

**TENNESSEE  
Grant Solicitation Packet**



**Fiscal Year 2021  
Victims of Crime Act (VOCA) Grant Program  
CFDA 16.575**

**Tennessee Safe Court Grant Program**

*Released on: February 10, 2021*

OCJP will be accepting grants on a rolling basis for this solicitation until federal funding is no longer available. OCJP expects the last applications to be accepted on 12/30/2021. All contracts will be 4 months in length.

*Prepared by:*

State of Tennessee  
**Office of Criminal Justice Programs**  
Department of Finance and Administration  
312 Rosa L. Parks Avenue  
William R. Snodgrass Tennessee Tower, Suite 1800  
Nashville, Tennessee 37243-1102

## **GRANT SOLICITATION CONTENTS**

### **SECTIONS:**

- 1. INTRODUCTION**
- 2. SCHEDULE OF EVENTS**
- 3. PROGRAM REQUIREMENTS**
- 4. FINANCIAL REQUIREMENTS**
- 5. REPORTING REQUIREMENTS**
- 6. APPLICATION PROCESS & INSTRUCTION**
- 7. APPLICATION EVALUATION**

## 1. 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 a 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.

\*All of OCJP Programs will be required to have on file signed and initialed copies of Certification, Assurances, and Special Conditions required from both the Federal Level and State Level.

### 1.1. Eligibility

Agencies applying for VOCA funding must meet the criteria listed in 3.1 of this solicitation. Application is limited to county governments and resources are to be used in court houses to assist victims. Agencies not able to demonstrate they meet this criteria must not apply. Applicable agencies must have the authority or maintain care and control over space which will be allocated as safe waiting space for victims of crime who are in attendance at any court proceeding.

### 1.2. Length and Amount of Project Support

OCJP will be accepting grants on a rolling basis for this solicitation until federal funding is no longer available. OCJP expects the last applications to be accepted on 12/30/2021. All contracts will be 4 months in length. Projects are eligible for up to \$10,000 in Federal funding. Those agencies which request a match waiver or are new to OCJP grants require further fiscal review. **This additional review time may necessitate a later contract start date.**

As of 10/1/2021 no match shall be required of projects funded under this solicitation.

### 1.3. Program Purpose

The goal of the Tennessee Safe Court Grant Program is to provide funding for courts in Tennessee to create or update safe, trauma informed spaces or waiting rooms for all victims of crime to wait for court processes or meet with the prosecutor, victim witness coordinator and other individuals assisting the victim of crime with his/her case. Allowable purchases include but are not limited to:

- Repairs to the space to make it safe and trauma informed for victims. This could include fixing drywall, painting, repairing ceiling tiles, etc.

- Installing security measures such as locks, cameras, intercoms etc.to ensure victim safety.
- Supplies needed to provide victim services in the space while victims are waiting.
- Supplies for storage of snacks and drinks for victims while they are waiting.
- Toys and books for children to use while waiting.
- Seating and lighting for victims.
- Modular space to be dedicated as a waiting room is allowable.
- Other supplies identified to create a safe and trauma informed place for victims to wait for court proceedings

Preference will be given to applications that include a letter of support from the Office of the District Attorney General which practices in the court where the safe waiting room modifications will occur.

**PERSONNEL IS NOT ALLOWABLE. CONSTRUCTION IS NOT ALLOWABLE.** All items must be purchased and in use by the contract end date.

#### 1.4. **Grant Solicitation Communications**

- 1.4.1. The State has assigned the following Grant Solicitation identification title that must be referenced in all communications regarding this Grant Solicitation:

**Tennessee Safe Courts Grant**

- 1.4.2. Prospective Applicants must direct communications concerning this Grant Solicitation to the following email designated and indicate which Grant Solicitation Title in the subject line:

[CriminalJustice.Program@tn.gov](mailto:CriminalJustice.Program@tn.gov)

#### 1.5. **Notice of Intent to Apply**

Applicants should complete the [Intent to Apply](#) detailed in the Grant Solicitation Section 2, Schedule of Events.

**Completion of the Intent to Apply form creates no obligation, but is a prerequisite for submitting an application and necessary to ensure receipt of any Grant Solicitation updates or other notices and communications relating to this Grant Solicitation. The Intent to Apply and all documents must reference the Grant Solicitation Identification Title found in section 1.4.1.**

#### 1.6. **Application Deadline**

An Applicant must ensure that the State receives an application no later than the application deadline time and date detailed in the Grant Solicitation Section 2, Schedule of Events. An Applicant must apply, as required, to this Grant Solicitation (including all attachments). The State will not accept late applications, and an Applicant's failure to submit its application by the deadline will result in disqualification of the application.

## 2. GRANT SOLICITATION SCHEDULE OF EVENTS

---

2.1. The following Grant Solicitation Schedule of Events represents the State's best estimate for this Grant Solicitation.

EVENT	TIME (central time zone)	DATE
1. Grant Solicitation Issued		2.10.2021
2. Notice of Intent to Apply Deadline	4:30 p.m.	with application
3. Application Deadline	4:30 p.m.	between 2.10.2021 and 12.30.2021
4. Contract Start Date		ongoing

2.2. **The State reserves the right, at its sole discretion, to adjust the Grant Solicitation Schedule of Events as it deems necessary.** Any adjustment of the Schedule of Events shall constitute a Grant Solicitation update, and the State will communicate such to prospective Applicants from whom the State has received a Notice of Intent to Apply (refer to section 1.5).

