

APPENDIX B
OCJP GLOSSARY
OF FREQUENTLY USED ACRYNYMS AND TERMS

ACRONYMS

ARRA	American Recovery and Reinvestment Act (funding source)
BJS	Bureau of Justice Statistics
CAP	Corrective Action Plan (used in the monitoring process)
CCR	Central Contractor Registration – (See SAM)
CFR	Code of Federal Regulations (The Department of Justice publishes its regulations in Title 28 of the CFR)
CFDA	Catalogue of Federal Domestic Assistance
CONUS	Continental United States
Coverdell	Paul Coverdell Forensic Sciences Improvement Grants Program (funding source)
CJRI	Criminal Justice Records Improvement
COPS	Community Oriented Policing Strategy
DHHS	Department of Health and Human Services
DOJ	US Department of Justice
FFATA	Federal Funding Accountability and Transparency Act
FVPSA	Family Violence Prevention and Services Act (funding source)
F&A	Finance and Administration (Department of)
FBI	Federal Bureau of Investigation
GREAT	Gang Resistance Education and Training
JAG	Justice Assistance Grants (funding source)
M & I	Meals and Incidentals
NCHIP	National Criminal History Improvement Program (funding source)
METH	Previously GMI for Governor’s Methamphetamine Initiative Grant (funding source)
MVM	Motor Vehicle Management
NIBRS	National Incident Based Reporting System
OCJP	Office of Criminal Justice Programs (Tennessee)
OJP	Office of Justice Programs (United States)
OMB	Office of Management and Budget (United States)
OVC	Office for Victims of Crime
OVW	Office on Violence Against Women
PE	Purchase of Evidence
PI	Purchase of Specific Information

PMT	Performance Measure Tool
RFP	Request for Proposal
RSAT	Residential Substance Abuse Treatment (funding source)
SAFE	Safe Neighborhoods Act Grant
SAM	System for Award Management
SANE	Sexual Assault Nurse Examiner
SAPR	Subrecipient Award and Performance Report
SASP	Sexual Assault Services Program (funding source)
SAR	Subrecipient Award Report
STOP	Services • Training • Officers • Prosecutors (funding source)
TBI	Tennessee Bureau of Investigation
TCA	Tennessee Code Annotated
TCCRP	Tennessee Community Crime Reduction Program
TIBRS	Tennessee Incident Based Reporting System
UCR	Uniform Crime Report
UHP	Universal Hiring Program
VAWA	Violence Against Women Act
VOCA	Victims of Crime Act (funding source)
YTD	Year to Date

DEFINITIONS

- Abstract:** **An overview and summary statement provided by the subrecipient describing a grant’s purpose, client base, goals and objectives. Typically an abstract will be requested as the first question on the OCJP grant application.**
- Activities:** A logic model component that describes what a program does with the inputs to fulfill its mission. Activities include the strategies, techniques, and types of treatment that comprise a program’s service and methodology.
- Authorized Official:** This is the person who signs any contract between your organization and the state. The designee is the person granted permission to sign the Authorized Official’s signature.
- Cash Match:** Includes actual cash spent by the subrecipient for project-related costs. Accounting records should be verifiable and trace back to source documentation. See chapter III of the [OCJP Administrative Manual](#) for more information.
- Child Abuse and Neglect:** The term means any act or failure to act on the part of a parent or caregiver with intent to cause death, serious physical or emotional harm, sexual abuse, or exploitation, or an act or failure to act that presents an imminent risk of serious harm. This definition shall not be construed to mean that failure to leave an abusive relationship, in the absence of other action constituting abuse or neglect, is itself abuse or neglect.
- Contracts:** Written agreements entered into by the awarding agency, recipients or subrecipients, and commercial (profit-making) and non-profit organizations. With the exception of a few justified sole source situations, contracts are awarded via competitive processes to procure a good or service.

