

TENNESSEE
Grant Solicitation Packet



Fiscal Year 2017
Victims of Crime Act (VOCA) Grant Program
Victim Assistance Discretionary Grant Training Program
Victim Coordinator Grant
CFDA 16.575

Letter of Intent Due: October 14, 2016
Completed Application Due: October 28, 2016

Prepared by:

State of Tennessee
Office of Criminal Justice Programs
Department of Finance and Administration
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VICTIMS OF CRIME ACT (VOCA) GRANT PROGRAM (CFDA 16.575)
INSTRUCTIONS

I. INTRODUCTION

The Victims of Crime Act (VOCA) of 1984 established the Crime Victims Fund in the U.S. Treasury. The Fund is financed by fines and penalties paid by convicted federal offenders, not from tax dollars. It includes deposits from federal criminal fines, forfeited bail bonds, penalties, and special assessments collected by U.S. Attorneys' Offices, federal U.S. courts, and the Federal Bureau of Prisons. Federal revenues deposited into the Fund also come from gifts, donations, and bequests by private parties. This fund provides the source of funding for carrying out all of the activities authorized by VOCA.

The purpose of the Victims of Crime Act (VOCA) is to support the provision of services to victims of crime throughout the Nation. Services are defined as those efforts that (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety and security. Priority is given to victims of child abuse, domestic violence, sexual assault, and victims of violent crime who were previously underserved.

VOCA is administered at the federal level through the U.S. Department of Justice, Office for Victims of Crime which annually awards a grant to each state, the District of Columbia and U.S. Territories. The Governor of each state designates the state agency that will administer the Victims of Crime Act (VOCA) victim assistance grant program. The Office of Criminal Justice Programs, in the Tennessee Department of Finance and Administration, has been designated as the state agency responsible for administering this grant program in Tennessee.

This grant is funded through the Victims of Crime Act of 1984. The purpose of this program is to provide each state and territory with funding to support training and technical assistance for victim assistance grantees and others who work with crime victims.

II. ELIGIBILITY

Eligible organizations are limited to local Governments for work primarily in their courts of limited jurisdiction. These funds are to be used to expand the current delivery of victims' services to crime victims. Current OCJP funded Local Governments are eligible, in addition to those not already funded by OCJP. Agencies whose primary mission is to serve victims, such as Family Justice Center's, are not eligible to apply.

Priority will be given to local governments who demonstrate need by addressing the questions contained in the proposed Scope of Services/Narrative.

Priority will be given to counties whose District Attorney General is willing to provide in-office space and oversight to the Victim Coordinator

Priority will be given to local governments with more than **250 cases per year**, as demonstrated on the data sheet attached to this solicitation.

https://www.tn.gov/assets/entities/finance/ocjp/attachments/Crimes_by_Judicial_District.xlsx

Priority will be given to local governments who are willing to collaborate with their local District Attorney General and the TN District Attorney's General Conference.

Priority will be given to applications with Letters of Support.

Additional eligibility criteria can be found in Section III and VI below.

III. PROGRAM PURPOSE

The primary purpose of the Victims of Crime Act (VOCA) Grant Program is to support the provision of services to victims of crime and previously underserved victims throughout the state. The Victims of Crime Act (VOCA) assists public agencies and nonprofit organizations in carrying out specific projects related to direct victim services.

This project specifically funds Victim Coordinators who work in the General Sessions Court.

The role of the Victim Coordinator is to help the victim navigate the court system by acting as a liaison between the Victim and the Prosecutor. A Victim Coordinator does not pressure victims to prosecute, but provides information to victims so they better understand their rights in the process. Victim Coordinators also assist victims with referrals to community service organizations that 1) respond to the emotional and physical needs of crime victims; 2) assist primary and secondary victims of crime to stabilize their lives after their victimization; 3) assist victims to understand and participate in the criminal justice system; and 4) provide victims of crime with a measure of safety and security.

This VOCA funded Victim Coordinator position will **focus primarily on domestic assault, sexual assault, stalking, and related cases.** The Victim Coordinator will encourage and engage victims in the court process with the intended result of safely increasing victim participation in the criminal justice process while providing links to community resources to aid the victim in recovery. The Victim Coordinator will also ensure that victims are free from intimidation in court by working to establish and maintain safe entry and exits, as well, as safe waiting spaces.

