**Sex Offender Registration and Notification Act**

**Notice of Funding Opportunity**

*Program Narrative*

Statement of the Need

Please complete the table below:

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| --- | --- | --- | --- |
|  | **2016** | **2015** | **2014** |
| Number of sex offenders registered through the applicant agency |  |  |  |
| Number of sex offenders registered through the applicant agency who are required to register on an annual basis |  |  |  |
| Number of sex offenders registered through the applicant agency who are required to register every 90 days |  |  |  |

Please describe the process that you use to register sex offenders, including the average number of documents that must be submitted to the State Police Sex Offender Unit per registrant.

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Please detail any agency resource limitations that may restrict offender access to registration.

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Please use the table below to list the equipment you are requesting.

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| **Equipment Requested** | **Quantity** |
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How will this equipment add efficiency to your sex offender registration process?

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Will the acquisition of this new equipment have any effect on offender access to registration at your agency?

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Does your Livescan include palm print functionality?

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Please describe why your agency has not acquired or needs to update the technology necessary for electronic collection, storage, and transmission of sex offender registration documents or Livescan palm prints.

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Project Implementation:

Please complete the following Implementation Schedule, assigning the staff responsible for each step and setting reasonable dates to complete for each step.

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| **Task** | **Staff Responsible** | **Date of Completion** |
| Submit required procurement documentation to ICJIA |  | February 2018 |
| Procure equipment |  |  |
| Install equipment |  |  |
| Train staff on equipment use |  |  |
| Begin electronic submission of sex offender documents and/or palm prints |  |  |
| Submit quarterly Fiscal Report to the Authority |  | April 15, 2018July 15, 2018August 15, 2018 |
| Submit quarterly Progress Report to the Authority |  | April 15, 2018July 15, 2018August 15, 2018 |
| Complete all Fiscal and Programmatic Closeout Materials |  | August 30, 2018 |

Please describe your agency procurement process and how the equipment will be procured, installed, and operational by the target dates.

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