- Crime Victim:** A person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime.
- Criminal Injuries Compensation Program:** Benefits that may be available to crime victims by the State Treasury Department, Division of Claims Administration. See www.treasury.state.tn.us/injury for more information.
- Dating Violence:** The term “dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where existence of such relationship shall be determined based on a consideration of the following factors: (a) the length of the relationship, (b) the type of relationship, (c) the frequency of the interaction between the persons involved in the relationship.
- Domestic Violence:** Domestic violence, also called intimate partner abuse, battering, or beating, refers to physical, sexual, psychological, and economic abuse that takes place in the context of an intimate relationship, including marriage. Domestic violence is one of the most common forms of gender-based violence and is often characterized by long-term patterns of abusive behavior and control.
- Elder Abuse:** Elder abuse is doing something or failing to do something that results in harm to an elderly person or puts a helpless older person at risk of harm. This includes physical, sexual and emotional abuse; neglecting or deserting an older person you are responsible for; and taking or misusing an elderly person's money or property
- Emergency Financial Assistance:** See ‘Specific Assistance to Individuals’
- Equipment:** Tangible non-expendable personal property having an acquisition cost of \$5,000 or more per unit. A subrecipient may use its own definition of equipment provided that such definition would at least include all equipment defined above.

Family Violence:	Any act or threatened act of violence, including any forceful detention of an individual, which (a) results or threatens to result in physical injury and (b) is committed by a person against another individual (including an elderly person) to whom such person is or was related by blood or marriage or otherwise legally related or with whom such person is or was lawfully residing.
Forensic Medical Exam:	An examination provided to a sexual assault victim by medical personnel trained to gather evidence of a sexual assault in a manner suitable for use in a court of law. The examination should include at a minimum the following: (a) examination of physical trauma; (b) determination of penetration or force; (c) patient interview; and (d) collection and evaluation of evidence.
Federal Crime Victim:	A victim of an offense that violates a federal criminal statute or regulation. Federal crimes also include crimes that occur in an area where the federal government has jurisdiction, such as Indian reservations, some national parks, some federal buildings, and military installations.
Homicide Survivors:	A phrase used to describe those who were emotionally close with the person murdered. Survivors are usually thought of as family members or close friends, but at times, the term may include people with seemingly more distant relationships such as neighbors, schoolmates, and members of the community at large.
Hotline Services:	Typically refers to the operation of a 24-hour, seven (7) days a week, telephone service which provides counseling, guidance, emotional support, information and referral, etc.
Human Trafficking:	The recruitment, harboring, provision, receipt, transportation and/or obtaining of individuals; using force or threats of it, coercion, fraud and/or using systems of indebtedness or debt bondage; for purposes of sexual or other forms of economic exploitation.

In-kind Match:	In-kind match does not involve cash. ‘In-kind’ is the value of something received or provided, which is beneficial to the program, but for which no cash exchanges hands. In-kind contributions must be verifiable from grantee records, necessary and reasonable, allowable under cost principles, and not included as a contribution under any other federal award. See chapter III of the <u>OCJP Administrative Manual for more information</u> .
Inputs:	A logic model component that includes resources dedicated to or consumed by a program. such as money, staff and staff time, facilities, equipment and supplies.
Logic Model:	A logical description of how the project theoretically works to benefit the target group. The narrative description of the applicant’s project must tie <u>purposes</u> , <u>inputs</u> , <u>activities</u> , <u>outputs</u> , and <u>outcomes</u> together in a logical fashion. See individual definitions for more information. For more information on logic models see “Managing for Results” on the OCJP website.
Match:	The subrecipient share of the project cost. Match is restricted to the same use of funds as allowed for the Federal funds. Match must be directly related to the project goals and objectives and must be documented in the same manner as grant funded activities. See <u>cash match</u> and <u>in-kind match</u> . See chapter III of the <u>OCJP Administrative Manual</u> for more information.
Non-profit Organization:	The term nonprofit organization refers to those legally constituted, nongovernmental entities, incorporated under state law as charitable or not-for-profit corporations that have been set up to serve some public purpose and are tax-exempt according to the IRS.
Obligation:	A legal liability to pay under a grant, subgrant, and/or contract an agreed upon sum for services or goods incurred during the grant term.
Outcomes:	A logic model component that describes the benefits resulting <u>for the participants</u> from the

program activities. Outcomes should describe some change in the participant's condition. The key is to show what differences a project is expected to make or what value it is expected to add to the participant's well-being. Outcomes establish the benefits of the funding in measurable terms. They describe the results of the services being provided. For more information on outcomes see 'Managing for Results' on the OCJP website.

Outcome Indicators:

Those specific statements that indicate *results* or achievement of the project's purposes.

Outcome Measures:

Those concrete, measurable data elements that we can count as statements of actual *results*.

Outcome Reporting:

Focuses on those specific changes in a participant's behavior or living conditions that suggests that the services were beneficial, and that the project achieved its purpose.

Outputs:

A logic model component that describes the direct products of program activities and usually are measured in terms of the volume of work accomplished such as the number of classes taught, counseling sessions held, people served, etc.