The Victim Coordinator will also provide assistance to victims during Prosecution and Law Enforcement interviews through accompaniment and advocacy, notification of case status, including court proceedings and case dispositions, and assist with restitution efforts. Through a variety of communication efforts, the Victim Coordinator will keep victims informed of the status of their cases and assist victims with obtaining community support services. The Victim Coordinator will focus on equipping victims of crime with the necessary tools and support needed for not only insuring offender accountability, but also connecting victims with services to aid them in recovery.

IV. LENGTH AND AMOUNT OF PROJECT SUPPORT

Projects will apply for a **30 month grant** for funding **starting on January 1, 2017 and ending on June 30, 2019.** Projects are not to exceed \$65,000 per year. Year 1 should include

equipment, such as office furniture, lap top, tablet, and other supplies for the position. *Multi-year contracts will remain contingent, as always, on the availability of U.S. Department of Justice federal appropriations.*

Take into account when budgeting for the position your county's hiring timeline. Adjust the salary for the position according to when you anticipate filling the position.

OCJP will notify those who will receive grants **no later than December 1, 2016** in order for you to begin your hiring process. Signed contracts will be due back **no later than December 15, 2016**.

Projects will need to include \$3,000 per year for training and attendance for National Conferences and the TN District Attorney's General Conference Victim Training as approved by the agency's OCJP Program Manager.

The attached Victim Coordinator Salary Schedule will assist you with budgeting for the position(s). https://www.tn.gov/assets/entities/finance/ocjp/attachments/AVWC_salary_scale.pdf

V. REVIEW AND EVALUATION OF PROPOSALS

Each application will be rated, utilizing a "weighted" review tool, based on the applicant county's ability to answer the questions included in the PROBLEM/NEED STATEMENT portion of the LOGIC MODEL/PROJECT NARRATIVE. Applications will also be reviewed for financial and programmatic completeness.

Applications will be rated and funding will be determined through a competitive review process by a review team of professionals knowledgeable in applicable subject material. Grants will be awarded based on current funding patterns, the availability of funds, and the above cited criteria.

All competitive applications will undergo a final review by OCJP Staff and applicants will be notified of approval or denial prior to the contract start date. If an application is approved, the contract between the state and the subrecipient will be emailed with the approval letter. The contract must be signed by the Authorized Official and returned to the Office of Criminal Justice Programs for approval by the Commissioner of Finance and Administration. After the Commissioner approves the contract, an executed original contract will be emailed to the subrecipient.

Applicants for grants beginning on 1/01/2017 will be notified whether their application is approved by 12/01/2016. Signed contracts will be due back no later than 12/15/2016.

VI. PROGRAM REQUIREMENTS

VOCA Program Requirements

The intent of the Victims of Crime Act (VOCA) Grant Program is to provide direct services to victims of crime.

VOCA establishes eligibility criteria that must be met by all organizations that receive VOCA funds. These funds are to be awarded to subrecipients only for providing services to victims of crime through their staff. Each subrecipient organization shall meet the following requirements:

Public or Nonprofit Organizations:

Organizations must be operated by public or nonprofit organizations, or a combination of such organizations.

Comply with Federal Rules Regulating Grants:

Subrecipients must comply with the applicable provisions of VOCA, the program guidelines (found at <http://www.ovc.gov/voca/vaguide.htm>), and the requirements of the OJP Financial Guide, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received. This includes: Financial documentation for disbursements, daily time and attendance records specifying time devoted to allowable VOCA victim services, client files, the portion of the project supplied by other sources of revenue, job descriptions, contracts for services, and other records which facilitate an effective audit.

Maintain Civil Rights Information:

Maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability, within the timetable established by the state grantee, and permit reasonable access to its books, documents, papers, and records to determine whether the subrecipient is complying with applicable civil rights laws. This requirement is waived when providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the victim.

No Charge to Training Attendees for VOCA Funded Training:

Services must be provided to Victims at no charge through any VOCA funded program. Any deviation from this requires prior approval by the state. The purpose of the VOCA victim assistance grant program is to provide services to all crime victims regardless of their ability to pay for services rendered or availability of insurance or other third-party payment resources.

The subrecipient must allow the Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFO) access to and the right to examine all records, books, paper or documents related to the VOCA grant.

VOCA Publications Statement:

All reports, studies, notices, informational pamphlets, press releases, signs, and similar public notices (written, visual or sound) prepared and released by the Grantee with VOCA funds shall include the statement:

“This project is funded under an agreement with the State of Tennessee.”

Any such notices by the Grantee shall be approved by OCJP.

