

**Note: Questions are posted in the original form in which they were submitted to OCJP, with slight edits or additions for clarity and to remove any identifying information. Duplicate questions are not included if they were already answered. Questions are grouped below by topic, not by chronological order. The topics are, in order: General Questions, Project Types and Collaborations, Application & Technical Assistance, Budget & Application Design, and Equipment & Allowable Costs.*

****It is recommended that you read the entire FAQ, but you are encouraged to use the Ctrl+F search function to find key words in the document.****

General Questions

When is the actual due date for applications? The grant solicitation packet a few weeks ago said the deadline was 01/16/2023. Now the website and application packet say the deadline is 01/30/2023. Which one is correct?

- The deadline has been extended to January 30th at 4:30 PM CST.
- Any eligible agency may submit their Formula or Competitive Applications up to this date, and they must submit an Intent to Apply form for each application they submit.

If our agency is not listed as an eligible law enforcement agency that will receive funds, can we still apply?

- Only eligible agencies may apply. However, you are encouraged to reach out to local law enforcement agencies in your area to inquire about their violent crime project designs and find out whether your agency could partner with any of them to receive a subset of those funds through a subcontract.

If an agency does not complete an intent to apply, can they still apply for the grant?

- Yes. An agency that misses the Intent to Apply deadline can still submit an application, but they would need to fill out the Intent to Apply form along with their application to be considered.

If an agency submitted an Intent to Apply for a Formula grant, and then decides they want to submit a Competitive application as well, do they need to submit another Intent to Apply form?

- Yes, you must submit an Intent to Apply form for each application (Formula or Competitive) you submit. Please note a few items on the Intent form:
 - o The **Authorizing Agency** is the County, City, or Town government, not the Police Dept.
 - o The **Authorized Official** is in most cases the mayor or county/city executive, not the police chief, or other department official.
 - o The **Project Director** is the person who will be responsible for overseeing the project, not necessarily the person who is submitting the ITA or wrote the application.
 - o The **Edison #** or **Vendor ID #** is the agency number you'll have from doing business with the State for reimbursement.

- The **EIN #** or **Tax ID #** is a 9-digit number that usually begins with a 62-XXXXXXX.

Where do we upload our Violent Crime Intervention Fund grant submission? I don't see a link or anything on the website.

- Please submit all applications to info.ocjp@tn.gov.
- Please make sure you review the full application instructions, which are on p. 6 of the Application Packet. And watch for the most recent updates at www.tn.gov/CrimeFund.

If the narrative, budget, and all attachments are too large to submit in a single email, is there a drop box available for submission? Should I scan and submit all job descriptions as a single attachment?

- You can submit the documents in multiple emails if the attachments are too large. Just please make sure they are all labelled and the emails are clear, so that we know they all are part of the same application. Alternatively, you can compress them into a .zip file. But please do not combine your documents into one PDF.

Will these grants be considered reimbursement grants or an alternative process of funding?

- VCIF will be all reimbursement grants. Agencies can invoice the state for reimbursement as frequently as every month. Agencies are required to invoice at least quarterly. Please see the [OCJP Grants Manual, Chapter III, Financial Requirements, Payment Methods, Section 2. Invoice for Reimbursement](#) for more information.

What if we don't have an Edison number?

- If your agency has ever done business with the state, it would have one. You may wish to check with your finance/fiscal department.

Do applicants have to have the application pre-approved by City Council/County Commission or provide a public notice?

- You are expected to follow your agency's normal procurement and contracting policies. You are not required by OCJP to have gone through council in order to submit an application – but you are expected to follow your agency's internal policies and procedures with regard to procurement and contract execution prior to signing the funding contract.

Project Types & Collaborations

When submitting an intent to apply for the Collaborative Enhancement funds do both agencies that are working together need to submit an intent to apply or just the lead agency? Also for the application, does just the lead agency need to submit an application or both?

- Only the lead agency needs to submit the Intent to Apply and the application. We look for an MOU from the partnering agency as part of the application. But only the lead agency needs to submit everything.

