**Request for Proposal**

The North Carolina Sheriffs’ Association is the statewide non-profit organization of our State’s 100 sheriffs. Through their Association, the sheriffs work to strengthen the professional law enforcement services their offices provide to the people of North Carolina.

**Funding Opportunities**

The 2018 North Carolina State budget (S.L. 2018-5, at pp. 144-145) provides $500,000 to the North Carolina Sheriffs’ Association to be used to “provide grants to implement a statewide sex offender database that connects all 100 counties and allows for robust data entry and retrieval at the local level.”

**Important Dates**

**Application Deadline** Delivered by May 24, 2019, 5:00 p.m.

**Award Notification** No later than June 15, 2019

**Important Note**

Only proposals that specifically address the objectives outlined in the “Statement of Need” below will be considered.

**Statement of Need:**

In December of 2018, the North Carolina Sheriffs’ Association sent out a Request for Information to all sheriffs asking each sheriff’s office to document what their needs are related to a statewide sex offender database that allows for robust data entry and retrieval at the local level.

In January 2019, the North Carolina Sheriffs’ Association hosted an information gathering meeting limited to sheriffs and sheriffs’ office personnel responsible for monitoring sex offenders. The purpose of this meeting was to discuss the needs of sheriffs related to a statewide sex offender database that allows for robust data entry and retrieval at the local level. Approximately 90 sheriffs and sheriffs’ office personnel attended.

An Evaluation Committee of 9 members of the criminal justice community met to review the information received in response to the Request for Information and information gathering meeting.

Through this process, the North Carolina Sheriffs’ Association has identified the following needs in a statewide sex offender database that connects all 100 counties and allows for robust data entry and retrieval at the local level:

**1. Data sharing and integration with other databases**

Currently a sheriff’s office inputs a sex offender registrant’s data into multiple databases requiring duplication of data entry. The database must contain the following features:

a. The sheriffs must have a database that is integrated with the North Carolina Sex Offender Registry maintained by the North Carolina State Bureau of Investigation, all sheriffs’ office records management systems, and the North Carolina Department of Public Safety (DPS) so that sex offender data only has to be entered once by sheriffs’ office personnel.

b. The database must communicate with the North Carolina Sex Offender Registry to automatically notify the sheriff’s office: (1) when registered sex offenders have outstanding verification letters; (2) when a sex offender is charged or arrested anywhere in the United States; and (3) when an offender is placed into the custody of a county jail or VINE facility anywhere in the United States.

c. The database must allow for the immediate transfer of sex offender registry data between a sheriff’s office and DPS when registered sex offenders are committed to or released from Division of Adult Correction and Juvenile Justice facilities.

d. The database must link to the North Carolina Division of Motor Vehicles, North Carolina Statewide Warrant Repository (NCAWARE), North Carolina Department of Public Safety, North Carolina Department of Health and Human Services (DHHS), North Carolina Division of Community Corrections Satellite-Based Monitoring, and the U.S. Marshal Service to automatically populate information on registered sex offenders. Linking these databases will also give the sheriffs one location to access information on registered sex offenders or protected locations such as schools and daycares.

e. Information from the North Carolina Department of Public Instruction and DHHS regarding the addresses of schools and daycares must be integrated into the database to automatically populate and be available to all law enforcement officers and the public.

f. The database must communicate data about registered sex offenders with as many other states as possible, so when an offender moves to North Carolina, all information from the other state is instantaneously entered into the North Carolina database.

**2. Mapping features and tracking of offenders**

Currently, there is no uniform feature available for a sheriff’s office to keep track of the address of registered offenders who are homeless. The database must contain the following features:

1. The database must allow a deputy to drop pins for locations of homeless registrant’s residence instead of using a street or intersection address.
2. The database must have capabilities to allow for GPS coordinates when verification of the residence of an offender is done in the field.
3. The database must have a mapping feature of the entire State of North Carolina that will allow pins to be manually dropped by deputies when new schools or daycares are found that are not already in the state databases listed above.
4. The database must also have a reliable map for determining residential restrictions. Registered sex offenders cannot live within 1000 feet of a school or a child care center. Often, offenders and deputies spend a lot of time checking potential addresses for compliance. The database must allow public access to the maps showing where schools and child care centers are located and the 1000 feet restricted area surrounding each so that an offender can check his or her own address or potential address prior to contacting the sheriff’s office. The database must allow an automated notice, for both the registrant and the sheriff’s office, when a registered offender enters an address into the system that is in a restricted area.