### 3. PROGRAM REQUIREMENTS

---

#### 3.1. VOCA Program Federal 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. Each sub-recipient organization shall meet the following requirements:

- 3.1.1. Public or Nonprofit Organizations: Organizations must be operated by public or nonprofit organizations, or a combination of such organizations.
- 3.1.2. Record of Effective Services: Organizations must demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services by the community, a history of providing direct services in a cost-effective manner, and financial support from other sources.
- 3.1.3. Volunteers: Sub-recipients must use volunteers unless the state determines there is a compelling reason to waive this requirement.
- 3.1.4. Promote Community Efforts to Aid Crime Victims: Sub-recipients must promote, within the community, coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on state, federal, local, or Native American task forces, commissions, working groups, coalitions, and/or multi-disciplinary teams. Coordination efforts also include developing written agreements that contribute to better and more comprehensive services to crime victims.
- 3.1.5. Help Victims Apply for Compensation Benefits: Sub-recipients must provide assistance to potential recipients of crime victim compensation benefits. Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with application forms and procedures, obtaining necessary documentation, and/or checking on claim status.
- 3.1.6. Comply with Federal Rules Regulating Grants: Sub-recipients must comply with the applicable provisions of VOCA, the program guidelines (found at [28 C.F.R. Part 94](#)), and the requirements of the DOJ Grants 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.
- 3.1.7. 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 sub-recipient 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.
- 3.1.8. Services to Victims of Federal Crimes: Victims of federal crimes must be provided services on the same basis as victims of state and local crimes. Federal crimes include human trafficking, bank robbery, kidnapping, etc. as well as crimes committed on federal property such as military installations, national parks and certain Indian reservations.
- 3.1.9. No Charge to Victims for VOCA Funded Services: 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.

- 3.1.10. Substantial Financial Support from Sources Other than VOCA: A program has substantial financial support from sources other than VOCA when at least twenty-five percent (25%) of the program's funding in the year of, or the year preceding the award comes from other such sources, which may include other federal funding. **Agencies not able to demonstrate this through written documentation submitted as part of this application must not apply.**
- 3.1.11. Confidentiality: Each agency that receives a grant from the Office of Criminal Justice Programs (OCJP) to provide direct services to victims of crime should have a confidentiality policy in place to protect confidential personally identifying information. Furthermore, confidentiality statements should be signed by all staff, volunteers, interns, board members, etc. and should state, at a minimum, that s/he will protect the personally identifying information of all persons contacting the agency for service, regardless of whether these persons actually receive services from the agency. For further confidentiality requirements, please see the OCJP Grants Manual, [Chapter XX, Retention of and Access to Records](#), Confidentiality Policy, and [28 C.F.R. 94.115](#).
- 3.1.12. Evidence-Based Programming: Agencies should employ evidence-based programming in their grant project or use best practices (as identified in research) in the implementation of their proposed project. Websites such as [www.CrimeSolutions.gov](http://www.CrimeSolutions.gov) or <http://www.samhsa.gov/programs-campaigns> offer resources that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.
- 3.1.13. 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.
- 3.1.14. Federal Funding Accountability and Transparency Act of 2006 (FFATA): Per 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.
  - a. DUNS Number: To enable state agencies that receive federal awards to report this information, sub-grantees (i.e., Sub-recipients) 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 the Intent to Apply. For more information and/or to obtain a DUNS number go to the following website: <http://fedgov.dnb.com/webform>.
  - b. System for Award Management (SAM) Registration: To enable OCJP to report sub-awards in a timely manner, Sub-recipients 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 sub-award information. In order to register you must have a DUNS number. Registration can be done at [www.sam.gov](http://www.sam.gov). Your SAM expiration date must be reported on the [Intent to Apply](#) form.
  - c. Executive Compensation Reporting: FFATA requires a sub-grantee 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 sub-grantee's annual gross revenues from Federal procurement contracts and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320; and
- \$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 <https://www.sec.gov/fast-answers/answers-execomphm.html>).

3.1.15 Additional Federal Funds Received: The sub-recipient 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 sub-recipient will promptly notify the OCJP program manager in writing.

3.1.16 Program Income: Program income, as defined by 2 CFR 200.80, means gross income earned by a non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance. **Program Income is unallowable without prior approval.**

3.1.17 Subject to Funds Availability: Funding is subject to the appropriation and availability of State funds. In the event that the funds are not appropriated or are otherwise unavailable, the State reserves the right to terminate this solicitation. Upon such termination, the Grantee shall have no right to recover from the State any actual, general, special, incidental, consequential, or any other damages whatsoever of any description or amount.

### 3.2. VOCA Program State Requirements

3.2.1. Law Enforcement Agencies: In order for law enforcement agencies to qualify for grant funds, they 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 comply with the rules and regulations of the Tennessee Bureau of Investigations (TBI) as empowered by Tennessee Code Annotated (TCA) 38-10-101 et seq. with regard to the Tennessee Incident Based Reporting System (TIBRS). The agency will at all times maintain TBI certification of their compliance with those rules and regulations.
- National Instant Criminal Background Check System (NICS) Reporting Requirement: The Agency shall ensure that they comply with Tennessee Code Annotated (TCA) 33-3-1115 with regard to NICS Reporting. The agency will at all times maintain compliance.
- Death in Custody Reporting Act (DICRA) Requirement: The Agency shall comply with PUBLIC LAW 113-242 by submitting all deaths in custody to the TBI.

Please note that 3.2.1. a-d are also federal requirements.

3.2.2. Compliance with Submission of eligible records relevant to the National Instant Background Check System (NICS) for Law Enforcement, Prosecution and Court Projects requesting funding:



Consonant with federal statutes that pertain to firearms and background checks, including 18 U.S.C. 922 and 34 U.S.C. chapter 409, if the recipient (or any subrecipient at any tier) uses this award to fund (in whole or in part) a specific project or program (such as a law enforcement, prosecution, or court program) that results in any court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the National Instant Background Check System (NICS), or that has as one of its purposes the establishment or improvement of records systems that contain any court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the NICS, the recipient (or subrecipient, if applicable) must ensure that all such court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the NICS are promptly made available to the NICS or to the "State" repository/database that is electronically available to (and accessed by) the NICS, and when appropriate promptly must update, correct, modify, or remove such NICS-relevant "eligible records".