If one agency intends to submit a Competitive Collaborative application for a certain project while another agency intends to submit a Competitive application for a different project, and both agencies plan to work together on each because we both need each of

these services, is that permissible? Or can each agency only be featured in one Competitive grant?

- That is permissible according to the way the solicitation was written.

If an agency intends to apply for multiple Competitive Collaborative grants, should they submit that same number of Intent to Applies with different info on them because they intend of submitting different Competitive grants for different things?

- No. Agencies can only submit one Competitive Collaborative application for up to \$2 million.

Are letters of support and/or MOUs requirements for the Collaborative Grant? Are they optional for the Formula Grant?

- For the Collaborative Grant application, an MOU is required to show that your required second law enforcement agency is on board.
- For the Formula Grant application, if your agency plans to subcontract to any partners (pass a portion of the grant funds to them) then a letter of support or MOU would be needed.

Is there a template for letters of support and/or MOUs?

- There is no template. You are encouraged to work with UT LEIC to think through the elements you would want to include in that agreement, depending on the project.

If agencies have MOUs for their collaborative, do they also have to have letters of support from the same agencies?

- The MOU is sufficient for those agencies.

Can a non-law enforcement agency apply for a Competitive Collaborative Enhancement grant?

- No. Only municipal and county law enforcement agencies are eligible to be direct recipients of the funds. That being said, an organization can partner with either of these types of agencies on a collaborative project and receive a subaward from the applying agency.
- To receive a subaward under the VCIF grant program, an agency must have been in existence for at least 5 years, have established monitoring and quality control procedures in place, and utilize evidence and/or research in its programming.

Is a university police agency eligible to participate in the program per submission guidelines?

- Such agencies are not eligible as a primary applicant agency; however, they are welcome to partner with a city or county law enforcement agency in their region to collaborate on a project.

If an agency enters into a collaboration and one of the non-lead agencies is not compliant with one of the requirements (for example, TIBRS reporting), is the lead agency then the one responsible for repayment?

- Yes. Please see the [OCJP Grants Manual, Chapter XIII Procurement of Professional Services, Section 5. Oversight of a Subcontract](#) for more information on agencies responsibilities in monitoring all subcontracts.

Are District Attorney offices eligible to apply for the Collaborative Grant as the Project Director and subcontract to Sheriff's Departments and Police Departments?

- No, the law enforcement agency (police department or sheriff's office) must be the lead applicant and carry the grant (and supply the Project Director), and they can subcontract with a DA's office at the County level (not TNDAGC level).

Can a DTF be a partner agency with a county law enforcement agency? For example, a DTF and a Sheriff's Office collaborate for a multijurisdictional project.

- Yes, that can be a component of the Competitive Collaborative Enhancement grant application. Keep in mind that the minimum requirement of that application is TWO local law enforcement agencies. The applicant would need a second local law enforcement agency as a partner and then could also include the DFT.

Would a Police Department partnership with County Communications fulfill the collaboration requisite for the Competitive Collaborative Enhancement grant?

- Possibly, depending on which entity oversees the County Communications Unit. Projects must include two distinct law enforcement agencies working together to combat violent crime. Applications would be expected to demonstrate the need for such a collaboration and make the argument for why and specifically how such a collaboration would help to combat violent crime.

In this Competitive Collaborative grant, we understand that there must be a minimum of two law enforcement agencies who will be partnering to combat violent crime regionally. We are looking for a definition of law enforcement agency. A collaborative effort here will include partnering with Parole, Probation, the Attorney General's Office...to name a few. If there is no money being passed through to partner entities, can we simply list them as partners in addition to the identified law enforcement agency?

- If no funds are being shared with those additional non-law enforcement agency partners, yes, they can simply be listed as partners. Applicants must demonstrate how the partnerships – funded and unfunded – fit into their overall violent crime strategy.