**3. Digital storage of files**

Currently all sex offender registry files are maintained inside the individual sheriff’s office and not in a digital format. The database must contain the following features:

* 1. The database must allow for the digital storage of all sex offender files which can be downloaded by any deputy at any sheriff’s office in North Carolina to help with sharing of information between agencies and the transfer of registered sex offender data between counties.
  2. The database must be Criminal Justice Information Services (CJIS) compliant. (See: [CJIS Security Policy Resource Center](https://www.fbi.gov/services/cjis/cjis-security-policy-resource-center))

**4. Features**

Currently, there are limited data fields available to enter additional information on a registered sex offender and photos can only be uploaded into the database from the sheriffs’ office. The database must contain the following features:

1. Photographs of registered sex offenders must be able to be taken and then uploaded to the State and National public sex offender registries while a deputy is in the field. There must also be the ability to add photos of the registrant’s residence and vehicles.
2. The database must also have a place for a deputy to enter vehicle information, employment information, contact information on friends or relatives of the registrant, and any conditions placed on the registrant by the court.
3. The database must allow for easy communication between deputies by message boards or direct messaging capability.
4. All information in the database must be searchable and accessible to any law enforcement officer in North Carolina.
5. The database must allow agencies to generate reports and view statistics.

**5. Access / Contact Information**

1. Sheriffs’ personnel must be able to access and input information into the database from anywhere through a mobile application or web-based database. This information must update automatically into the statewide database without having to be uploaded in an office.
2. The database must contain the points of contact of those handling the sex offender registry at each sheriff’s office which is accessible to all law enforcement officers and the public.

**6. Miscellaneous**

1. The database must be provided to all sheriffs’ offices cost free.
2. All 100 counties must participate in this database by entering and sharing sex offender registrant data.
3. Technical support must be available to sheriffs’ office personnel from 7am-7pm.

**Guidelines and Instructions for Applicants**

**The purpose of this grant(s) is to** **implement a statewide sex offender database that connects all 100 counties and allows for robust data entry and retrieval at the local level.**

**Restrictions:**

* Project must be specific to the North Carolina Sex Offender Registry.
* Services must be provided to the Sheriffs of North Carolina.

**Review:** Complete applications meeting these guidelines will be submitted for grant review by the Executive Committee of the North Carolina Sheriffs’ Association.

**Contracts:** A grant contract will be required between the recipient(s) and the North Carolina Sheriffs’ Association.

**Grant period:** Grant period begins July 1, 2019 and will conclude on June 30, 2020.

**Payment and Reporting:** Payments will be made on a quarterly basis after progress reports have been filed and reviewed. Quarterly progress reports will be due by September 30, 2019, December 31, 2019, March 31, 2020 and June 30, 2020. Payment will be tied to the grant recipient’s ability to demonstrate that the goals for each quarter have been accomplished.

**Letters of support and additional materials:** DO NOT send additional materials (i.e. reprints, curriculum vitae or letters of support). These will not be reviewed.

Please do not contact the North Carolina Sheriffs’ Association or any North Carolina sheriff regarding the status of the application during the review period.

**Announcement:** Announcement of grants awarded will be made by June 15, 2019. All applicants will be notified of the outcome of the review in writing.

**Applications should include and be ordered as follows:**

1. Cover Page (Form attached)
2. Project Description (This section should be typed with the font size no smaller than a ten-point typeface.)
   1. Brief explanation of project.
   2. Statement of how the needs listed above will be addressed.
   3. Description of program goals and measurable objectives for each quarter of the grant cycle.
   4. Timetable for accomplishing goals during each quarter of the grant cycle (Please note: quarterly reports are required by September 30, 2019, December 31, 2019, March 31, 2020 and June 30, 2020).
   5. Long term strategies for funding of the database after the initial grant award.
3. Requested amount of Grant, not to exceed $500,000.

**Applications must be signed by the director of the project. Keep grant proposals to the page limits, as stated above. Excess pages will be removed prior to review. It is preferred that applicants submit one electronic version of their application to the email address below. Fax copies will not be accepted. Failure to adhere to these guidelines will result in delayed processing or refusal of the application.**

**Applications must be**

**delivered by May 24, 2019, 5 p.m. to:**

North Carolina Sheriffs’ Association

Attn: Eddie Caldwell

Post Office Box 20049

Raleigh, North Carolina 27619-0049

919-743-7433

[ncsa@ncsheriffs.net](mailto:ncsa@ncsheriffs.net)

Physical address:

5430 Wade Park Blvd

Suite 110

Raleigh, North Carolina 27607

To confirm receipt of your proposal by the North Carolina Sheriffs’ Association, you may contact Emily Drew, Administrative Assistant – Government Relations & Legal by telephone at (919) 459-1059 or via her email at [edrew@ncsheriffs.net](mailto:edrew@ncsheriffs.net).

**Grant Proposal Cover Page**

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| Project Director & Title |  | |
| Business, Institute or Agency Name |  | |
| Address |  | |
|  |  | |
| Telephone | ( ) | |
| Fax | ( ) | |
| Email |  | |
| Total Amount Requested |  | |
| Signature & Title of  Approving Personnel |  | Date |