Output Reporting:

Focuses on traditional tracking of the agency's activities and efforts, such as number of clients served, number of services provided, etc.

Performance Measure Tool

A questionnaire used to collect JAG funded grant performance data.

Personally Identifying Information

Identifying information for or about an individual including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault, or stalking, including:

- (a) a first and last name
- (b) a home or other physical address;
- (c) contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number)
- (d) a social security number;
- (e) any other information, including date of birth, racial or ethnic background, or religious affiliation,

that, in combination with what is listed above would serve to identify any individual.

Previously Underserved Population:

Victims and survivors of vehicular crime (DUI or DWI), elder abuse victims, adult survivors of incest or child sexual abuse, Native American victims of violent crime, survivors of victims, disabled crime victims, crime victims with a high incidence in urban areas, and crime victims underserved in rural areas.

Program Income:

Gross income earned by the recipient during the funding period as a direct result of the award. See chapter IV of the [OCJP Administrative Manual](#) for more information.

Project Director:

This is the person who will be in direct operational charge of the project.

Purposes:

A logic model component that includes the needs to be met and the goals of the program.

Rape:

Unlawful sexual penetration of a victim by the defendant or of the defendant by a victim accompanied by any of the following circumstances:

1. Force or coercion is used to accomplish the act;
2. The defendant knows or has reason to know that the victim is mentally defective, mentally incapacitate or physically helpless; or
3. The sexual penetration is accomplished by fraud.

Sensitive Minor Equipment:

Moveable, high-risk, sensitive property items purchased with a cost between \$100.00 and \$5,000.00, such as computers, external computer peripherals, weapons, TVs, cameras, and small office machines that shall be acquired, used and managed for criminal justice and victim services grant purposes. ([Chapter X, OCJP Administrative Manual](#))

Sexual Assault:

Any non-consensual sexual act that is forced upon an intimate partner, other family member, friend, acquaintance, or stranger. Sexual assault can occur

as a single incident or in multiple episodes and is often accompanied by physical and emotional abuse.

Shelter: The provision of temporary refuge and related assistance in compliance with applicable State law and regulation governing the provision, on a regular basis, which includes shelter, safe homes, meals, and related assistance to victims of family violence and their dependents.

Specific Assistance to Individuals: Direct assistance to clients (provided by grant funds or cash match) to pay for transportation, food, clothing, emergency housing, and/or other items / services allowed by a specific grant fund. **Grant projects can not give cash to clients.** Payment must be made directly to the company/agency providing the good or service to the client or the actual good must given directly to the client.

Stalking: A pattern of harassing or threatening behavior used to cause an individual to fear for his/her safety, or the safety of his/her family, friends, or other associates (e.g. co-workers). Victims may be former intimate partners, family members, friends, acquaintance, or strangers. Stalking may be accompanied by physical, sexual, and emotional abuse.

Subcontract: Contracts between the subrecipient and an entity or individual who provides professional services, for a fee, to the subrecipient's clients or otherwise performs professional services on behalf of the subrecipient. All subcontracts between an OCJP subrecipient and the professional must be authorized before the subcontract goes into effect. (Subrecipients using subcontracted professional services must be in compliance with all IRS requirements.)

Subrecipient: Any agency that receives a grant from the Office of Criminal Justice Programs (OCJP) is referred to as the subrecipient.

Supplanting: To deliberately reduce State or local funds because of the existence of Federal funds. An example

would be: When State funds are appropriated for a stated purpose and Federal funds are awarded for that same purpose, the State replaces its State funds with Federal funds; thereby reducing the total amount available for the stated purpose.

System for Award Management: The **System for Award Management** (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is NO fee to register for this site. Entities may register at no cost directly at the [SAM website](#). All OCJP subrecipients receiving federal grant funds must establish and maintain an account through SAM before project funding can be disbursed. Registration information can be found on the SAM website, or by contacting your OCJP Program Manager.

Underserved Populations: Populations that are underserved because of geographic location (such as rural isolation), underserved racial or ethnic populations, and populations underserved because of special needs, such as language barriers or physical disabilities.

Victim (Primary): The primary victim is the direct victim of a crime.

Victim (Secondary): A secondary victim has a relationship to the primary victim (child, sister, brother, mother, father, husband, etc.); has witnessed the crime or may have also been a victim of a crime; receives services from the agency because the primary victim has sought services from the agency.

Victim Compensation: See ‘Criminal Injuries Compensation Program’