All law enforcement, prosecution and court related projects must comply with the above and with State TCA 8-4-115 (revised language effective January 1, 2019) prior to requesting funding and throughout the course of life of a funded contract. Failure to do so could result in termination of funding.

- 3.2.3. Tennessee Department of Revenue Registration: Pursuant to Tennessee Code Annotated (TCA) 12-3-306 all sub-recipients must comply with the Retailers' Sales Tax Act compiled in TCA 67-6-8 101 et seq. All sub-recipients 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 the 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 application due date. (This does not apply to DTFs and State and Local Law Enforcement.)**

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

- 3.2.4. High Risk Designation: Requirement to disclose whether recipient is designated "high risk" by a federal grant-making agency. If the recipient is designated "high risk" by a federal grant-making agency, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to the OCJP.

For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

**Applications must submit a [High Risk Designation Certification](#) as part of the application.**

- 3.2.5. Solvency: Nonprofit agencies not solvent at the time of application are not eligible to apply for funding.

### 3.3. Additional Program Requirements

## 4. FINANCIAL REQUIREMENTS

---

4.1. OCJP grants awarded under this VOCA Program are governed by the provisions of the Office of Management and Budget (OMB) Uniform Guidance applicable to financial assistance. The sub-recipient must follow [OMB Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements](#) (Uniform Guidance) and the [VOCA Final Rule @ 28 CFR Part 94](#). Additional information and guidance are contained in the VOCA portion of the OCJP Grants Manual available from the Office of Criminal Justice Programs upon award of grant funds or by referring to the [VOCA portion of the OCJP Grants Manual](#). This policy manual provides information on allowed costs, methods of payment, audit requirements, accounting systems, and financial records. Specific requirements include:

4.1.1. **Accounting Systems:** A grant accounting system must be in place and financial records must accurately account for funds awarded to them. The system must have a financial management module in place that is able to record and report on the receipt, obligation, and expenditure of grant funds. This includes ability to track grant funds separately from other funds. There should be a system in place that can accurately track employee's time charged to the grant. Accounting policies and procedures should be documented and in use, this includes payroll and purchasing policies that reflect good internal controls.

4.1.2. **Match:** There is a 20% match requirement on grant funds under the VOCA Program. Federal funds may be used to pay for up to 80% of the cost of the project. Applicants may satisfy the required match with either cash contributions or in-kind contributions.

All *match* must be VOCA allowable and is subject to the same requirements, restrictions and conditions as the federal VOCA funds. For example, volunteers used as project match must provide direct victim assistance services, which means that volunteer members of a Board of Directors, or volunteers who assist with fundraising cannot be used as VOCA project match. Sub-recipients 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.

4.1.3. **Match Formula:** The formula for calculating the required match is:

Federal Funds / **80%** (Federal Share) = Total Project Costs

Total Project Costs x **20%** (Sub-recipient Share) = Total Match Amount

**Example: Please see below for calculation of match on an award of federal funds of \$100,000**

**\$100,000 (federal funds) / .80 = \$125,000 (Total Projects Costs)**

**\$125,000 (TPC) x .20 = \$25,000 (Total Match Amount)**

Federal funds may be used to pay up to 80% of the cost of a project. The remaining share must be a cash match (from non-federal funds) or in-kind match (from non-federal funds)

**Cash match** includes actual cash spent by the sub-recipient 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 sub-recipient organization for its own employees such as time sheets or a log sheet with appropriate signatures. 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.

Sub-recipients must maintain records that clearly show the source, the amount, and the period during which the match was allocated. Records also need to clearly show when the donated items were used. The in-kind donation cannot be recognized as match (in-kind expense) until it is used in the project.

**Match Waivers** - Match requirements may be waived for programs that can provide documentation of need as outlined in 28 CFR 94.118(b)(3) of the VOCA Victim Assistance Final Program Guidelines. OCJP will conduct fiscal audits to ensure financial viability and the inability to match funding for those agencies requesting a match waiver and further verify non-supplanting of funds. Agencies requesting a match waiver may experience a delay in the contract start date. OCJP's policy is to approve full and partial match waivers only in very specific circumstances. VOCA provides numerous examples of match, whether cash or in-kind, which an agency can utilize.

OCJP allows for match waivers based on the following conditions, wherein the agency demonstrates the waiver is due to:

- practical and/or logistical obstacles to providing match (e.g., public agencies that do not engage in private fundraising and may have limitations on soliciting contributing funds);
- local resource constraints (e.g., rural community with limited local funding availability or volunteer capacity);
- increases to VOCA funding where local funding availability has not increased to the same degree;
- past ability to provide match related to current ability to provide match.

Agencies must submit a Waiver of Match Request Letter and include the following information:

- Type-written on the program's agency letterhead, addressed, and sent to the Director via their assigned Program Manager. Letter and Application for Match Waiver is to be signed by the authorized official of the agency;
- Submit a completed [Match Waiver Application](#) and required attachments listed below;
  - Other Funds Table;
  - Current Balance Sheet;
  - Current profit/loss statement;
  - Most recent Form 990;
  - Most recent audit report;
  - Agency's approved overall total budget for current fiscal year.

Match waivers are approved on a tiered bases determined by an agency's proposed match set forth in the above letter, including cash and in-kind. Verification of ability to make match will be based on prior ability to make match, agencies past ability to spend contracted amount, and a review of other avenues of match (in-kind). Match waivers will be approved as follows:

- Demonstrated ability to make the full match; 20% match required
- Demonstrated inability to make the 20% match; partial match of 10% required

- Demonstrated inability to make the 20% match; full match waiver, no match required

For additional information regarding Match, please refer to [Chapter III. Financial Requirements, B.4. Match of the OCJP Grants Manual](#).

