

## Violent Crime Intervention Fund (VCIF)

### FAQ – Updated 8/1/2024

\*Note: Questions are posted in the form in which they were submitted to OCJP, with slight edits for clarity and to remove identifying information. Duplicate questions are not included. **New questions are highlighted.** Questions are grouped below by topic, not by chronological order.

**The topics are, in order (click to jump to section):** [General Questions](#), [Grant/Contract Management](#), [Equipment & Allowable Costs](#), [Invoicing](#), [Amendments](#), [Monitoring](#), [Annual Reporting](#).

\*\*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

### What is the best way to get my questions answered about the VCIF program?

- There are a number of places to get your questions answered:
  - o If you are grantee start with your executed contract.
  - o The [OCJP Grants Manual](#) is always updated with the most recent guidance from OCJP on how to manage your grant and ensure your agency and project remain in compliance.
  - o The [VCIF fund source chapter](#) provides specific guidance related to the VCIF grant.
  - o Ask your [assigned project management specialist](#) by phone or email.
  - o Email [Info.OCJP@TN.gov](mailto:Info.OCJP@TN.gov). Someone will return your email within 2-3 business days.

**I received an email about a EOFY E-form and an IAP E-form regarding our agency's VCIF grant project. What are these and what do I need to do with them?**

- These must be completed toward the end of the fiscal year. **An email was sent to all OCJP grantees on 11/3/2023** with instructions for completing these forms. If you did not receive this email, please reach out to your Project Management Specialist.
- The memo states: "At least ninety (90) days before the end of its fiscal year, the Grantee shall complete the **Information for Audit Purposes ("IAP") form** online (accessible through the Edison Supplier Portal) to notify the State whether or not Grantee is subject to an audit. The Grantee should submit only one, completed form online during the Grantee's fiscal year.
- "Immediately after the fiscal year has ended, the Grantee shall fill out the **End of Fiscal Year ("EOFY")** form (accessible through the Edison Supplier portal)."
- The new submission requirements in Edison *do not* eliminate **OCJP's Notice of Single Audit** report found on our reporting page: [click here](#).

**The Fiscal Director (FD)/Project Director (PD) has left the position and we are currently attempting to fill the position at this time. What do we need to do/what information do we need to provide until the vacancy is filled?**

- Please send an email to your Project Management Specialist explaining the situation and containing an interim contact who can be reached until a new, permanent PD or FD is identified. Once they are identified, please email your Project Management Specialist with the new contact information. Please note that OCJP must be notified in writing within ten (10) days of the event if there is a change in PD, FD, or authorized official.
- New PDs and FDs must view the [VCIF New Project Director Orientation Meeting \(link\)](#), and then email their Project Management Specialists when they have completed the recording.

**If I have completed the Civil Rights Training for another fund source this year, do I also have to complete the Civil Rights Training for VCIF?**

- If the project director and/or civil rights compliance officer have already completed the OCJP Civil Rights Training (or another State-mandated civil rights training) for the current fiscal year, it does not need to be completed again.
- Civil Rights training must be completed each fiscal year during which the grantee has funding. Please make sure the certificate/email notification of completion is saved in the grant file. Find the training here: <https://www.tn.gov/finance/office-of-criminal-justice-programs/ocjp/ocjp-grants-manual/civil-rights.html>

**Do partner/subcontract agencies receiving funds or pass-through equipment need to complete the Civil Rights Training?**

- No, only the project director and civil rights compliance officer for the lead agency/grantee must complete the Civil Rights Training. Find the training here: <https://www.tn.gov/finance/office-of-criminal-justice-programs/ocjp/ocjp-grants-manual/civil-rights.html>

## Grant/Contract Management

**We have purchased everything and have extra money left over. What can we do with it?**

- It depends on the contract. Please contact your Project Management Specialist, as the answer to this may be different for each agency, each contract, and each budget category.
  - o For example, the guidelines for Formula grant contracts will be different than for Collaborative grant contracts.
  - o Leftover money in the Salary line item may need to be considered differently than leftover money in the Supplies line item.
- Please do NOT spend leftover funds without contacting your Project Management Specialist.

