

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY



October 29, 2024

Stacy Miller, Chair, President/CEO
Tennessee Coalition to End Domestic and Sexual Violence
P.O. Box 292245
525 Royal Pkwy
Nashville, TN 37229

Dear Ms. Miller:

Please find attached the monitoring report of Tennessee Coalition to End Domestic and Sexual Violence relating to the contract it had with the Metropolitan Government of Nashville and Davidson County for the fiscal year ending June 30, 2023.

The Office of Financial Accountability is charged with the responsibility of monitoring grant funds, including Community Partnership Funds, from Metropolitan Nashville Government to any nonprofit organization. Staff from the Office of Financial Accountability initiated the review on Wednesday, March 6, 2024.

We appreciate the assistance provided by your agency during the course of the review. If you have any questions, please call me at 615-880-1725.

Sincerely,

A handwritten signature in cursive script that reads "Jane Dozier".

Jane Dozier, CIA, CFE
Director, Office of Financial Accountability

CC: Jennifer Escue, Executive Director, TN Coalition to End Domestic and Sexual Violence
Shawndell Miller, TN Coalition to End Domestic and Sexual Violence
Brandon Woosley, TN Coalition to End Domestic and Sexual Violence
Diane Lance, Director, Office of Family Safety
Dolly Cook, Office of Family Safety
LaToya Townsend, Office of Family Safety
Kevin Crumbo, Director, Department of Finance
Lauren Riley, Metropolitan Auditor, Office of Internal Audit
Kimery Grant, Office of Financial Accountability
Brittany Bryant, Office of Financial Accountability
Kara Waters, Office of Financial Accountability
Michael Delk, Office of Financial Accountability
Metro Finance Leadership Team



Metropolitan Government of Nashville and Davidson County

TN COALITION TO END DOMESTIC AND SEXUAL VIOLENCE

◆ **Monitoring Report** ◆

Conducted by



Office of Financial Accountability

October 29, 2024

MONITORING REPORT

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INTRODUCTION

The Office of Financial Accountability (hereinafter referred to as “OFA”) has completed a monitoring review of the Tennessee Coalition to End Domestic and Sexual Violence (hereinafter referred to as “The Coalition”). A monitoring review is substantially less in scope than an audit. The OFA did not audit the financial statements and, accordingly, does not express an opinion or any assurances regarding the financial statements of The Coalition or any of its component units. The OFA is responsible for the internal monitoring of Metropolitan Government of Nashville and Davidson County (hereinafter referred to as “Metro”) agencies that receive federal and state financial assistance, including cooperative agreements and non-profit organizations that receive Direct Appropriations and Community Partnership Funds from Metro Government. In summary, any agreement(s) that imposes performance and/or financial requirements on Metro is subject to review by the OFA.

The purpose of this review was to assess the agency’s compliance with contractual requirements set forth in the following contract with Metro:

Contract	Type	Amount	Contract Term	
L-5409	Community Partnership Funds	\$15,000	July 1, 2022	June 30, 2023

Agency Background

The mission of The Coalition is “to end domestic and sexual violence in the lives of Tennesseans and to change societal attitudes and institutions that promote and condone violence, through public policy advocacy, education and activities that increase the capacity of programs and communities to address such violence.”

The Coalition was originally formed by a group of advocates in the early 80’s as part of a movement to end family violence. Recognizing the need to develop services across the state for abused women and children, in 1984 The Coalition successfully advocated for legislation which increased marriage license fees to create the first state funding for domestic violence shelters and child abuse prevention agencies.

INTRODUCTION

In 1995, The Coalition worked to garner support for the passage of the Violence Against Women Act (VAWA) which created federal funding for social service providers, law enforcement and courts to address domestic and sexual violence. This funding helped establish the Coalition's Women's Resource Center on Domestic and Sexual Violence and led to the merger of the Coalition with the Tennessee Coalition Against Sexual Assault.

The Coalition's effective grassroots public policy advocacy has led to the passage of more than 200 new Tennessee laws designed to increase victim safety and offender accountability including orders of protection, stalking, domestic assault, free rape exams, and mandatory testing of rape kits.

As a result of the expert training and technical assistance The Coalition provides to local communities, the number of programs serving survivors of domestic and sexual violence has increased from five in 1983 to more than sixty today.

OBJECTIVES, SCOPE AND METHODOLOGY

The objectives of our review were:

- 1) To determine whether the agency had the resources and capacity to administer the grant funds.
- 2) To determine if costs and services were allowable and eligible.
- 3) To verify that program objectives were met.
- 4) To test the reliability of the financial and programmatic reporting.
- 5) To verify contractual compliance.