**Indirect costs cannot be used as match.**

- 4.1.4. **Cost Allocation Plan:** If any part of the costs to be reimbursed are joint costs involving allocation to more than one program or activity, a cost allocation plan must be submitted and approved by the subrecipient's cognizant agency. The subrecipient's cognizant agency is the agency whose funds comprise the greatest percentage of grant funds received by the Subrecipient. Cost Allocation Plans must comply with the applicable accounting and financial standards, either Financial Accounting Standards Board ("FASB") standards or Governmental Accounting Standards Board ("GASB") standards. Methods used for allocating costs may differ between Subrecipients. It should be noted that grantors are not required to fully fund the costs that are charged to a particular program under an approved Cost Allocation Plan if such costs are not allowable under the contract with the Subrecipient or exceed the prescribed funding percentage or budgets.

Subrecipients other than state departments, cities, counties (and subdivisions thereof) and state colleges, universities, and technology centers will adhere to the Department of Finance and Administration – [Policy 03](#) – Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies.

The requirements for the development and submission of indirect cost proposals and cost allocation plans are set out in Appendices III – VI of 2 C.F.R. Part 200, for subrecipients that are a state department, city, county (and subdivision thereof) and state college, university, and technology center. These subrecipients should follow the guidelines applicable to its type of organization:

[2 C.F.R. § 200, Appendix V for State/Local Government Central Service Cost Allocation Plans](#)

For additional information regarding cost allocation plans, please refer to [Chapter XVI – Cost Allocation](#) of the OCJP grants manual.

- 4.1.5. **Indirect Cost Rate:** Should the subrecipient request reimbursement for indirect costs, the Subrecipient must submit to the State a copy of the indirect cost rate approved by the cognizant federal agency or the cognizant state agency, as applicable. The Subrecipient will be reimbursed for indirect costs in accordance with the approved indirect cost rate and amounts and limitations specified in the grant budget. Once the subrecipient makes an election and treats a given cost as direct or indirect, it must apply that treatment consistently and may not change during the contract period. Any changes in the approved indirect cost rate must have prior approval of the cognizant federal agency or the cognizant state agency, as applicable. If the indirect cost rate is provisional during the contract period, once the rate becomes final, the subrecipient agrees to remit any overpayment of funds to the State, and subject to the availability of funds the State agrees to remit any underpayment to the subrecipient. ***Non federal agencies who have never had a negotiated indirect cost rate can select to use the 10% de minimis rate. If electing to use the de Minimis rate, fill out and submit the [Certification of De Minimis Indirect Cost Rate Form](#) with the application.***
- 4.1.6. **Multiple Year Contracting:** Multiple year contracting reduces unneeded paperwork and duplication for OCJP, as well as the sub-recipient's office. This reduction in bureaucratic paperwork allows the sub-recipient 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.**

- 4.1.7. 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 Division of Budget 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.

**NOTE: State agencies procuring information technology must obtain formal support of procurement from Strategic Technology Solutions (STS) in the Department of Finance and Administration prior to the signing of the grant contract with OCJP.**

#### 4.2. Allowable Use of VOCA Funds

The following is a listing of services, activities, and costs that are eligible for support with VOCA victim assistance grant funds within a sub-recipient's organization. Costs must be reasonable, allocable to the project, and comply with the Victims of Crime Act (VOCA) Grant requirements. Any questions about allowable use of funds should be directed to the Office of Criminal Justice Programs prior to application submission per the instructions in section 1.4.2.

**Note that some items require prior OCJP approval. Submission of these items in the budget as part of the application and the subsequent approval for contracting (if project is approved for funding) constitutes "prior approval". Any addition of these items into a budget post contract initiation would require prior OCJP approval in writing.**

- 4.2.1. Items Requiring Pre-Approval: The following budget items must be pre-approved: capital purchases, Sensitive Minor Equipment, furniture, clothing, depreciation and other categories specifically noted in the description.
- 4.2.2. Immediate Health and Safety: These services respond to the immediate emotional or physical needs of victims (excluding medical care), and include crisis intervention, accompaniment to hospitals for medical examinations, hotline counseling, safety planning, emergency food, clothing, transportation, shelter, emergency legal assistance, and other emergency services that are intended to restore the victim's sense of security and safety. VOCA project funds may only be used to purchase groceries for victims in emergency shelters and/or victims who need emergency provisions. Contact your OCJP Program Manager if you have any questions about what is allowable for Food and Beverage.
- 4.2.3. Mental Health Assistance: These are services and activities that help primary and secondary victims understand the dynamics of victimization and with stabilizing their lives after victimization. This may include evaluation and assessment of mental health needs and consist of out-patient therapy/counseling, group support and substance-abuse treatment (so long as the treatment is related to the victimization). **Prior approval from OCJP is required for any substance-abuse treatment.** Therapeutic service providers must have appropriate state licensure or licensed supervision and education in Substance Abuse and/or Trauma Informed services. "Therapy" refers to intensive professional psychological/psychiatric treatment to provide emotional support in crises arising from the occurrence of crime.
- 4.2.4. Peer Support: This allows for peer-support, including, but not limited to, activities that provide opportunities for victims to meet other victims, share experiences, and provide self-help, information, and emotional support.
- 4.2.5. Assistance in Participating in Criminal Justice and Other Proceedings Arising From the Crime: This may include advocacy on behalf of crime victims, accompaniment to criminal justice offices and court, transportation, meals, and lodging to allow participation in court

proceeding, interpreting services, child care or respite care to enable a victim to attend court, notification of victims regarding trial dates, case disposition information, parole consideration procedures, assistance in recovering property that was retained as evidence, assistance with restitution advocacy and assistance with victim impact statements. This may include legal assistance with victim-related family matters and other non-tort legal services in a civil context (divorce, child custody and support proceedings); protective/restraining orders; family, custody, housing, and dependency.

