Describe the *specific activities* of the grant funded project that are carried out by staff to reach the goals and objectives of the grant project. Also describe the project's service methodology (ex: best practices, training manuals, evidence-based practices). For projects requesting multi-year funding, describe how activities may change over the period of the grant.

For all projects providing training to law enforcement and/or allied professionals, attach a curriculum for each distinct training event. Also, note how many hours of each training will be POST certified.

Note: All projects providing training instructors/speakers with STOP funds will need to submit a **Notification of Speakers Agreement** for each instructor/speaker 15 days prior to the training event. See Chapter 9 and Appendix N of the 2013/2014 OCJP Administrative Manual.

INTENDED OUTPUTS (Products)

Provide the output projections **for the first year of the proposed project only**. This is NOT an all-inclusive list of reporting requirements. Please review the STOP Annual Output Report found in the STOP section of the Administrative Manual and the Data Collection Guidelines on the victim service home page for more information, <http://tennessee.gov/finance/adm/ocjp/victimshomepage.shtml>

All STOP Projects

Amount of STOP project grant (federal funds + match) that will be directed to each of these areas:

Domestic Violence	\$	
Sexual Assault	\$	
Dating Violence	\$	
Stalking	\$	
Prevention	\$	(How much of the total STOP project grant pays for prevention activities?)

Law Enforcement Officer Projects Only

Domestic Violence/Dating Violence Calls for Assistance
Sexual Assault Calls for Assistance
Stalking Calls for Assistance
Domestic Violence/Dating Violence Cases Investigated
Sexual Assault Cases Investigated
Stalking Cases Investigated
Number of Referrals to Governmental Victim Services
Number of Referrals to Non-government Victim Services

Prosecution Projects

Domestic Violence/Dating Violence Cases Accepted
Sexual Assault Cases Accepted
Stalking Cases Accepted
Number of Referrals to Governmental Victim Services
Number of Referrals to Non-Governmental Victim Services

Training Projects (used for Law Enforcement Training Projects and all other projects that will use STOP funding on training projects)

Number of training events provided
Number of people trained
Number of training hours provided
(# of training events X hours of each event)

Check the projected training participant types:

- Attorneys/Law Students
- Batterer intervention staff
- Correction personnel
- Court personnel
- Educators
- Health professionals (doctors, nurses, etc.)
- Sheriff's Department
- Police Department
- Campus Law Enforcement
- Legal services staff (not attorneys)
- Prosecutors
- SANES/SAFEs
- Translators/interpreters
- Victim advocates (non-governmental)
- Victim assistants (governmental, victim-witness, etc.)

Victim Services Projects

- Domestic Violence/Dating Violence Victims Served
- Sexual Assault Victims Served
- Stalking Victims Served
- Total Victims Served**

Of the total victims served, how many will receive each of the services below:

- Civil Legal Advocacy
- Civil Legal Assistance (provided by attorney/paralegal)
- Counseling
- Licensed Therapy
- Criminal Justice Advocacy
- Language Services
- Transportation
- Crisis Intervention
- Personal Advocacy

- Number of Referrals to Non-Government Victim Services
- Number of Referrals to Governmental Victim Services

Additional Services Offered

In addition, list other types of activities/services offered as part of this project in the space below.

INTENDED OUTCOMES (Results)

Describe the difference the project will make for the participants and/or in the community.

There are three types of OCJP required survey outcomes based on project type. Review survey explanations on the victim service page at <http://tennessee.gov/finance/adm/ocjp/victimshomepage.shtml>. Indicate which survey outcome(s) you will use for this project:

____ Client Outcome Survey

____ Domestic Violence Shelter Programs Client Outcome Survey

____ Training Participant Survey

If you are collecting additional outcomes that are not required by OCJP, please list those outcomes below:

DATA COLLECTION PROCEDURE

Links to the Data Collection Guidelines, the Annual Output Report and sample Outcome Surveys can be found in the STOP Section of the OCJP Administrative Manual at

<http://tennessee.gov/finance/adm/ocjp/documents/OCJPADMINISTRATIVEGRANTMANUAL.pdf> .