Additionally, studies and research/report type publications expressing the direction of project activity must also contain the following federal funding statement:

“The opinions, findings, conclusions or recommendations contained within this document are those of the author and do not necessarily reflect the views of the Department of Justice or the State of Tennessee, Office of Criminal Justice Programs”.

Compliance with Federal VOCA Special Conditions:

Compliance with federal VOCA Special Conditions is required for all subgrantees. The VOCA federal grant award received by OCJP contains a list of special conditions which must be adhered to by both the OCJP and all subrecipients. These special conditions are listed as a certification packet with this application for funding. As an agency receiving federal dollars from OCJP, you are required to acknowledge and comply with these special conditions. The Certification Regarding VOCA Special Conditions packet must be signed by the Authorized Official and returned with the application packet.

Other Program Requirements

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 Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on the grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to Office of Criminal Justice Programs within 45 days. All applicants should consult the Certifications and Assurances required with the application 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 the following link: [OCJP Administrative Manual](#).

Federal Funding Accountability and Transparency Act of 2006 (FFATA), Public Law 109-282: 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.

1. **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>.
2. **System for Award Management (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 – Intent to Apply form.**
3. **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 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>).

ACORN:

Subrecipient 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.

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 banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

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.

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.

Non-Disclosure Prohibited:

No recipient or subrecipient under this award, or entity that receives a contract or subcontract with any funders under this award, may require an employee or contractor to sign an internal confidentiality agreement or statement that prohibits, or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

Tennessee Department of Revenue Registration:

Pursuant to Tennessee Code Annotated (TCA) 12-3-306 all subrecipients must comply with the Retailers’ Sales Tax Act compiled in TCA 67-6-101 et seq. All subrecipients are therefore required to either register a sales and use account with the Department of Revenue or seek an exemption from the same.

Information on this process can be found at: [Sales and Use Registration](#)

Applications must include sales/use registration information or exemption letter. Requests for this registration or exemption should be initiated at least two (2) business days prior to the application due date.

VII. FINANCIAL REQUIREMENTS

OCJP grants awarded under this VOCA Program are governed by the provisions of the Office of Management and Budget (OMB) circulars applicable to financial assistance. Please note that OCJP will be awarding grants from the VOCA awards FFY 2014 and the FFY 2015. For the VOCA 2015 funding, OMB has issued the Uniform Administrative Requirements, Cost Principles, and Audit Requirements. The VOCA 2014 funding will continue to follow the appropriate circulars prior to the new Uniform Guidance. These circulars, along with additional information and guidance, are contained in the VOCA portion of the OCJP Administrative Manual available from the Office of Criminal Justice Programs upon award of grant funds or by referring to the VOCA portion of the OCJP Administrative Manual on the Office of Criminal Justice Programs website. This policy manual provides information on allowed costs, methods of payment, audit requirements, accounting systems, and financial records. Specific requirements include:

- A. Multiple Year Contracting:** Multiple year contracting reduces unneeded paperwork and duplication for OCJP, as well as the subrecipient's office. This reduction in bureaucratic paperwork 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 appropriations.*

For further program requirements please refer to the VOCA portion of the OCJP Administrative Manual on the Office of Criminal Justice Programs website at the following link: [OCJP Administrative Manual](#)

VIII. ALLOWABLE AND UNALLOWABLE USE OF VOCA FUNDS:

Subrecipients must adhere to all requirements in the [2015 DOJ Financial Guide](#), and the [OMB Uniform Guidance](#).

In addition, costs must be reasonable, allocable, and necessary to the project. State specific requirements and clarification are listed below. Any questions about allowable use of funds should be directed to the Office of Criminal Justice Programs prior to application submission.

ALLOWABLE:

- A. General Salaries and Personnel Costs:** Payment of personnel costs is 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.*
- B. Operational Costs:** Payment of operational costs is 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 publications costs, rent, equipment rental costs and insurance costs. Costs for a program must be prorated across all fund sources.

C. Professional Fees: If the implementing governmental agency or non-profit organization is entering into a subcontractual relationship with an entity that is providing project based professional services for the project, a subcontract will be required between the implementing agency and the subcontracting entity. Subrecipients should check the Administrative Manual as many items in this line item require a **pre-approved Subcontract**. Enter the name of the individual or company being used, the number of hours or days for the fiscal year and the total cost. Consultant rates of payment are to be reasonable and consistent with fees for similar services in the market place. Individual consultant fees cannot exceed \$650 per day or \$81.25 per hour; this includes legal, medical, psychological, training, and accounting consultants.