- 4.2.6. Forensic Examinations: These services are allowable only to the extent that other funding sources are unavailable or insufficient. Forensic medical evidence collection examiners are required to be SANE certified and must follow relevant guidelines or protocols issued by the State or local jurisdiction. T.C.A. § 29-13-118 provides that a hospital, physician, SANE program, Child Advocacy Center, or other medical facility may file a claim with the Tennessee Criminal Injuries Compensation Program for forensic medical examinations in sexual assault cases. Organizations that file for criminal injuries compensation may not request reimbursement for activities and positions funded with grand funds. Go to <http://treasury.tn.gov/injury/> for more information. If forensic medical exams, equipment used in the exams, or examiners are a proposed component of the VOCA application, consult with OCJP prior to submitting your application.
- 4.2.7. Transitional Housing: This is for transitional housing for victims who have a need for such housing, and who cannot safely return to their previous housing, due to the circumstances of their victimization, including, travel, rental assistance, security deposits, utilities, and other costs incidental to the relocation to such housing, as well as voluntary support services such as childcare and counseling. Those seeking to provide transitional housing must be in compliance with the OCJP Transitional Housing requirements and complete all related tracking forms when providing this service with VOCA funding.
- 4.2.8. Relocation: Relocation expenses are an allowable VOCA expense where necessary for the safety and well-being of a victim, including reasonable moving expenses, security deposits on housing, rental expenses and utility start-up costs. **Prior approval from OCJP is required for relocation expenses.** This includes pro-rated costs of rent, utilities, telephone services, local travel expenses for service providers.
- 4.2.9. Organizational Expenses: This includes **pro-rated** costs of rent, utilities, telephone services, local travel expenses for service providers and required minor building adaptations necessary to meet DOJ standards implementing the Americans with Disabilities Act and/or modifications that would improve the program's ability to provide services to victims.
- 4.2.10. Special Services: These services include assisting victims with managing practical problems created by the victimization such as acting on behalf of the victim with other service providers, creditors, or employers, assisting the victim to recover property that is retained as evidence, assisting in filing for compensation benefits, and helping to apply for public assistance.
- 4.2.11. Coordination of Activities: VOCA funds allow for coordination of activities that facilitate the provision of direct services. Such activities include State-wide coordination of victim notification systems, crisis response teams, multi-disciplinary teams, coalitions to support and assist victims, and such other programs, and salaries and expense of such coordination.
- 4.2.12. Multi-System, Interagency, Multi-Disciplinary Response to Crime Victim Needs: VOCA funds can be used for activities that support a coordinated and comprehensive response to crime victims' needs by direct service providers, including, payment of salaries and expenses of direct service staff serving on child and adult abuse multi-disciplinary investigation and treatment teams, coordination with federal agencies to provide services to victims of federal crimes and/or participation on Statewide or other task forces, work groups, and committees to develop protocols, interagency, and other working agreements.

- 4.2.13. Skills Training for Staff: VOCA funds designated for training are to be used exclusively for developing the skills of direct service providers so that they are better able to offer quality services to crime victims. VOCA funds can be used for training both VOCA funded and non-VOCA funded service providers who work within a VOCA subrecipient organization. **Volunteers can be included in VOCA supported training with prior approval from OCJP.** All training supported with VOCA funds must relate directly to the purpose statement of the VOCA funded grant. VOCA funds can be used to purchase material such as books, training manuals, and videos for direct service providers, within the VOCA funded organization, and can support the costs of a trainer for in-service staff development. Staff from other organizations can attend in-service training activities that are held for the subrecipient's staff.
- 4.2.14. Personnel Costs: These costs are directly related to providing direct services, such as staff salaries and fringe benefits, including malpractice insurance, **pro-rated** share of liability insurance, the cost of advertising to recruit VOCA-funded personnel, and the cost of training paid and volunteer staff.
- 4.2.15. Training Related Travel: VOCA funds can support costs such as travel, meals, lodging, and registration fees to attend training within the state or a similar geographical area for VOCA-funded and non-VOCA-funded staff. Subrecipients are encouraged to first look for available training within their immediate geographical area. However, when needed training is unavailable within the immediate area, **prior OCJP written approval is required for travel outside the state.**

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 [State of Tennessee Travel Rules and Regulations](#).

- 4.2.16. Equipment and Furniture: VOCA funds may be used to purchase furniture and equipment that provides or enhances direct services to crime victims, as demonstrated by the VOCA subrecipient. Costs must be **pro-rated** if the equipment is not used exclusively for victim-related activities.

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 the Supplies Line of the budget and is defined as moveable, high-risk, sensitive property items purchased with a cost between \$500.00 and \$5,000.00 such as tablets, laptops, desktop computers, printers, projectors, external computer peripherals, weapons, TVs, cameras, and small office machines.

- 4.2.17. Purchasing or Leasing Vehicles: Subrecipients may use VOCA funds to purchase or lease vehicles if they can demonstrate to OCJP that such an expenditure is essential to delivering services to crime victims. **OCJP must give prior written approval for all such purchases.**
- 4.2.18. Advanced Technologies: At times, computers may increase a subrecipient's ability to reach and serve crime victims. In making such expenditures, VOCA subrecipients must describe to OCJP how the computer equipment will enhance services to crime victims, how it will be integrated into and/or enhance the subrecipient's current system, the cost of installation, the cost of training staff to use the equipment, the ongoing operational costs, and how these additional costs will be supported. Contact your OCJP Program Manager prior to any purchases of computer or telecommunications equipment. Property insurance is an allowable expense as long as VOCA funds support a **pro-rated** share of the cost of the insurance payments.