Outputs

Describe the process for collecting and inputting required output data gathered for this project. How is data collected at the individual client/participant level?

Describe the mechanism for collecting output data (ex: software program, databases, paper files, etc.).

Explain the process for reviewing aggregate output data prior to submitting reports. Who at your agency is responsible for the accuracy of the data collected? Who will complete and submit the STOP Annual Output Progress Report? **Describe how your agency will use the output data collected to evaluate the goals of the project and the work performed?**

Outcomes

Describe the process for collecting and inputting required outcome data gathered for this project. How is data collected at the individual client/participant level? At what point in the service delivery process are clients/participants being surveyed?

Describe the mechanism for collecting survey outcome data (ex: phone, mail, email, in-person, etc.).

Explain the process for reviewing aggregate outcome data prior to submitting reports. Who at your agency is responsible for the accuracy of the data collected? Who will complete and submit the STOP Annual Outcome Report(s)? **Describe how your agency will use the outcomes data collected to evaluate the goals of the project and the work performed?**

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 an ongoing working relationship where ideas are exchanged, a common purpose and common goals are planned and attained and examples of how victims' conditions have improved can be provided, if requested. All applicants are strongly encouraged to collaborate with other agencies to achieve similar goals.

Please limit this section to 5 or fewer of your strongest collaborative partners.

Describe the collaborative activities currently taking place with other agencies in your community to improve the response for victims. Explain the nature of your collaborative relationship and the results the collaboration is working to achieve. Include the name, address, and phone number of those agencies you are working with and include the name of a contact person.

Upon completion of this logic model, save a copy and submit with your budget form(s) and any required attachments to your OCJP program manager.

CERTIFICATE OF CONSULTATION
COURT, LAW ENFORCEMENT AND PROSECUTION PROJECTS
(PAGE 1 OF 1)

Court, Law Enforcement or Prosecution Applicant Agency Name:

In satisfaction of the requirements under this grant program, this agency certifies that it has consulted with a local, **non-profit and non-governmental victim service program** during the course of developing this proposal in order to ensure that the proposed activities and equipment acquisitions are designed to **promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.**

Applicant must provide a brief description of the consultation between the applicant and the local victim services organization identified below. **Include the dates and content of planning meetings with the victim services program and advocates.**

Authorized Signature of the Applicant Agency:

Date:

To be completed by local victim services organization.

As a designated representative of _____, a recognized local, **non-profit and non-governmental victim services organization**, I certify that the above is an accurate description of the consultation between my agency and that applicant agency identified above.

Name of Organization:

Name & Title of Signing Authority:

Signature of the Local, Non-Profit, Non-Governmental
Victim Services Organization:

Date:

CERTIFICATE OF JUDICIAL NOTIFICATION
COURT PROJECTS
(PAGE 1 OF 1)

Agency Name:

In satisfaction of the requirements under the STOP federal grant program, this agency certifies that before the court accepts the guilty plea of a defendant charged with a domestic violence offense, it shall inform the defendant that it is a federal offense for a person convicted of a domestic violence offense to possess or purchase a firearm and that from the moment of conviction for such an offense the defendant will never again be able to lawfully possess or buy a firearm of any kind. After so informing the defendant, the court may accept the plea of guilty if the defendant clearly states on the record that the defendant is aware of the consequences of a conviction for a domestic violence offense and still wishes to enter a plea of guilty. If a defendant is not represented by an attorney but wishes to proceed to the trial of a charge of committing a domestic violence offense, the court shall also inform the defendant of the consequences of a conviction for a domestic violence offense. See TCA 40-14-109 for more information.