We would like to submit for one grant as a stand-alone agency for LPRs and then submit one as a unified group of all law enforcement agencies for the purposes of obtaining P25 radios. So, do we have to submit 2 letters of intent? If so, what is the course of action to do this since we have an EDISON number for our County – do we need the other agencies too?

- Yes, you would submit two Intent to Apply forms – and select the specific project for each (Formula v. Enhancement). For the Enhancement grant funding, one agency must be the "lead" agency on the application if your agency is the lead agency for the enhancement application, you use your same Edison Vendor ID for both of the intent to apply forms.
- Submitting an Intent to Apply form is not a binding commitment to apply, so if the plan for the Collaborative Enhancement changes prior to submitting the application in January, that's fine.
- The Collaborative Enhancement grant is intended to support multijurisdictional/regional violent crime solutions. Applicant agencies must explain in their application how the equipment, staff, and other expenses requested would support such a purpose.

For a Formula grant, do we need to complete separate Intent to Apply forms for each item we want to request funding for (tasers, records management system, etc.?)

- No, the Intent to Apply form is for the overall grant application (in this case the Formula Based Grant) so that can all be in one Intent to Apply form. If you decide to also apply

for the Collaborative Competitive Enhancement Grant, you would submit a second Intent to Apply form and select that option from the drop down at the beginning.

Application & Technical Assistance

Is there a contact at UT Institute for Public Service (IPS), Law Enforcement Innovation Center (LEIC) that we can reach out to at this point, or will we need to submit the Intent to Apply letter first?

- The contact info for that UT IPS technical assistance is included throughout the solicitation documents and that email address is rhiannon.jones@tennessee.edu.

We are a small police department having no one experienced in grant writing or submissions. We did submit an intent to apply, but we need assistance in submitting our request. Could someone please contact me and guide me through the process?

- Because this is a competitive grant, OCJP cannot provide advice that would give one applicant an advantage over others. If you have questions about project design, you are encouraged to work closely with UT Law Enforcement Innovation Center (LEIC) to receive guidance on writing the application. Their contact information is rhiannon.jones@tennessee.edu or (865) 946-3201.
- Applicants are encouraged to visit our website tn.gov/crimefund for lots of helpful information. At that web page, you can find an FAQ and two webinars that provide further guidance about how to complete the application (webinars & FAQ) and answers to specific project design questions (FAQ).
- If you would like to submit your specific questions to the OCJP.Info@tn.gov email, we can address those.

Can you review a draft of our proposal and suggest any needed changes?

- Because these are competitive grants, OCJP staff are unable to review draft applications ahead of time. However, we have contracted with UTLEIC to provide just this type of assistance to you. Their contact information is rhiannon.jones@tennessee.edu or (865) 946-3201.

Would you all be able to send me a copy of the "Scope of Services" document in Word format?

- Downloadable Word versions of both Scope documents are available on the www.tn.gov/CrimeFund website. Please submit the Word document version of the Scope.

Budget & Application Design

Note: OCJP is partnering with the [UT Law Enforcement Innovation Center \(LEIC\)](#) as a technical assistance provider for the VCIF grant program. If a question is not addressed below, we strongly encourage applicants to first reach out to [Rhiannon Jones](#) at LEIC with questions about their specific program design (including questions about how to structure applications and budgets).

What do we put in the line that says Fund Source at the top of the page in the Budget Spreadsheet?

- The Fund Source is “VCIF”, and the Solicitation Title is “Formula Grant” or “Competitive Collaborative Enhancement Grant.”

Do we have to do a cost allocation since we are sharing the grant and equipment with another agency?

- You are not required to submit a cost allocation plan..

We will need all money to be expended in one year. Should we only do one budget sheet and one budget detail sheet?

- Depending on what your expenses are, it is recommended to plan to execute some of those purchases in FY24, as FY23 will only be 4 months assuming your agency is able to execute at the earliest possible start date of March 1st. That does not leave very much time to execute purchases. You are only required to submit a budget (summary and detail) for each year you plan to expend funds.