State grantees that authorize equipment to be purchased with VOCA funds must establish policies and procedures on the acquisition and disbursement of the equipment, in the event the subrecipient no longer receives a VOCA grant. Property records must be maintained with the following: a description of the property and a serial number or other identifying number, identification of title holder, the acquisition date, the cost and the percentage of VOCA funds supporting the purchase, the location, use, and condition of the property, and any disposition data, including the date of disposal and sale price.

- 4.2.19. Restorative Justice: This includes opportunities for crime victims to meet with perpetrators, if such meetings are requested or voluntarily agreed to by the victim, are victim-centered and have reasonably anticipated beneficial or therapeutic value to crime victims.
- 4.2.20. Repair and/or Replacement of Essential Items: VOCA funds may also be used for the repair or replacement “of items that contribute to maintaining a healthy and/or safe environment for crime victims, such as a furnace in a shelter.” The cost of the repair or replacement must **be pro-rated as applicable**.
- 4.2.21. Public Awareness: VOCA funds may be used for presentations in public forums, such as schools and community centers, that are designed to inform crime victims of specific rights and services and refer them to services and assistance. These costs may include staff time, materials, brochures, newspaper notices and public service announcements.
- 4.2.22. Operating Costs: Operating costs are allowable if costs are part of an approved project and are necessary to the project implementation and operation. Examples of allowable operating costs include supplies, equipment use fees when supported by usage logs, printing, photocopying, and postage, brochures which describe available services, and books and other victim related materials. **Costs for a program must be pro-rated across all fund sources.**
- 4.2.23. VOCA Administrative Time: VOCA funds may support administrative time to complete VOCA-required time and attendance sheets and programmatic documentation, reports, and statistics; administrative time to collect and maintain crime victims’ satisfaction surveys and needs assessments used to improve victim services delivery in the VOCA funded project; and the **pro-rated** share of audit costs.
- 4.2.24. Professional Fees: VOCA funds can be used for contracting for specialized professional services (e.g., psychological/psychiatric consultation, legal services, interpreters), at a rate not to exceed a reasonable market rate, that are not available within the organization.
- Individual consultant fees, under VOCA, are limited to \$650 per day or \$81.25 per hour; this includes legal, medical, psychological, training and accounting consultants. Consultants that are paid for using VOCA dollars must provide direct services to crime victims. 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**.
- 4.2.25. Supervision of Direct Services Providers: VOCA funds may be used for supervision of direct service providers when it is “necessary and essential to providing direct services to crime victims”.
- 4.2.26. Project Evaluation: VOCA funds may be used for evaluation costs of specific projects, in order to determine their effectiveness. **This activity requires prior written approval from OCJP.**

### 4.3. Unallowable Use of VOCA Funds



Please reference [Chapter XV. Unallowable Costs](#) of the OCJP Grants Manual for full explanations and restrictions regarding generic Unallowable Costs.

4.3.1. Generic Unallowable Costs:

- Construction,
- Land acquisition (Purchase of real property),
- Any expenditures that reflect supplanting,
- Compensation of federal employees,
- Travel of federal employees,
- Bonuses or commissions,
- Military type equipment,
- Lobbying,
- Fundraising (including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions),
- Corporate formation,
- State and Local taxes,
- Trainings and workshops have unallowable cost restrictions,
- Food is unallowable, except food provided directly for victim's needs,
- Legal fees,
- Cost in applying for this grant,
- Any expenses prior to the grant award date,
- First class travel,
- Management or administrative training,
- Gas or gift cards,
- Sole source contracts (without the prior written approval from the OCJP), and
- Cost incurred outside the project period.

The following services, activities, and costs **CANNOT** be supported with VOCA victim assistance grant funds.

- 4.3.2. Lobbying: In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913.

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OCJP for guidance, and may not proceed without the express prior written approval of OCJP.

- 4.3.3. Needs Assessments, Surveys, Evaluations and Studies: With the exception of program evaluation, subrecipients may not use VOCA funds to pay for efforts conducted by individuals, organizations, task forces, or special commissions to study and/or research particular crime victim issues.
- 4.3.4. Prosecution Activities and Active Investigations of Criminal Activity: Witness notification and management activities, expert witnesses, victim and witness protection services and other

activities directed at prosecuting offenders or improving the criminal justice system's effectiveness and efficiency are not allowable uses of VOCA funds.

- 4.3.5. Fundraising: Subrecipients are not permitted to use VOCA funds for fundraising.
- 4.3.6. Property Loss: VOCA assistance funds may not be used to reimburse crime victims for losses incurred as a result of the crime, such as replacement of stolen property, medical or funeral expenses, insurance deductibles or lost wages. However, VOCA-funded staff can assist victims by identifying and referring them to other agencies, such as state crime victim compensation programs, that may be able to help victims with these types of needs.
- 4.3.7. Most Medical Costs: While VOCA funds may be used for certain types of expenses such as emergency short-term nursing home shelter, most medical costs (including nursing home care, in-patient treating, hospital and non-emergency medical or dental treatment) cannot be support with VOCA assistance funds.
- 4.3.8. Administrative Staff Expenses: Salaries, fees, and reimbursable expenses associated with administrators, board members, executive directors, consultants, and other individuals are not allowable unless these expenses are incurred while providing direct services to crime victims.
- 4.3.9. Inherently Religious Activities: VOCA funding may not be used to support inherently (or explicitly) religious activities.
- 4.3.10. Dues or Membership Fees: VOCA funds may not be used for dues or membership fees to an organization conducting any type of lobbying, including advocating with government agencies for policy change.
- 4.3.11. Program Income: Program Income is unallowable without prior approval.

## 5. REPORTING REQUIREMENTS

The sub-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.