Agency Name:
Agency Address:
Agency Phone:
Authorized Official's Name:
Authorized Official's Email Address:

Authorized Signature of the Applicant Agency:

Date:

Subrecipient Name:
Contract Number 2013:
Contract Number 2014:
Program Manager Completing Form:
Date completed:

Instructions: Enter a score for each line based on the statement that best describes the subrecipient agency. Total each section. Then add each section for the overall total. Check the appropriate score in the smaller tables in the bottom left. Enter the fiscal total and the overall total in the database. Monitoring will be determined based on the risk score along with Policy 22 requirements. If you as the Program Manager wish to override the risk score and indicate a decision to monitor or not check the appropriate box and indicate the reason. Enter your recommendation for monitoring in the database and forward a copy of the risk assessment to the Monitoring Director.

Risk Level							
	Low Risk		Moderate Risk		High Risk		
Criteria	Description	Weighting	Description	Weighting	Description	Weighting	Score

1. Staffing:

Qualifications	Staff in key positions are professionally trained and have one or more years experience in that position.	1	At least half of staff in key positions are professionally trained for the position they hold but have less than one year experience.	2	Staff in key positions have little or no experience or training in program area being funded	3	
Turnover	No change in staff in key positions	2	New or no staff in 1 or more key positions	4	New or no agency (grant) administrator and/or fiscal officer	6	

2. History of Meeting Requirements:

Program	Agency has provided services and met program objectives specified in contract within the last 2 years	2	Program Manager suspects possible weaknesses in service delivery/program objectives based on information received in the past fiscal year.	4	Program history within the past 2 years includes weaknesses in service delivery/program objectives OR Agency is in its first year of funding (no basis for evaluation)	6	
	No program findings within the past 2 years	2	Minor program findings within the past 2 years.	4	Significant program findings within past 2 years. OR Agency is new	6	
	Program has been monitored within the past 2 years	2	NO MEASURE		Program has not been monitored in within the past 2 years OR Agency is new	8	
Reporting	Program and fiscal reports are consistently submitted in a timely and accurate manner	2	Routine reports are submitted timely but contain errors or information is omitted	4	Routine reports are not submitted on time OR the incorrect report is submitted OR Agency is new	6	
PROGRAM REVIEW TOTAL							

3. Fiscal

All Federal Funds granted to the agency from OCJP are less than \$25,000 per fiscal year	2	All Federal Funds granted to the agency from OCJP are from \$25,000 to \$99,999 per fiscal year	4	All Federal funds granted to the agency from OCJP are \$100,000 or over per fiscal year	8
Grant Budget includes only personnel line items OR only equipment line items	2	NO MEASURE		Grant Budget includes more than personnel line items	6
No significant fiscal findings for 2 years	2	Minor fiscal findings	4	Significant fiscal finding within the past 2 years OR no fiscal monitoring has been conducted in past 2 years OR had a finding for questioned costs OR new agency	6
NO MEASURE		NO MEASURE		The grant(s) budget includes a subcontract(s)	6
NO MEASURE		NO MEASURE		The agency has money budgeted for confidential funds	6
In the last 2 years, this agency received an on-site fiscal review by an OCJP auditor	2	In the last 2 years, this agency received a fiscal desk review by an OCJP auditor	4	In the last 2 years, agency did not receive an on-site fiscal review by a OCJP program monitor OR new agency	6
Agency has 1-2 OCJP grant contracts	2	NO MEASURE		Agency has 3 or more OCJP grant contracts	8
NO MEASURE		NO MEASURE		The agency is receiving funds from a new source this year.	4

FISCAL REVIEW TOTAL

OVERALL TOTAL

Overall Risk Score Key	
Low Risk = 21-27	
Moderate Risk= 28-50	
High Risk= 51-85	

Fiscal Review Level	
Monitor Review= 10-16	
Desk Review = 17-23	
On Site Review= 24-50	

VERRIDE (Only complete this section if you disagree with the scoring results.)

Regardless of the risk score should this contract be monitored?

(Check one) YES NO **If checked forward copy to Monitoring director.**

Give Reason (Required for override)