**Scope of Services/Project Narrative**

**Justice Assistance Grant**

**PROBLEMS FOR INTERVENTION AND NEEDS TO BE IMPROVED**

Problem for intervention:

The <JUD\_NUM/TASK\_NAME> Judicial Drug Task Force is a multi-jurisdictional law enforcement entity that serves approximately <POPULATION> people throughout <COUNTY\_LIST> in the State of Tennessee.

Recognizing that drug distribution activities spread over large regions – ignoring the artificial boundaries of individual jurisdictions – law enforcement and prosecutors in <JUD\_NUM> judicial district of Tennessee have constructed a task force in order to meld the talents of individual agencies into an effective whole.

The task force operates under the supervision of the District Attorney General’s Office and is managed by a board made up of representatives from its member law enforcement agencies which provide additional support through the donation of funds, manpower, or equipment on an annual basis.

The task force is currently comprised of the following agencies: <AGENCY\_LIST>

*This section describes the local problem. In this section you will describe the unique set of circumstances faced by* ***your agency*** *noting what criminal activities your agency typically faces and what activities the DTF is going perform to tackle these problems over the next two years. If your problem has not changed since last year you may adapt that problem into this space.*

*If you are applying for the special project, focus on the problem that has made it necessary to create a special project. See example.*

Needs:

The <JUD\_NUM/TASK\_NAME> Judicial Drug Task Force is seeking funding for <ITEMS\_BUDGETED> for 36 months.

*Use this for DTF* ***Support Grant*** *(delete for special projects):* The task force operates on approximately <OPERATING\_BUDGET> per year. The <TASK\_NAME> possesses <$> in available funds making this funding important as <TASK\_FORCE> would have a difficult time covering even its basic operational expenses much less unforeseen circumstances without additional funding. *Describe the need of the DTF in terms of what would not be able to be maintained if the funds were not received. Be specific on how this grant maintains essential operations of the DTF.*

*Use this if grant includes salary supplements**(otherwise delete):* The task force provides salary supplements to drug agents based upon the following criteria. <DESCRIBE\_CRITERIA>.

*Add this for DTF* ***Special Projects Grant****:* The task force operates on approximately <OPERATING\_BUDGET> per year. The <TASK\_NAME> possesses <$> in available funds. *Also describe your special project and outline any costs that will be incurred. Note how the project will help the area you serve. Be specific in describing the needs this special project will meet. Depending upon the project you will probably need to include a timeline for implementation.*

*Add this for DTFs whose jurisdiction includes a qualifying county (delete the ones that do not apply):* We **additionally** seek funding in the amount of <no more than $5,000> per year because:

1. We possess a current inter local agreement with the following jurisdictions: <DELETE THOSE WHICH DO NOT APPLY: Hardeman, Lake, Lauderdale, McNairy, Perry, Jackson, Clay, Grundy, Van Buren, Bledsoe, Fentress, Morgan, Scott, Hancock and Cocke. >
2. We intend to enter into an inter local agreement with the following jurisdictions prior to December 31, 2019: <DELETE THOSE WHICH DO NOT APPLY: Hardeman, Lake, Lauderdale, McNairy, Perry, Jackson, Clay, Grundy, Van Buren, Bledsoe, Fentress, Morgan, Scott, Hancock and Cocke. >

**PUPOSE**

This section should include the goals and objectives of the project.

Goals – The goals are the general statement of long range benefits to the community that you are seeking to accomplish. *List goals (described in* [*abstract*](https://tn.gov/content/dam/tn/finance/ocjp/DTF%20Abstract.pdf)*) to combat the problem described in ‘problems for intervention’.*

Objectives – The objectives are the general strategies (not specific activities) to be employed to accomplish the above stated goals. *Pick objectives (described in* [*abstract*](https://tn.gov/content/dam/tn/finance/ocjp/DTF%20Abstract.pdf)*) to identify how the goals will be achieved. You may not need more than 2-3.*

*Note: Special project grants may need to make up additional goals based upon their special project. This is okay.*

**INPUTS**

The <JUD\_NUM/TASK\_NAME> DTF is currently comprised of <LIST OF POSITIONS>.

The Board of Directors acts as a governing body for the <NUM> Task Force and is comprised of <WHO IS ON THE BOARD>. This body meets <HOW OFTEN> along with <WHO USUALLY ATTENDS> in order to receive regular updates on task force activity, review financial information, share information, and provide guidance on task force operations.

The following departments are represented on the Board of Directors and contribute the following annually:

<AGENCY1>: <WHAT THEY CONTRIBUTE>

<AGENCY2> : <WHAT THEY CONTRIBUTE>

*Repeat as needed. If contributions are in Interlocal or MOU but have not actually contributed during this last fiscal year then this should be noted along with any clarifying details.*

The following departments are within the <JUD\_NUM> judicial district but do not provide any funding, personnel, or equipment to the Task Force. Their administration may attend board meetings but do not have a vote in the proceedings:

<AGENCY1>

<AGENCY2>

*Repeat as needed.*

**ACTIVITIES**

*This is a description of what you will do to achieve your goals and objectives above.. This will describe the basic activities you engage in to meet those goals.*

*All Grants summarize the sort-of activities your DTF regularly engages in to combat the problem described in needs and achieve their goals.*

***Also include the following text:***

<JUD\_NUM/TASK\_NAME> Judicial Drug Task Force possesses an Interlocal Agreement which is compliant with [OCJP Guidance](http://ocjpsurveys.state.tn.us/ocjpsurveys/JAG/DTF%20Subrecipients%20-%20Interlocal%202015-03.pdf) or will undergo the process to for having such an agreement approved within six months or grant start date.

