

Formula Based Grant - Scope of Services Violent Crime Intervention Fund Grant FY 2023-2025

This scope template is for agencies applying for **Formula Based Grant** funding, which is intended to support **local law enforcement** in developing and implementing proven public safety strategies to combat **violent crime** in their community. Click here to view the [Formula Funding Plan](#).

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. Please provide current population, demographics, and violent crime data for your jurisdiction, including Tennessee Incident Based Reporting System (TBIRS) data, local law enforcement data, and local court data.
- A.2. Based on the information provided above, please identify which target crime types, victim types, hot spots, and other areas and issues of particular interest VCIF funding will help to address.
- A.3. Please briefly describe any obstacles or issues your agency has experienced with addressing these targets previously. How will VCIF funding help your agency to mitigate those obstacles?

B. **PURPOSE**

State the goals and objectives 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 FORMULA funds:
Example:
Goal 1: Improve forensic investigation capabilities
- B.2. For each **GOAL** selected above, please list one or more **OBJECTIVES** that VCIF FORMULA funds will support:
Example:
Goal 1: Improve forensic investigation capabilities
Objective 1.1: Upgrade digital evidence forensic equipment
Objective 1.2: Train staff in digital evidence collection and analysis
- B.3. For each **OBJECTIVE**, please list one or more **ACTIVITIES** that VCIF FORMULA funds will support:
Example:
Goal 1: Improve forensic investigation capabilities
Objective 1.1: Upgrade digital evidence forensic equipment

Activity 1.1.1: Work with state contract vender to procure digital evidence collection equipment

Activity 1.1.2: Install upgraded digital evidence collection equipment

Objective 1.2: Train staff in digital evidence collection and analysis

Activity 1.2.1: Host X trainings for identified staff over 6-month period to master digital evidence collection equipment

Activity 1.2.2: Host annual training for analyst staff to ensure competency

C. COLLABORATION

- C.1. 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:

- D.1. List each piece of equipment you intend to purchase to achieve the Goals and Objectives listed above. How will it 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 will collect the data related to violent crime and ongoing investigations and how that data will be shared within the organization and with partner agencies. Identify how the agency has the capacity to generate statistical reports upon request that support the progress of program activities.

F.1. Please 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.

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.