**We have purchased everything in our budget. Now what? How do we “close out” the grant?**

- Once you have spent all your grant funds and accomplished all grant activities, you may still have other grant requirements to complete. These include:
  - o Basic grant management: Civil rights training, inventorying all purchases, tracking grant activities such as trainings held, events hosted, staff hired, and other outputs listed in the contract.
  - o Invoicing: Make sure you have submitted all invoices to the State.
  - o Monitoring: All OCJP contracts must be monitored – You will be contacted to set a date to complete this requirement.
  - o Reporting: The FY24 annual report is due July 31, 2024. The FY25 Annual report will be due July 31, 2025. Your agency may also have a quarterly reporting requirement (contact your PM Specialist if you are unsure if your agency must report quarterly).
    - A training was held during the last quarter of FY24 on how to complete this report. [Click here for the training](#) or navigate to the [VCIF Fund Source Chapter](#).
  - o Inventory: A final inventory list for all VCIF-funded equipment will need to be submitted to OCJP along with your annual report. A template for that list can be found in the [annual report](#).

## Equipment & Allowable Costs

**We received a better deal on a cheaper piece of equipment than what we have in our executed budget. The two items accomplish the same goals for our agency, but we would like to purchase the cheaper option even though it's not in our current executed budget. Is this allowed?**

- If the only difference is a change in make/model of equipment, this is almost always going to be allowable. *Please make sure you are following your agency's internal procurement policies, and TN State and Federal law when making purchases.* Please email your Project Management Specialist to inform them of the desired change, and they will assist you with any next steps.

**If we are passing funds or equipment to a partner agency, is the lead agency/grantee responsible for that equipment, or does the agency that receives the equipment hold the responsibility?**

- In all cases, the lead agency/grantee that holds a contract with the State is the entity that is responsible for all equipment use, maintenance, and disposition. See contract section D.27 for more detailed information. The grantee may delegate this responsibility to a partner or subcontract agency by executing a signed agreement in writing. However, the State will ultimately maintain an interest in the equipment via the responsibility of the lead agency/grantee, which is bound by the contract with the State.

**We originally had a marked vehicle in our contract and now we would like to change it to an unmarked vehicle. Can we do that?**

- This must be dealt with on a case-by-case basis. Per the OCJP Grants Manual, all vehicles funded in whole or in part with VCIF funds that are not explicitly stated in the Scope as "covert" or "undercover" must be clearly marked with branding consistent with the unit's other fleet vehicles. This includes but is not limited to: armored rescue vehicles, boats, UTVs/ATVs, trucks, vans, and cars. Such vehicles must be issued to the unit described in the scope and used only within the purpose outlined in the VCIF scope. Please see the VCIF Fund Source Chapter section on allowable costs: <https://www.tn.gov/finance/office-of-criminal-justice-programs/ocjp/ocjp-grants-manual/redirect-fund-source-chapters/fund-source-chapters/vcif.html>
- Changing a vehicle to be unmarked must be requested in writing and may require an amendment. When making a request to amend the contract, the parameters of using VCIF grant funds for a vehicle that will be exclusively covert or undercover must be confirmed in writing.

**What should we do if equipment delivery times are delayed, and equipment won't be delivered before the end of the fiscal year?**

- Expenses budgeted in FY24 must occur by June 30, 2024. Agencies are expected to make every effort to complete all purchases before this date – the end of fiscal year.
- Agencies must follow their internal procurement policies; often, this means that to complete a purchase, an agency must first take possession of an item. This step must occur by June 30, 2024, for all expenses in the FY24 budget.
- If you anticipate that any item(s) in your FY24 budget will not be able to be purchased by June 30, please reach out to your Project Management Specialist ASAP.