Complete reporting requirements can be found in the [VOCA Section](#) of the OCJP Grants Manual and in the [VOCA Reporting Table](#). 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.

### 5.1. Programmatic Reporting

5.1.1. Subgrant Award Report (SAR): This report is required for each organization that receives VOCA funding. The SAR must be completed in the online PMT system within 30 days of the start date of an award of funding, and within 30 days of the start date of each subsequent project year. Changes or revisions to the award that occur before the end of the project period must be made in the SAR within 30 days of the change taking effect. Additionally, the grantee must complete a SAR for each subgrant award of VOCA funding. For additional information regarding SAR, please refer to the following document [SAR](#).

5.1.2. Subgrantee Data Report (Output Report): The VOCA Subgrantee Data Report is required to be completed in the online Performance Measurement Tool (PMT) system quarterly.

The Family Violence Prevention Services Program (FVPSA) requires OCJP to report output data for all shelter programs, **regardless of fund source**. All Domestic Violence Shelter and Dual Agencies receiving VOCA funds will be required to complete output reports for both VOCA and FVPSA. The [DV Shelter Annual Output Report](#) is required at the end of each contract year and covers the period of July 1 through June 30 of the fiscal year for which the report is submitted. The report is submitted online to OCJP by July 31.

The Subgrant Award Report (SAR) and the Subgrantee Data Report (Output) are completed online utilizing the Office for Victims of Crime, [Performance Measurement Tool \(PMT\)](#).

5.1.3. Client Outcome Survey Report: The [Annual Client Outcome Survey Report](#) is required at the end of each contract year and covers the period of July 1 through June 30 of the fiscal year for which the report is submitted.

5.1.4. Training Participant Survey Report: The [Annual Training Survey Outcome Report](#) is required at the end of the year when VOCA funds are used to provide training to allied professionals who provide direct services within a VOCA funded agency. It covers the period of July 1 through June 30 of the fiscal year for which the report is submitted.

5.1.5. Narrative Performance Report: The annual Narrative Performance Report is required to be completed annually by October 31<sup>st</sup> and covers the period of July 1 through June 30 of the fiscal year just completed. This report is emailed to the OCJP Program Manager.

### 5.2. Fiscal Reporting

Sub-recipient 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.

5.2.1. Invoice for Reimbursement (Non-state Agencies): The invoice is used to request monthly reimbursement. It is **strongly recommended** that agencies invoice monthly, when monthly expenditures are incurred. However subrecipient agencies can invoice quarterly. If invoicing

quarterly, agencies **MUST request reimbursement 30 days after the end of each quarter for all the expenses incurred during the quarter in its entirety**. Funds can only be distributed to sub-recipients 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.

- 5.2.2. 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 sub-recipient based upon actual costs incurred by the sub-recipient in carrying out the activity of the grant. As the sub-recipient 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 sub-recipient.
- 5.2.3. Policy 03 Quarterly Expense and Revenue Report (Non-profit Agencies Only): This report consists of the Program Expense Report (Schedule A), the Program Revenue Report (Schedule B), and the Final Program Expense Summary Page (Schedule C). Schedule A is used for submitting detailed and total expense budgets and for detailed and total expense reports. Schedule B is used for submitting revenue budgets and for revenue reports by source with reconciliation between total expense and reimbursable expenses. Program Income, if any, is reported on line 39 of Schedule B. Agencies should be aware of and comply with reporting Program Income as defined in the [Department of Justice Financial Guide](#). Schedule C is intended to recap all direct expenses in one column, as well as determine a grand total of all expenses. Policy 03 Quarterly Expense and Revenue Reports are due no later than thirty (30) calendar days following the end of the quarter for which the report is completed. These reports are sent to the Fiscal Manager at OCJP at [OCJP.P3@tn.gov](mailto:OCJP.P3@tn.gov). (See [OCJP Policy 03](#)).

**NOTE: Non-Profit sub-recipients should review reporting requirements as specified in [OMB Uniform Guidance](#) issued by the Comptroller's Office.**

- 5.2.4. Project Equipment Summary Report: This report is completed on an annual basis, if equipment or "Sensitive Minor Equipment" (see [OCJP Grants Manual Chapter X-Property and Equipment](#) for definition) is purchased with grant funds during the current fiscal year. It is due to OCJP no later than thirty (30) calendar days past the end of the State fiscal year or July 31st. For new projects, the Project Equipment Summary Report should list new or start-up equipment purchases. For multi-year projects, the Project Equipment Summary Report should specifically identify any purchases that have been made for equipment, either totally or in part with grant money, since the last fiscal year. This report is available for online submission at [https://stateoftennessee.formstack.com/forms/project\\_equipment\\_summary\\_report](https://stateoftennessee.formstack.com/forms/project_equipment_summary_report).
- 5.2.5. Notice of Audit Report: For non-profits, the [Notice of Audit](#) should be submitted annually, 90 days after the close of the fiscal year.

### 5.3. Fiscal and Program Monitoring

The Office of Criminal Justice Programs program managers and fiscal monitors 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 Grants Manual Chapter XIX. D](#) within the time period required.

## 6. APPLICATION PROCESS AND INSTRUCTION

### 6.1. Scope of Services/Project Narrative

The Office of Criminal Justice Programs has provided a word document for use in constructing an application under this solicitation based on the various projects types available. The [Scope of Services/Project Narrative](#) for the Tennessee Safe Courts grant application contains definitions and instructions for completion as well as the following headers and evaluation criteria:

EVALUATION CATEGORY
Problems and needs
Purpose
Activities
Implementation Timeline
Inputs
Data collection procedure
Collaboration Activities
Intended outputs
Intended outcomes

The Scope of Services/Project Narrative should be submitted with the application. See Sections 6.3 and 6.4 for information on how to submit your application.

