SECTION 1. AGENCY OVERVIEW

A. Background Information

1. Agency name:

2. Size of agency:
   a. Number of sworn personnel:
   b. Number of civilian personnel:

3. Size of jurisdiction served/number of residents:

4. Description of crime in your jurisdiction/volume of crime reports:

5. Does your agency share a Records Management System (RMS) with one or more agencies? If so, (a) list agencies in the RMS consortium, (b) indicate the host agency, and (c) briefly describe any inter-consortium agreements between agencies regarding reporting data to the state Uniform Crime Reporting (UCR) Program.

6. Is there other information about your agency that is relevant for your transition to incident-based reporting?
B. Current Crime Data Management

1. Briefly describe how information about criminal incidents is recorded by your agency. Outline the workflow from recording information about an incident (e.g., reports completed on paper, entered electronically in the field) to validating or finalizing incident reports.

2. Describe how your agency currently submits crime data to the state UCR Program. If summary UCR data are not reported to the state, indicate the reason(s) for not reporting.
SECTION 2. BARRIERS IN REPORTING INCIDENT-BASED DATA

1. Is your agency currently capable of submitting National Incident-Based reporting System (NIBRS) -compliant data to the state UCR Program? If so, discuss why your agency does not report NIBRS-compliant data.

2. Discuss whether your agency’s current system of recording information about criminal incidents is capable of being NIBRS-compliant (e.g., by purchasing a NIBRS module for the RMS or upgrading the current system to a new version). If the system cannot be made NIBRS-capable, discuss how your agency will submit NIBRS-compliant data to the state UCR Program.

3. What steps were taken to identify the software and hardware (if any) needed to report state-compliant incident-based data?

4. Discuss any NIBRS-specific data collection barriers or gaps identified in your agency’s NCS-X Readiness Assessment and the actions required to address those shortcomings.
SECTION 3. PROJECT DESCRIPTION AND IMPLEMENTATION PLAN

A. Project Overview

1. List and describe your NCS-X project goals.

2. As a condition of this funding, your agency is required to provide documentation verifying your agency is certified to report incident-based data to the state UCR Program by January 1, 2021. List all other deliverables associated with work funded under this solicitation.

3. What specific activities will be conducted to meet project goals and to complete deliverables?
B. Implementation Plan

1. What specific steps will your agency take to become certified to report NIBRS-compliant data with respect to —

   a. Obtaining a technical solution that addresses your agency’s hardware and software needs for transitioning to NIBRS reporting, as identified in the Readiness Assessment?

   b. Developing contractual agreements with technology or software solution providers and overseeing third-party contractors to ensure deliverables are received on time and on budget?

   c. Developing contractual agreements with other organizations that share an RMS with your agency, if applicable?

   d. Deploying or rolling out an upgraded or new technical solution to your agency for collecting NIBRS-compliant data?

   e. Testing with and achieving certification to report incident-based data to the state UCR Program?
C. Transition Timeline

1. For planning purposes, assume a June, 2019 project start date. Applicants must be able to submit NIBRS-compliant data to the state UCR Program by January 1, 2021, and should plan time to test incident-based data and to become certified to report data. Complete the table below, or create your own timeline that includes a detailed task plan that encompasses major project activities, including start dates and tentative completion dates.

<table>
<thead>
<tr>
<th>Project Goals</th>
<th>Activity/Task Undertaken to Complete Project Goals</th>
<th>Start Date</th>
<th>Completion Date</th>
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2. Provide a schedule for submitting deliverables.

<table>
<thead>
<tr>
<th>Project Deliverables</th>
<th>Person Responsible</th>
<th>Completion Date</th>
</tr>
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<tbody>
<tr>
<td>Obtain certification to report NIBRS-compliant data</td>
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SECTION 4. TRANSITION COSTS

1. Describe the costs associated with the project activities and deliverables identified in Section 3. Project Description and Implementation Plan. Provide an explanation of how your funding request will improve the automated capture of incident-based data. Also explain why the funding request is necessary for your agency to submit NIBRS-compliant data to the state UCR Program. See page 8-9 of the solicitation for a description of allowable costs.

2. Provide a detailed budget, using the OJP Budget Detail Worksheet. Each funding request should be directly related to improving automation and enabling your agency to collect and report NIBRS-compliant data. Include a narrative in the Budget Detail Worksheet that describes each listed expense.
SECTION 5. COMMUNICATION PLAN

1. Identify project staff and describe how they will (a) communicate project goals, activities, and status within your agency and (b) decisions about project activities within your organization.

2. Describe how project activities will be communicated between your agency and the state UCR Program.

3. Outline a strategy for communicating project updates to BJS and describe your agency’s plan for completing and submitting (a) semi-annual progress reports (b) quarterly financial status reports, and (c) monthly written project status reports that provide regular updates on project activities and expenditures.
SECTION 6. CAPABILITIES AND COMPETENCIES OF PROJECT STAFF

1. Provide justification that the project staff have the necessary qualifications and experience to oversee project tasks and fulfill the project goals. Describe how proposed staff’s skills will enable them to successfully complete project deliverables.