### How do we purchase license plate readers (LPRs)?

- LPRs must be purchased off the statewide contract (SWC450) and installed on State Rights of Way.
- In order to install LPRs, agencies must apply via the TN Department of Transportation (TDOT) website, automated license plate reader program application: <https://www.tn.gov/tdot/right-of-way-division/excess-land-office.html>
- The application process may take up to 4-5 months to complete, which does not include executing the license once it has been issued.
- A PowerPoint and video with step-by-step guidance for completing the application may be found on the VCIF Fund Source Chapter website under "VCIF Office Hours #2 – 11/30/23": <https://www.tn.gov/finance/office-of-criminal-justice-programs/ocjp/ocjp-grants-manual/redirect-fund-source-chapters/fund-source-chapters/vcif.html>
  - o Direct link to the video: <https://www.youtube.com/watch?v=PeKAA5wlsN4>

## Invoicing

### Where do I submit invoices? How often do I need to submit?

- You will need to submit your invoice workbook (completely filled out with the expenses incurred) to OBF at [OBF.grants@tn.gov](mailto:OBF.grants@tn.gov)
- Please make sure to include the InvCertify document so that OBF knows where to send the payment.
- It is **strongly recommended that agencies invoice monthly**, when monthly expenditures are incurred. However, subrecipient agencies can invoice quarterly. If invoicing quarterly, agencies must request reimbursement 30 days after the end of each quarter for all the expenses incurred during the quarter in its entirety. Funds can only be distributed to sub-recipients upon receipt of a properly prepared and signed invoice.
- If you have not incurred any expenses during the prior quarter, you do not need to submit a blank invoice for \$0.

### How do I fill out the invoice workbook?

- Please review the VCIF Grant Orientation Meeting recording, which demonstrates how to complete the invoice. It can be found here: <https://www.tn.gov/finance/office-of-criminal-justice-programs/ocjp/ocjp-grants-manual/redirect-fund-source-chapters/fund-source-chapters/vcif.html>
- The invoice workbook page must be signed and dated.

### Do I need to provide/attach any additional documentation like invoices or purchase orders when submitting a request for reimbursement?

- No, you only have to send the workbook and the InvCertify document. All receipts, invoices, and purchase orders should be kept and organized in your grant file.

### Does it have to be the Fiscal Director who submits the request for reimbursement, or can the Project Director submit the request?

- The project director, financial director, and authorized official can all submit invoices for reimbursement.

**Please explain “encumbering funds”. Must the actual bills be paid to every vendor on or before June 30th? Or can the money be encumbered, and bills paid in July?**

- Each agency must make their best effort to have all items purchased within a fiscal year **in their possession, and to have paid the vendor, before June 30<sup>th</sup>**. If items will not be received by June 30<sup>th</sup>, or there are other extenuating circumstances, please contact your Project Management Specialist ASAP.
- If items are received after June 30<sup>th</sup>, the items may not be able to be billed to the recently ended FY budget, or you may need to fill out the accrued liability form (see next question).

**When are year-end invoices due?**

- Usually, monthly invoices are due within 30 days of the end of the month. However, because June’s invoice are the last of the year, end of year procedures must be followed. Please see the memo from June 7, 2024 called “FY24 Accrued Liability and Final Invoice Year End Memo”.
- More info can be found in the OCJP Grants Manual here: [III. Financial Requirements \(tn.gov\)](#) (Year End drop-down section).

**Can we amend our own invoice workbooks after grant amendments are approved, or do we need to wait for OBF?**

- Please **do not alter the invoice workbooks in any way** other than entering your invoicing information. The numbers that were put in by OBF contain formulas that should not be changed. If you had an amendment, please ensure that you are using your updated invoice workbook. If you need the most current workbook, please email your request to [OBF.grants@tn.gov](mailto:OBF.grants@tn.gov)

## Amendments

**What is the likelihood of receiving an amendment?**

- Contract amendments may be approved, depending on the need and justification submitted to your Project Management Specialist.
- All amendment requests must be submitted in writing by the amendment deadline communicated via email. In FY24, the date was February 29, 2024.
- The FY25 amendment due date will be shared in early FY25.

