**Application/Scope of Services**

**TCI Training Equipment Grants**

**FY 2023**

**APPLICANT AGENCY NAME:**

1. AGENCY INFORMATION

A.1. Is your agency a Type 1 Local Adult Correctional Facility located in the State of Tennessee? Answer Yes or No.

A.2. Is your agency currently Tennessee Corrections Institute certified? (Answer Yes or No)

1. **INPUTS**

B.1. Please explain what you will do with the items you want to purchase in section B.4. below and why these items will help your agency execute/improve training?

B.2. Please describe any problems you are having with your current training equipment.

B.3. How many Correctional Officer positions does your agency have? How many of those positions are filled?

B.4. Please attach a list of items you want to buy and how much those items cost. Items should be purchased from your agency’s procurement contract when possible. Agencies should follow their agency’s procurement policies. All agencies should be tax exempt, and may not pay sales tax on the items they purchase with grant money. Shipping and Handling costs, if applicable, should be included on your spreadsheet. For your convenience, TCI is providing a spreadsheet for you to use as a template (please see budget document). Applications missing the spreadsheet will be returned for additional work. If your grant is not for equipment, but for construction in your training area, please describe in detail below.

B.5. Please provide a brief grant timeline including purchase date, date equipment is expected to arrive, and when it will be deployed. If it is construction related, please describe what the project is and how long it will take. **Grant dollars must be expended by June 30, 2023.**

B.6 Who will benefit from this grant expenditure, and how? Please use employee titles rather than specific names. (Example: All Corrections Officers, Corporals, and Sergeants will benefit from the purchase of…)

1. **DATA COLLECTION**

C.1. Please note that under the terms of the grant your agency will be required to provide receipts, purchase orders, and/or invoices to close out the grant. Are you willing to maintain all the required documentation and submit it prior to July 30, 2023?