Are all budget details expected to be created on the Excel Spreadsheet? I don't see any details that ask for a Budget Narrative to explain the listed costs and how they correlate to the program goals/outcomes.

- These details can be included in Section D of the scope document.

We have details that are not listed within the Scope or check sheet for required documents, would it be beneficial to submit a one-page abstract?

- Agencies are welcome to include an abstract if it would help explain the project design.

If an agency's quote for equipment is over their allocation and they are willing to cover that additional cost, how should they document that in the budget...reflect the full amount and then note in the scope that its over but they will be covering the remaining cost?

- Agencies can put that information in the scope – but the budget should only reflect what they intend to spend with VCIF grant funds.

Do agencies need to include depreciation in the budget for equipment purchased with grant funds.

- No, agencies should not include depreciation in their budgets.

Do software and licensing costs, all under \$5,000, belong under the Supplies line in the budget? The product purchase and subsequent licensing are done through a network and there is no property “item” to track. If there is a monitoring visit, the only thing we can show is access to a website.

- Yes. If it's for something that is being purchased by the agency (under \$5k), you would put that in the Supplies line. You would also retain the purchase agreement and receipt for the grant file.

If a plate carrier costs \$300 with 3 being purchased, where do you want that in the budget?

- They would go in the Supplies section. Please also detail those numbers in the Budget Detail tab of the budget. For more specific budget guidance, please reference the budget instructions on p. 7 of the Application Packet. They're also linked here:
<https://www.tn.gov/content/dam/tn/finance/ocjp/FY23%20Budget%20Instructions.pdf>

With link on page 6 of the packet to the budget and budget instructions document, can we use your budget attachment in that link and tailor it to our needs using our budget numbers or would you prefer we completely start from scratch on an excel document?

- For the budget – please use the linked budget document from the application packet. It is an excel workbook. You will want to create a separate budget workbook (including summary tab and detail tab – as provided in that link) for EACH year of funding you're requesting. So, you will have a budget for FY23 (March-June 30), FY24 (July 1 2023-June 30 2024) and FY25 (July 1 2024-June 30 2025).

What specific local court data are you looking for? In reaching out to the courts, what data should we be asking them for?

- Court data would be specific to your VCIF funded project. For example, if your funded project includes goals of prosecuting more crimes of a certain type or achieving better prosecution outcomes for a certain violent crime, then you would provide the current stats on that.

Are we supposed to provide the information of crime data, target population, purpose goals, etc. in a Word document or do you prefer some other way?

- Please use a Word document when writing your scope.

Do you have a list of the Tennessee Code Annotated Numbers that make up violent crimes?

- We don't have certain TCA that we are using to define violent crime for this project – but it includes murder, assault, aggravated assault, rape and sexual assault, domestic violence crimes, elder/vulnerable adult abuse crimes, and other similar crimes in those categories.

Can we define "violent crimes" differently, and some locations may not have major issues with the violent crimes of murder, rape, etc.? In the webinar, we were told to list crimes for which we are requesting funding to address. So those crimes are theft, assault, drug deals, etc., correct?

- Not correct – VCIF is intended to address violent crime. If there is violent crime that comes from theft and drug crimes, then you would need to demonstrate and explain that connection in your scope. (see Q&A above).

Does the output section of the Formula Scope need to be completed before turning in the grant application? From the wording in the scope, it would appear that this will be reported on throughout the grant process and not at application phase.

- Yes, all sections of the Scope must be completed for the application to be considered complete. The Scope will become your grant contract, and you will report your progress during the course of the grant period based on the targets/outputs you put in the Scope. See p. 7 of the Application Packet for full application requirements. Please reference the [Abstract document](#) for more information on how to complete the Outputs section of the scope.

Equipment & Allowable Costs

Note: If a question is not addressed below, applicants should first check the solicitation, and then check the OCJP Grants Manual "[Allowable Costs](#)" and "[Unallowable Costs](#)" sections before submitting their question.