D. Publication of Documents and Electronic Media: Project directors are encouraged to make the results and accomplishments of their activities available to the public. A subrecipient who publicizes project activities and results shall adhere to the following:

- i) Responsibility for the direction of the project should not be ascribed to the Department of Justice or the Tennessee Office of Criminal Justice Programs.
- ii) All reports, studies, notices, informational pamphlets, press releases, signs, billboards, DVDs, public awareness kits, training curricula, webinars, websites, and similar public notices (written, visual or sound) prepared and released by the Grantee shall include the statement:

“This project is funded under an agreement with the State of Tennessee.”

Additionally, studies and research/report type publications expressing the direction of project activity must also contain the following federal funding statement:

“The opinions, findings, conclusions or recommendations contained within this document are those of the author and do not necessarily reflect the views of the Department of Justice or the State of Tennessee, Office of Criminal Justice Programs.”

E. Travel: Expenses and reimbursements for in state and out of state travel must follow the most current comprehensive [State of Tennessee Travel Rules and Regulations](#).

F. Training, Conferences, and Meetings: Training, Conferences, and Meetings which are part of an approved project, if necessary and allocable to that project, are allowable expenses. The following cost thresholds are in place.

- a. Meeting Room/Audio Visual Services: Lesser of \$25 per day per attendee or \$20,000.
- b. Logistical Planners: Lesser of \$50 per attendee or \$8,750.
- c. Programmatic Planners: Lesser of \$200 per attendee or \$35,000.

- d. Food and Beverage: Not allowed.
- e. Refreshments: Not allowed.

UNALLOWABLE COSTS:

- A. Food and beverages:** Food, snacks, and beverages are not allowed under VOCA funding.
- B. Construction:** Use of grant funds for construction projects is prohibited under both state and federal guidelines for this program.
- C. Vehicle Purchase:** Vehicle purchases with grant funds are prohibited.
- D. Land Acquisition:** Acquisition of land with grant funds is prohibited.
- E. Supplanting:** Federal funds must be used to **supplement** existing State and local funds for program activities and must not supplant those funds that have been appropriated for the same purpose. Supplanting will be reviewed during the application process, post-award monitoring, and audit.
- F. Clothing and furniture costs:** Clothing and furniture are not allowable under this grant solicitation.
- G. Equipment:** Equipment expenses are not allowable under this grant solicitation.
- G. Other Unallowable Expenses:**

- 1. Legal Fees
- 2. Costs in applying for this grant
- 3. Any expenses prior to the grant award date
- 4. Lobbying or advocacy for particular legislative or administrative reform
- 5. First class travel
- 6. Entertainment
- 7. Management studies or research and development
- 8. Honorariums
- 9. Fines and penalties
- 10. Fund raising and any salaries or expenses associated with it
- 11. Losses from uncollectible bad debts
- 12. Memberships and agency dues
- 13. Contributions and donations
- 14. Sole source contractors (without prior written approval from the Office of Criminal Justice Programs)

Please Note: This list is NOT ALL-INCLUSIVE. For further clarification, contact OCJP or refer to the VOCA portion of the OCJP Administrative Manual at the following link: [OCJP Administrative Manual](#).

IX. REPORTING REQUIREMENTS

Programmatic Reporting:

The recipient must collect, maintain, and provide to OCJP, data that measure the performance and effectiveness of activities under this award, in the manner, and within the timeframes, specified in the program solicitation, or as otherwise specified by OCJP. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

The data collected should support the information submitted on the reports and OCJP may periodically request to see the back-up data that supports the information submitted.

Fiscal Reporting:

Tennessee Department of Finance and Administration Invoice for Reimbursement (non-state agencies):

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.

State of Tennessee Inter/Unit Journals (State Agencies Only):

This method of payment is used for grants funded to State agencies. This payment method reimburses the subrecipient based upon actual costs incurred by the subrecipient in carrying out the activity of the grant. As the subrecipient incurs costs, those costs are conveyed to the funding source (OCJP) following the State of Tennessee Inter/Unit Journal process described below. Following the IU processing, deposits (reimbursement) via the recognition of revenue are made to the account of the state subrecipient.

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.

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 (July 1 - September 30), (October 1 - December 31), (January 1 - March 31), (April 1 - June 30). If the VOCA 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. These reports are completed online at the following link: [Income Summary Report](#).