### 6.2. Budget Summary and Line-Item Detail

Begin by saving this document to your computer with the **solicitation title** and then fill in the budget: [Budget with match instructions](#) and [Budget with match](#).

You must complete a budget for each year of funding requested.

**NOTE: Thoroughly read the instructions before preparing the budget. The Project Title at the top of the budget summary page must match the title submitted in Intent to Apply and on your Scope of Services/Project Narrative (see list at 1.4.1.).**

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.

See Section 6.3 and 6.4 for information on how to submit your application.

### 6.3. Application Submission

An Applicant must ensure that the State receives a response no later than the Response Deadline time and date detailed in the Grant Solicitation Section 2, Schedule of Events at the following email address:

[Criminaljustice.Program@tn.gov](mailto:Criminaljustice.Program@tn.gov)

### 6.4. VOCA Application Requirements

- 6.4.1. The first step to the VOCA application process is to submit the Intent to Apply form through the following on-line link: [Intent to Apply](#) as your intent to apply for this grant (See Grant Solicitation Section 2, Schedule of Events). **Intent to Apply must reference the grant solicitation identification title (See section 1.4.1).**
- 6.4.2. Initiate Department of Revenue registration or exemption process for sales/use accounts.  
  
This process should be initiated at least two (2) business days prior to application due date.  
  
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 to satisfy this requirement.
- 6.4.3. The next step is to create a [Scope of Services/Project Narrative](#) by using the word forms document found at the links provided in 6.1 that corresponds with the solicitation grant solicitation identification title.
- 6.4.4. Next create a budget using the excel budget sheet(s) at the following link: [Budget with match](#) and [Budget with match instructions](#). Complete one budget per each year of funding.
- 6.4.5. If using occupancy as match, submit proof of ownership
- 6.4.6. Complete the Other Funds Form – Application Attachment provided at the following link: [Other Funds Form](#). **(please follow instructions at this link)**
- 6.4.7. Complete the Non-Supplanting Certification found at the following link: [Non-Supplanting Certification](#)
- 6.4.8. Complete and submit the [High Risk Designation Certification](#) form. Include the following as applicable.
- 6.4.9. Complete the [Certifications and Assurances - Government](#)
- 6.4.10. Create and attach a copy of the organizational chart used if awarded this grant.
- 6.4.11. Submit approved cost allocation plan (if applicable).
- 6.4.12. Submit approved indirect cost rate (if applicable).
- 6.4.13. Submit [Certification of De Minimis](#) Indirect Cost Rate Form **if electing to use the 10% De Minimis rate.**
- 6.4.14. Attach Letters of Support or MOUs (if required by the Collaboration section of the Scope of Service/Narrative).
- 6.4.15. Complete and submit the VOCA Subgrant Award Report (SAR) online form at [https://stateofennessee.formstack.com/forms/subgrant\\_award\\_report\\_sar](https://stateofennessee.formstack.com/forms/subgrant_award_report_sar)
- 6.4.16. Use the attached checklist at the end of this application and submit all required documents (except the Intent to Apply which is an online document), via e-mail to [Criminaljustice.Program@tn.gov](mailto:Criminaljustice.Program@tn.gov).

**All above documents should be emailed to [Criminaljustice.Program@tn.gov](mailto:Criminaljustice.Program@tn.gov) with the grant solicitation identification title in the subject line of the email (complete list located in section**

1.4.1.).

#### 6.5 Application Deadline

Ongoing until 12.30.21 or until Funds are expended.

#### 6.6 Response Preparation Costs

The State will not pay any costs associated with the preparation, submittal, or presentation of any application.

### 7 APPLICATION EVALUATION

#### 7.1 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 OCJP staff with expertise in grant requirements and program design. The 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 by the date listed below. If an application is approved, the contract between the state and the sub-recipient 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 sub-recipient.

Applicants will be notified whether their application is approved for funding prior to the start date identified in this solicitation.

#### 7.2 Grant Solicitation Update

The State at its sole discretion may update this Grant Solicitation, in writing, at any time prior to contract award. However, prior to any such update, the State will consider whether it would negatively impact the ability of potential Applicants to meet the response deadline and revise the Grant Solicitation Schedule of Events if deemed appropriate. If a Grant Solicitation update is issued, the State will convey it to potential Applicants who submitted a Notice of Intent to Apply (refer to Grant Solicitation Section 1.5). A response must address the final Grant Solicitation (including its attachments) as updated.

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

- [Intent to Apply](#) completed and submitted online..
- Department of Revenue registration or exemption letter (Except DTFs and State and Local Law Enforcement)
- [Scope of Services/Program Narrative](#) completed on the forms document
- [Budget with match](#) completed on the excel spreadsheet (one for each year of funding requested). See [Budget with match instructions](#).
- Proof of ownership, if applicable
- [Other Funds Form](#)
- [Non-Supplanting Certification](#)
- [High Risk Designation Certification](#)
- [Certifications and Assurances - Government](#)
- Agency Organizational Chart
- Most recent approved Cost Allocation Plan (if applicable)
- Approved Indirect Cost Rate (if applicable)
- [Certification of De Minimis Indirect Cost Rate Form](#) (if applicable)
- Attach Letters of Support or MOUs (if required by the Collaboration section of the Scope of Service/Narrative).
- Complete and submit the VOCA Subgrant Award Report (SAR) online form at [https://stateoftennessee.formstack.com/forms/subgrant\\_award\\_report\\_sar](https://stateoftennessee.formstack.com/forms/subgrant_award_report_sar) .

If you have completed the above items and emailed to [Criminaljustice.Program@tn.gov](mailto:Criminaljustice.Program@tn.gov) with the grant solicitation description title in the subject line (see section 1.4.1. for a complete list), then your application is complete.