Can just high-speed cameras to be put in neighborhoods be bought and monitored? For crimes that happen in the town, like break-ins to businesses?

- Please refer to *Section 4.2.6* of the VCIF Application Packet for more information on equipment purchases. You are expected to directly tie any requested funding for equipment to a strategy to address violent crime in your community.

When reviewing allowable costs, we noted that "sole source" contracts were not approved unless OCJP provided prior approval.

- OCJP requires that each county/city government agency follow their own internal procurement policies. So, if an approval process is required by your County Commission or other governing body to enter into a sole source contract, we require that you follow that policy. For the application, you can reference your intent to seek a specific vender and cite the quote you've received, but you must acknowledge in your scope that you will go through your agency's required procurement process prior to entering into a contract with that vender.

We had a question about military type equipment listed under unallowable costs. Would this mean that night vision goggles and less-lethal impact launchers are not permissible?

- Those items are not explicitly unallowable. If a piece of equipment is not listed as explicitly unallowable, then the expectation is that the applicant would demonstrate in their scope how each piece of requested technology or equipment is necessary to combat violent crime in their community/region.

Would a vehicle be an allowable cost?

- Yes. If a piece of equipment is not listed as explicitly unallowable, then the expectation is that the applicant would demonstrate in their scope how each piece of requested technology or equipment is necessary to combat violent crime in their community/region. Please see the list of allowable and unallowable costs starting on p. 11 in the [solicitation](#).

Are Lenco Bearcat Armored Vehicles an allowable expenditure under this grant?

- If a piece of equipment is not listed as explicitly unallowable, then the expectation is that the applicant would demonstrate in their scope how each piece of requested technology or equipment is necessary to combat violent crime in their community/region.

Can it be used to purchase a patrol car with all the equipment that will be used in criminal patrol enforcement?

- If a piece of equipment is not listed as explicitly unallowable, then the expectation is that the applicant would demonstrate in their scope how each piece of requested technology or equipment is necessary to combat violent crime in their community/region.

Is prior approval needed from OCJP to purchase vehicles?

- Agencies are expected to directly tie any requested funding to a strategy to address violent crime. Funding decisions will be made based on how well the applicant agency

explains that the requested equipment is directly necessary to address violent crime in their community.

Do radios have to be purchased on state contract, and how much leeway is there? What if an agency wants to buy certain radios because they already have that system? Is buying a radio tower considered “construction”?

- Agencies are strongly encouraged to utilize statewide contracts and cooperative agreements, to expedite the purchasing process. Equipment and technology purchases under this application will first identify products currently on state contract or local cooperative agreement as the first choice to allow for consistency across entities, enhanced data collection, and a uniform system of tracking violent criminals.
- Radios purchased with grant funds must meet P25 CAP Encryption Requirements, which have no encryption, have AES 256 algorithm, and have AES 256 algorithm along with any other non-standard encryption algorithms.
- All budget items should demonstrate how they are part of a proven public safety strategies to combat violent crime in the scope of service.

Do radio towers count as construction? If not, how do we put costs into the budget?

- This is not construction, and so it is an allowable cost. However, they can't be on state property and must follow county codes and regulations.

Are uniforms going to be allowable?

- No.

Are mobile LPRs allowed under the grant?

- No. License Plate Readers may only be purchased with grant funds if they are to be installed on state right of ways and are approved by the Tennessee Department of Transportation, in accordance with Tenn. Code Ann. § 55-8-198.

Are Flock LPR cameras installed on state right of ways allowed under this grant?

- No. License Plate Readers may only be purchased with grant funds if they are to be installed on state right of ways and are approved by the Tennessee Department of Transportation, in accordance with Tenn. Code Ann. § 55-8-198.

Can agencies purchase LPRs that are mounted to the digital message boards?

- License Plate Readers may only be purchased with grant funds if they are to be installed on state right of ways and are approved by the Tennessee Department of Transportation, in accordance with Tenn. Code Ann. § 55-8-198.