*Support Grant will continue with a focus on what the grant will be paying for. For example, if funds are used to pay for supplemental pay, office staff, supplies, and phone bills you will want to discuss their usefulness in meeting the goals and objectives. See* [*Abstract*](https://tn.gov/content/dam/tn/finance/ocjp/DTF%20Abstract.pdf)*.*

*Project Grants will focus on the specific project that will be funded and describe how it will help meet their goals and objectives. See* [*Abstract*](https://tn.gov/content/dam/tn/finance/ocjp/DTF%20Abstract.pdf)*.*

**INTENDED OUTPUTS (Products)**

*Pick the outputs (these are identified on abstract) in the abstract that will meet your goals (above). Assign specific target numbers based on your agency’s past performance. Place them here. You do not need more than three to four. See* [*Abstract*](https://tn.gov/content/dam/tn/finance/ocjp/DTF%20Abstract.pdf)*.*

***Note:*** *Special Project grants may need to make up new outputs depending upon the nature of their project. This is okay. Equipment only projects may substitute a timeline for implementation. See* [*abstract*](https://tn.gov/content/dam/tn/finance/ocjp/DTF%20Abstract.pdf)*.*

**INTENDED OUTCOMES (Results)**

*Using the outputs listed above describe the sort-of impact that will occur if you meet your goals. Logically describe the result of achieving your output and meeting your goals This should be developed from the outcomes listed on the* [*abstract*](https://tn.gov/content/dam/tn/finance/ocjp/DTF%20Abstract.pdf)*. See* [*abstract*](https://tn.gov/content/dam/tn/finance/ocjp/DTF%20Abstract.pdf)*.*

**DATA COLLECTION PROCEDURE**

*Describe your process for collecting the data in OUTCOMES. This should be a somewhat detailed description along with what the role of each position is in the process.*

*You* ***must*** *include the following:*

In order to comply with PMT/OCJP reporting standards the <JUD\_NUM> Judicial Drug Task Force will assure that the following data is recorded through its data collection procedures to be track and reported quarterly as well as on the annual report.

* Number of investigations initiated.
* Number of investigations that are drug related.
* Number of cases closed.
* Number of individuals arrested based on task force activity.
* Number of individuals arrested on a misdemeanor charge.
* Number of misdemeanor arrests that were drug related.
* Number of individuals arrested on a felony charge.
* Number of felony arrests that were drug related.
* Number of *gang members only* arrested.
* Number of firearms seized.
* Number of seized firearm serial numbers that were put into the National Integrated Ballistic Information Network (NIBIN).
* Number of seized firearms traced through the Bureau of Alcohol, Tobacco, Firearms and Explosives.
* Number of **Federal forfeiture cases** filed.
* The value of assets seized (in dollars) under federal cases.
* Value of seized assets in federal cases that were drug related.
* Number of **State forfeiture cases** filed.
* The value of assets seized (in dollars) under state cases.
* Value of seized assets in state cases that were drug related.
* Number of gangs disrupted.
* Number of gangs dismantled.
* Number of drug-trafficking and money-laundering organizations disrupted.
* Number of drug-trafficking and money-laundering organizations dismantled.
* Amount of Cocaine (crack) seized.
* Amount of Cocaine (powder) seized.
* Amount of Ecstasy (MDMA) seized.
* Amount of Heroin seized.
* Amount of Marijuana (commercial grade, hydroponic, synthetic/spice) seized.
* Amount of Methamphetamine seized.
* Amount of Methamphetamine (ice) seized.
* Amount of Pseudoephedrine seized.
* Amount of Psilocybin seized.
* Amount of Prescription Pills seized.
* Amount of Salvia seized.
* Amount of Steroids seized.
* Amount of “other” seized
  + If other, please specify
* Amount of Cocaine (crack) seized from clandestine labs.
* Amount of Cocaine (powder) seized from clandestine labs.
* Amount of Ecstasy (MDMA) seized from clandestine labs.
* Amount of Heroin seized from clandestine labs.
* Amount of Marijuana (commercial grade, hydroponic, synthetic/spice) seized from clandestine labs.
* Amount of Methamphetamine seized from clandestine labs.
* Amount of Methamphetamine (ice) seized from clandestine labs.
* Amount of Pseudoephedrine seized from clandestine labs.
* Amount of Psilocybin seized from clandestine labs.
* Amount of Prescription Pills seized from clandestine labs.
* Amount of Salvia seized from clandestine labs.
* Amount of Steroids seized from clandestine labs.
* Amount of “other” seized from clandestine labs
  + If other, please specify
* The numbers of Marijuana grow sites destroyed.
* The number of drug labs shut down.
* The number of drug processing locations shut down.
* Number of community meetings held during the reporting period.
* Number of community meetings that were drug or related.