

Competitive Collaborative Enhancement Grant - Scope of Services Violent Crime Intervention Fund Grant FY 2023-2025

*This scope template is for agencies applying for **Competitive Collaborative Enhancement** funding, which is intended to support **regional/multijurisdictional collaborative projects** that involve **at least TWO** law enforcement agencies.*

*While this funding requires at least TWO law enforcement agencies to partner on the proposed project, the **grant contract and subsequent funds must run through one city/county law enforcement agency**. Subcontracts are allowed, as detailed in the Solicitation.*

*All VCIF applicants are **strongly encouraged** to work closely with the [University of Tennessee Institute for Public Service](#) to access training and technical assistance in crafting this application.*

APPLICANT AGENCY NAME:

A. CRIME DATA, PROBLEM STATEMENT, AND TARGET POPULATIONS

Discuss the nature and magnitude of the problem(s) to be addressed by the proposed funding. This should be based on current data from reliable sources that describe in detail the most pressing issues.

- A.1. Describe the unique **REGIONAL/MULTIJURISDICTIONAL violent crime** issue(s) your agency and your collaborative partners are experiencing. Please include regional data and information (population, demographics, violent crime statistics) from the other law enforcement partners you intend to collaborate with in addressing these violent crime issues. Sources should include Tennessee Incident Based Reporting System (TBIRS) data, local law enforcement data, and local court data, among others.
- A.2. Based on the information provided above, please identify which target crime types, victim types, and/or other regional issues of particular interest VCIF enhancement funding will help to address.
- A.3. Please briefly describe any obstacles or issues your agency has experienced with addressing these issues previously. How will VCIF funding help your agency to mitigate those obstacles?

B. PURPOSE

State the goals, objectives, and activities of the project. Describe the factors or strategies required to conduct activities and to achieve its goals and objectives.

For a list of Goals, Objectives and Activities please see the [VCIF Abstract](#). You are strongly encouraged to work with UTLEIC to determine which goals, objectives, and activities are appropriate for your project.

- B.1. Please select one or more **GOAL** of the multijurisdictional/regional violent crime interventions your agency will implement with VCIF ENHANCEMENT funds:
Example:
Goal 1: Improve communication with neighboring police departments
- B.2. For each **GOAL** selected above, please list one or more **OBJECTIVES** that VCIF ENHANCEMENT funds will support:
Example:
Goal 1: Improve communication with neighboring police departments
Objective 1.1: Upgrade communications equipment for [for X regional partners]
Objective 1.2: Train all officers [X regional partners] in utilizing upgraded equipment

B.3. For each **OBJECTIVE**, please list one or more **ACTIVITIES** that VCIF ENHANCEMENT funds will support:

Example:

Goal 1: Improve communication with neighboring police departments

Objective 1.1: Upgrade communications equipment for [for X regional partners]

Activity 1.1.1: Work with state contract vendor to procure compliant radios for use by all [X regional partners].

Activity 1.1.2: Install upgraded radio system in all [X regional partners] cruisers for use during emergency calls.

Objective 1.2: Train all officers [X regional partners] in utilizing upgraded equipment

Activity 1.2.1: Host 3 trainings for all [X regional partners] officers to attend, according to their shift and availability to learn application of new radio system.

Activity 1.2.2: Assess capability and usefulness of new radio system after 1 year period to ensure officers understand and use radio system as intended.

C. COLLABORATION

*VCIF Competitive Collaborative Enhancement Funds are intended to support regional/multijurisdictional collaborative violent crime intervention projects that involve **at least TWO law enforcement agencies.***

- C.1. Name **each partner law enforcement agency** that your agency intends to formally collaborate with as part of this Enhancement project.
- C.2. Describe the role that **each partner law enforcement agency** will play in your collaborative regional/multijurisdictional violent crime strategy, including the resources each agency will commit to the strategy.
- C.3. If your agency intends to pass any VCIF grant funds through to these collaborative law enforcement partner agencies (subcontract), please explain that below, including the amount of funds and the purpose.
- C.4. Please include Letters of Support for **each partner law enforcement agency** your agency plans to collaborate with on this Enhancement project.
- C.5. Describe any partnerships with community-based (nonprofit) partners that your agency plans to employ for the purposes of this project, please attach copies of any current formal agreements (MOUs) and/or Letters of Support.

D. PROJECT DESIGN & IMPLEMENTATION TIMELINE:

*For **the specific expenses listed in your budget** (training, salary, equipment, subcontract/professional fee, etc.) please answer the following questions:*

- D.1. How will this resource be deployed/used by your agency?
- D.2. List any staff you plan to hire and/or subcontracts your agency intends to utilize to implement your Goals, Objective, and Activities listed above. Please provide JOB DESCRIPTIONS as separate attachments to this Scope.
- D.3. Describe how your agency will implement the activities funded by VCIF – provide detail as to how the equipment, staff, training, subcontracts, and other items **listed on your budget** will enable or enhance the Goal(s), Objectives, and Activities listed above.
- D.4. What impact will this funding have on your agency's ability to respond to violent crime?

Please edit the timeline below to include the **activities listed above**, according to **your specific project**:

Length of time	ACTIVITY	INDIVIDUAL RESPONSIBLE
30 days after contract execution	Engage with OCJP Technical Assistance Provider for ongoing support and training	Project Director (specify)
X months after contract execution	Execute any subcontracts referenced in this scope	Project Director
X months after contract execution	All equipment/technology needed for programming is purchased & installed	Project Director
X months after contract execution	MOUs signed with community-based programs	Project Director/ Authorized Official
X months after contract execution	Intervention/strategy is implemented (if planning to execute multiple strategies, include those in the timeline as appropriate)	Project Director
Report submission as required	Required benchmark and outcomes reporting	Project Director
End of contract period	Submit program output report	Project Director

E. OUTPUTS

E.1. The following performance measures will be reported as required. Please select the appropriate OUTPUTS from the [VCIF Abstract](#) and include **any additional Outputs your strategy will yield**:

- ___ (Number of ...)

F. DATA COLLECTION AND INFORMATION SHARING

Describe the process utilized for collecting the data in OUTPUTS. Provide a detailed description along with what the role of each position is in the process. The process should include a system in place that identifies violent crime trends within the region on an annual basis. Discuss how the agency has the capacity to generate statistical reports upon request that support the progress of program activities.

F.1. Describe how your agency plans to collect and use data on the violent crime interventions funded with this grant. Please include what method(s) of data collection your agency will utilize and how the information gathered will be used to improve programming over time.

F.2. Describe how you will work with your collaborative partner(s) to track activities and outputs, as well as the impact of those violent crime interventions over time. How will your collaborative team use that information to improve programming?

G. ACCOUNTABILITY

G.1. Describe how this funding will have long term impact on the violent crime in your region.

G.2. Include information on how enhanced collaborations, improved investigations, and newly fostered community relationships will be sustained.

G.3. Explain how your agency will ensure that the equipment purchased with VCIF funds will be used for its intended purpose in the future. Please specify the position at your agency that will be responsible for ensuring this.