The grant solicitation packet, pg. 13, mentions the preferred equipment and lists pole cameras. Are there any stipulations on these type cameras? Are they required to be fixed position or are they allowed to be portable? We are researching trailer mounted portable surveillance cameras that can be moved to various locations in our city.

- Your agency is encouraged to explore whether there are state contracts that satisfy the needs of your agency for that equipment. Beyond what is listed in the grant solicitation packet, there are no limitations established by OCJP. There may be stipulations tied to the state contract, but the Central Procurement Office (CPO) would have the information.

Can an agency purchase surveillance equipment (non-LPR) that is not part of a state contract under this grant?

- Please carefully review page 11 of the [application packet](#) for a list of allowable and unallowable equipment. Non-LPR equipment is allowable, subject to the limitations set out in the application packet.

Can an agency purchase surveillance equipment that is NOT a Motorola product under this grant?

- Please carefully review page 11 of the [application packet](#) for a list of allowable and unallowable equipment. The Motorola limitation applies to certain specific equipment. If you're wanting to purchase other equipment, you can do so, within the limitations set out in the application packet.

Are we allowed to purchase tasers with these funds?

- Yes. All budget items should demonstrate how they are part of a proven public safety strategies to combat violent crime in the scope of service.

Do TASER programs and/or virtual reality training programs fall into the training or equipment categories for the grant?

- If a piece of equipment is not listed as explicitly unallowable, then the expectation is that the applicant would demonstrate in their scope how each piece of requested technology or equipment is necessary to combat violent crime in their community/region.

Are rifle plates and carriers allowed?

- Yes. Agencies would need to clearly demonstrate in their scope how that equipment helps their agency address violent crime in their community/region. A funding determination would be based on that.

Are ankle monitors allowable?

- Yes, as long as they're used on violent offenders and there is a policy for criteria for use and a built-in police response. As with all equipment, agencies would need to clearly demonstrate in their scope how that equipment helps the agency address violent crime in their community/region. A funding determination will be based on that.

On the roundtable call it was mentioned that PDs could hire advocates/counselors on this grant....is that correct? It was mentioned it would help with the decrease of funding that will occur in the spring of 2023.

- Yes. All budget items should demonstrate how they are part of a proven public safety strategies to combat violent crime in the scope of service

Can an agency apply the money towards an existing contract that will run the duration of the grant? (For example, if a PD just signed a contract for body cams and tasers that runs through 11/2027, could they use this money to pay for that?)

- VCIF funds cannot replace existing state or federal funds. VCIF funding should be used to expand current budgeted initiatives or for new initiatives to combat violent crime.

Can a 3rd party be allocated 5% of the award to administer the grant under professional fees?

- The Project Director and Financial Director on the grant MUST be a city/county employee and cannot be a subcontracted service (professional fee). The implementing agency can hire someone to administer the grant, but they can't subcontract it out.

If an agency wants to sign a multi-year contract that extends beyond the term of the grant (so a five or seven-year contract) and they pay the full amount in the first year to get a discount, is that acceptable?

- Allowable costs are costs that occur during the project period. Only the portion that would be for the grant project period would be allowable.

If an agency wants to buy equipment that cost over \$5,000 each in three installments, would they put that in Capital purchase, since the value of the LPRs is over \$5k, or not because the payment has been split up? Is that allowed?

- It still goes under Capital purchase.

Is overtime an allowable expense?

- Yes. All budget items should demonstrate how they are part of a proven public safety strategies to combat violent crime in the scope of service.

If we want to budget for overtime, do we need to submit any additional information prior to the application being submitted? I am unsure if I need to submit something in writing for prior approval, or if notifying you via email will suffice.

- Your including it in the scope to be included in the final grant contract would constitute prior approval, assuming the application is accepted.

If an agency wants to use funds to provide community self-defense classes/seminars, do they need to use existing programs for that?

- Yes, they would need to find an existing program that uses an evidence-based curriculum.