The scope of our review was limited to the contract term July 1, 2022 through June 30, 2023.

The monitoring review procedures included meeting with agency's management and staff, reviewing board minutes and obtaining written representations from management. In addition, we examined certain financial records and supporting documentation necessary to ensure compliance with contractual requirements set forth in contract L-5409. Specific procedures included:

- Interviewing the employees responsible for grant management, financial reporting and accountability.
- Reviewing supporting documentation of expenditures for allowability, necessity and reasonableness.
- Reviewing the agency's general ledger and verifying the accuracy of all invoices submitted to Metro.
- Reviewing documentation to determine that funds were used for intended beneficiaries and expended in accordance with the spending plan of the contract.
- Reviewing documentation to support program activities for consistency with grant requirements.
- Assessing the financial stability of the agency and its ability to continue to administer the grant program funded by Metro.

RESULTS OF REVIEW

SUMMARY OF RESULTS

Criteria	Yes	No
Sufficient Resources and Capacity to Administer Funds?	✓	
Costs and Services Allowable and Eligible?	✓	
Program Objectives Met?	✓	
Reporting Requirements Met?	✓	
Compliance with Civil Rights Requirements?	✓	

RESULTS OF REVIEW

The overall results of the monitoring review are provided in this section. Results are based on test work performed and include conclusions regarding specific review objectives and, if applicable, recommendations for improvement and an action plan for implementation. Where applicable, the Findings and Recommendations section of this report provides more insight into any issues identified below.

1. Sufficient Resources and Capacity to Administer Grant Funds

Our review of the agency's accounting system and the qualifications of the individuals assigned to manage the accounting records indicate that the agency possesses the necessary resources and professional expertise to effectively administer the grant funds.

2. Allowable and Eligible Costs and Services

Our review covered all core compliance areas identified by 2 CFR Part 200: *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

The agency was in compliance with this requirement. Based on our test work, costs and services during the period were allowable and eligible.

3. Program and Performance Objectives

The contract stipulates that the agency shall use the funds to achieve the following outcomes:

1. Increase the safety of immigrant victims of domestic violence, sexual assault, and trafficking in Davidson County by filling gaps in services through the provision of free, direct legal representation. Activities to accomplish this goal include:
 - a. File immigrant and non-immigrant petitions, including Violence Against Women Act (VAWA) self-petitions.
 - b. Apply for U-Visas (Victims of Crime Visas, which allow immigrant victims of violence to live and work in the U.S.).

RESULTS OF REVIEW

- c. Apply for T-Visas (Victims of Trafficking Visas, which allow victims of trafficking to live and work in the U.S.).
- d. Represent clients in removal proceedings.
- e. Attend U.S. Citizenship and Immigrant Services (USCIS) immigration interviews.
- f. Refer victims with non-immigration cases to local attorneys.
- g. Apply for work authorizations so that clients may work in the U.S.
- h. Hold monthly legal clinics at the Family Safety Center.
- i. Provide holistic services to clients by collaborating with law enforcement, courts, domestic violence programs and social service agencies.
- j. Increase the safety of clients by conducting a danger assessment and safety plan.
- k. Provide outreach to culturally specific organizations from diverse immigrant communities.
- l. Participate in community meetings such as the Human Trafficking Collaborative, the Nashville Task Force on Refugees and Immigrants, and Encuentro Latino.
- m. Provide clients with information and referrals for wrap-around services such as shelter, food, housing, and healthcare.

Based on our review of program documentation and discussions with staff, the program performance objectives were met, and the agency was in compliance with contractual program objectives.

4. Reliability of Financial and Programmatic Reporting

The contract requires submission of an annual audit report performed by a Certified Public Accountant. The contract also requires the agency to submit to Metro quarterly metric/outcome reports by no later than January 31, 2023, and March 31, 2023, and year end reports of the program outcomes and a final expenditures report, no more than 45 days after the close of the contract, August 14, 2023.

We reviewed all applicable financial and programmatic reports required by the contract, including audited financial statements. Based on our review, the agency complied with all financial and programmatic reporting requirements.

RESULTS OF REVIEW

5. Civil Rights Requirements

Our review did not reveal anything to indicate that the agency was noncompliant with Civil Rights requirements. The agency also has necessary written policies and procedures relating to Civil Rights. The agency has not received any complaints regarding any form of discrimination.