**How can I request to receive an amendment in order to move funds?**

- Amendment requests must be made in writing (via email) by the project director (or with knowledge of the project director).
- Requests must include the amount of money involved, the budget line items involved, and a justification of the change that mentions why it is needed and how it fits the contracted project to address violent crime.
- All amendment requests must be made by the deadline.
- Amendment requests may not be approved.

### **What does the amendment process look like?**

- Once a request to amend a contract is made in writing, a project management specialist will reach out to confirm and/or request additional information.
- The request will be considered by OCJP leadership; if approved, the project management specialist will communicate next steps to the project director.
- The amendment requires scope and budget revisions; the duration of this process depends on the responsiveness of the project director, and the total number of amendment requests.
- Once the amendment is ready to be finalized, it will need to go through the same approval process as the original contract: possible city/county commission approval, signature by mayor or city/county executive, State review, and final execution by the commissioner of F&A.

### **Can I invoice while the amendment process is taking place?**

- Projects may proceed as normal for all activities that will NOT be changed with an amendment. For example, if tasers are in the original budget and will remain in the amended budget, the tasers may be purchased even during the amendment process. After the expenses occur, such expenses may be invoiced for.
- New equipment or other budget items that will be added to the project by an amendment should NOT be purchased until the amendment is effective.

## **Monitoring**

### **When will monitoring begin and how will our agency know if we are going to be monitored?**

- Your authorizing official, project director, and fiscal director will receive an email that your agency will be monitored. You are encouraged to email back an acknowledgement.

### **What types of monitoring are there?**

- There are three types of monitoring that your agency may experience during the life of the grant. All monitoring will be initiated via email, and agencies will be given advance notice to complete all requirements:
  - PIT Monitoring – Point-in-Time (PIT) monitoring will be the most common type of monitoring that agencies will experience. This is essentially a “spot check” of your grant expenditures. PIT monitoring is triggered by your agency invoicing the State for at least 10% of your total project funds.
    - Step-by-step walkthrough videos of how to complete the monitoring form are on the [VCIF Fund Source Chapter website \(link\)](#) and included here:
      - [How to Complete the Point in Time Monitoring Report \(link\)](#):
      - [How to Complete the Point in Time Monitoring Worksheet \(link\)](#):
  - Desk Review – A desk review monitoring will be completed virtually via a Microsoft Teams meeting. These will occur for agencies that have contracts that include salaries and/or subcontracts. All grant-funded staff and the project director are expected to be available for a Teams call on the day of the monitoring.
  - On-site Monitoring – An in-person monitoring will be scheduled ahead of time via email. These will occur for agencies that have contracts that include salaries and/or subcontracts. All grant-funded staff and the project director are expected to be present on the day of the monitoring.

## Annual Reporting

**I filled out the annual report but was unable to submit it without selecting a piece of equipment. We purchased equipment that was not on the list. What do I do?**

- There is an option for “our agency did not purchase any of the above items.”

**When the annual report refers to training, does it mean trainings we've attended using VCIF funds or trainings we coordinated? One question asks about the number of 'staff' and another asks the number of 'individuals' training in whole or in part. Can you elaborate on that please?**

- In the annual report, you have two options for reporting on trainings supported with VCIF funds:
  - o “Staff trainings with VCIF funds”: This covers any trainings *your* staff completed with the funds (including regarding use of technology and equipment).
  - o “Trainings provided to *others*” (partner law enforcement agencies, community members, etc. - active shooter, drug awareness, etc.) that your agency held.

**The VCIF Annual Report is asking for the number of investigations during this reporting period. Do I put all criminal investigations or just criminal investigations that were violent crimes?**

- You will need to report on what was proposed in section E of your scope of services, within your fully executed contract. For the annual report, you are reporting *data that was impacted by VCIF funds only*.
  - o For example, if you proposed (via the scope) that you would number of domestic violence arrests, then in the annual report, you will report on the number of DV-related arrests that were impacted by VCIF funding.

**We were also awarded VCIF funds during 2023. Are we expected to add any information regarding equipment, training, or other grant activities in aggregate from 2023 and 2024?**

- For the annual report, we are only concerned with activities that took place during the recently concluded fiscal year.