

FY 2017 Family Justice Center Solicitation

Contract Overview

The FY 2017 Family Justice Center projects will receive \$240,000 over three years. No cash match will be required. All interested communities are encouraged to apply, but preference will be given to the applications that do not currently have a Family Justice Center in their county and have a population of 30,000 or more and 600 victims or more for the last three years according to TIBRS data.

Graduated Application Process

The Office of Criminal Justice Programs has implemented a four step graduated process for the Family Justice Center funding. This process may result in the opportunity to contract with OCJP. The contract would pay for a Site Coordinator to assist cities in the implementation of a Family Justice Center.

The Knoxville Family Justice Center Technical Assistance Provider will work with interested sites and OCJP to assist us in facilitating the process as outlined below.

STEP 1: Submit Letters of Support and complete and submit Commitment Questionnaire

- ❖ **Letters of Support:** *Each applicant must submit letters of support from **each** of the following entities...*

Chief of Police

Sheriff

Domestic Violence Advocacy Authorized Official

City/County Mayor

Civil Legal Authorized Official

*Letters should include details of how the entity will commit staff time and resources to the project. Letters should also include that the entity is willing to participate in strategic planning and sign an MOU committing resources. Additional letters of support from partners who are not listed above are encouraged but not required. Letters of support are due no later than **March 11, 2016**. Letters should be emailed to Susan French at Susan.French@tn.gov.*

- ❖ **Complete and Submit Commitment Questionnaire:** *Each entity that submits a letter of support must complete the online Commitment Questionnaire. This questionnaire*

*consisting of five questions is designed to tell us what strengths your department/agency has that will prepare you for a successful project. It will also tell us what, if any, groundwork has already been established that will help your community establish a Family Justice Center. Likewise, it will also tell us if there are potential roadblocks within your system that your community may need help navigating while planning for a Family Justice Center. **Each** entity submitting a letter of support must also complete the Commitment Questionnaire.*

*This questionnaire can be found on the OCJP website at the following link <http://qoo.gl/forms/U5IErQlbRI>. Questionnaires must be completed by **March 11, 2016**.*

Step 2: Telephone Interview

Each applicant that submitted a questionnaire will be contacted for a telephone interview with the Knoxville Family Justice Center Technical Assistance Provider. These calls are designed to expound upon the Commitment Questionnaire and information obtained from the letters of support. Sites may be asked to provide additional feedback, expand, or clarify any information. These telephone interviews will have a more in depth focus that will further identify the strengths and weaknesses of the individual entities and communities.

The telephone interviews will take place March 22nd – 31st, 2016.

Step 3: Participate in an On-Site Readiness Assessment

If selected to move on to Step 3, applicants and other team members will participate in a two to three hour On-Site Readiness Assessment conducted by the Knoxville Family Justice Center Technical Assistance Provider. This assessment will dive deep into the history and vision that the group has for impacting domestic violence in their community. This is the final step that will indicate whether or not a community has the strength and support to successfully develop a Family Justice Center. The Knoxville TA provider will travel to the interested community in order to facilitate the assessment.

On-site Readiness Assessments will begin by April 7, 2016.

Step 4: Applicants will be selected for Family Justice Center funding

*Communities that are selected for funding will be contact by the Office of Criminal Justice Programs by May 2, 2016. At that time, programs will be given a packet containing specific JAG requirements and links to additional forms that must be completed and submitted to OCJP by **May 30, 2016** if they chose to go forward with a contract.*