X. FISCAL AND PROGRAM MONITORING

The Office of Criminal Justice Programs employs program managers 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 assists in identifying sub-recipients experiencing problems requiring corrective action. If through monitoring a problem area is identified and corrective action is requested, OCJP sub-recipients must adhere to the corrective action requirements identified in the OCJP Administrative Manual within the time period required.

XI. INSTRUCTIONS FOR APPLICANT’S PROPOSED SCOPE OF SERVICE/NARRATIVE

The Office of Criminal Justice Programs has provided a word document for use in constructing an application under this solicitation.

The document for the Victim Coordinator Grant Program application is located at the following link:

https://www.tn.gov/assets/entities/finance/ocjp/attachments/Scope_of_Services_Project_Narrative.docx

First save this document to your computer before completing it.

See Section XIV for information on how to submit your application.

XII. INSTRUCTIONS FOR COMPLETING BUDGET NARRATIVE AND LINE- ITEM BUDGET

Begin by saving this document to your computer and then fill in the OCJP Summary spreadsheet followed by the Budget Narrative as required. Please use whole numbers.

You will need a total of three (3) budget documents, one for each year of the grant (FY2017, FY2018, FY2019).

NOTES:

- **Thoroughly read the instruction tab of the budget spreadsheet before preparing the budget.**
- **The Project Title at the top of the budget summary page must match the title submitted in Attachment A and on your Scope of Service/Narrative.**

Each fiscal year project budget consists of two components: the Summary Budget Amounts for the Federal, and Line Item total for each line item; and the Budget Narrative for each line item where narrative detail is required. **All budgeted line items must be reasonable, necessary, and allocable directly to the project.** Salaries should be budgeted 1 – 3 months after the start of your grant project, based upon your jurisdiction’s time frame for creating, advertising, and filling the position. See Section XIV for information on how to submit your application.

XIII. VOCA PROGRAM CONTACTS

Program Manager(s)

Renee Howell renee.howell@tn.gov (615)741-4283

OCJP will make reasonable attempts to respond with an answer to all questions within two business days of receiving the question at OCJP.

XIV. VOCA APPLICATION PROCESS

1. The first step to the VOCA application process is to submit Attachment A (Letter of Interest) through the following on-line link: [Attachment A](#) by **October 14, 2016** as a letter of your intent to apply for this grant.
2. Initiate Department of Revenue registration or exemption process for sales/use accounts. Information on this process can be found at: [Sales and Use Registration](#)

This process should be initiated at least fifteen (15) business days prior to application due date. You must submit proof of registration with your application packet.

Note that this exemption is not the same as a “sales tax exemption” and a failure to follow the process described may result in the disqualification of this application.

If you previously possessed a grant with the Office of Criminal Justice Programs (OCJP) or other state entity and created a sales/use account or received an exemption then that documentation can be submitted with your completed application packet to satisfy this requirement.

3. The next step is to complete the project narrative on the template found at the following link:
https://www.tn.gov/assets/entities/finance/ocjp/attachments/Scope_of_Services_Project_Narrative.docx
4. The next step is to create a budget using the excel budget sheet(s) at the following link: [Budget](#). **(Instructions are included in the workbook). Complete one budget per each year of funding.**
5. Complete the Other Grant Funds – Application Attachment provided at the following link: [Other Grant Funds](#). **(please follow instructions at this link)**
6. Complete the Non-Supplanting Certification found at the following link: [Non-Supplanting Certification](#)

7. Use the attached checklist at the end of this application and submit all required documents via renee.howell@tn.gov. To ensure prompt processing all e-mails should be titled '**Victim Coordinator Grant: Your Agency Name**'. Include only the e-mail for the assigned program manager.
8. Letters of Support from Community Partner, General Sessions Judges, and the District Attorney General.
9. **All completed applications are due no later than midnight on October 28, 2016 to be eligible for funding.**

**Application Completion Check-off
(Retain for your own purposes)**

- Attachment A Cover Page (Applicant Contact & Profile Information) completed online no later than October 14, 2016.**
- County Response Questions completed on the forms document and e-mailed**
- Budget Summary and Detail completed on the excel forms document and e-mailed**
- Department of Revenue registration or exemption letter**
- Other Grant Funding Table**
- Non-Supplanting Certification**
- ALL Letters of Support from Community Partners, General Sessions Judges, and the District Attorney.**

Applications must be submitted by midnight on October 28, 2016.

If you have done the above your application is complete.