

South Carolina Department of Public Safety

Office of Highway Safety and Justice Programs

Justice Assistance Grant (JAG) Program

Records Management System (RMS)

APPLICATION TOOL

**Preface**

*This document is intended to provide guidance to the applicant on the content expected in select programmatic sections of the grant application. Information provided by the applicant on each subject area should be applicable to their particular jurisdiction and should be tailored to meet the needs of the community in which the program would be implemented. However, the applicant is invited to utilize the “Standard Examples” provided in this document when applicable.*

**Problem Statement**

* Specific and current information from your jurisdiction must be included in this section.

The Problem Statement presents the reason that you are applying for the grant. (It ***should not*** include what you will do with the grant funds).

1) Discuss the ***actual problem that exists*** in your department.

Talk about the nature of the problem and include any background information that helps to explain the difficulties.

* Population and economic level of city, unemployment rate, etc.
* Crime rates of jurisdiction
* Include any data/statistics that support your statements (from past 2-3 yrs.)
* Number and type of calls for service/incident reports
* Breakdown of department’s overall caseload (numbers, type)
* Age/condition/limitations of current Records Management System or lack thereof, include the amount of time spent with current reporting method

2) The second part will discuss the current resources and existing efforts being made to address the problem.

* Explain what resources (personnel/equipment/other agencies) your agency is currently using to address the problems and why they are insufficient.
* Provide information on whether or not funding has been requested from your municipal/county government and results (i.e. partial funding received, funds not available in current budget or request denied)

Project Purpose – Standard Example

The Project Purpose states the broad goals of the project and a specific plan that will be followed.

Broad Goals: The Goals state the purpose of the grant project in general terms.

* The primary purpose of this program is to improve and maintain the operation of our current Criminal Justice Information system. In addition, this program will improve the department’s record keeping ability and stream line our inmate intake process. This will also increase our information sharing abilities with other agencies.

Specific Plan: The Plan discusses what activities will be done to achieve the goals. This is basically an overview of what will take place over the entire grant year. Include all duties and responsibilities, such as hiring grant-funded personnel, purchasing equipment, the training plan for officers assigned the equipment, and the tasks that will be undertaken.

* This will be accomplished through the following:

1. Conduct site survey
2. Bid the equipment
3. Request permission to purchase equipment from the grants office
4. Purchase the equipment
5. Install the equipment
6. Train users on the Equipment
7. Utilize the equipment
8. Complete grant programmatic and financial reports

**Project Objectives – Standard Example**

1. To improve the quality and quantity of records produced by the Department through the implementation/update of a Records Management System.

2. To decrease the amount of time to enter criminal data, prepare related reports, and search and update criminal records.

3. To enhance expertise of personnel through training on the new software.

**Performance Indicators – Standard Example**

1. Policies and procedures will be developed and issued regarding official recordkeeping and rules of use.

1. Documentation will be maintained regarding time involved before the new system for entering criminal data, preparing related reports and criminal records searches and updates. This will include information on new forms and processes.
2. 100% of staff will be trained on the Records management system. Documentation will be kept on dates of training and who was trained.

**Project Evaluation – Standard Example**

The Project Director will be responsible for the final evaluation of the project’s effectiveness. The evaluation will address the achievement of the objectives and performance indicators, as well as the overall impact the project has made on the department.

**Implementation Plan – Standard Example**

* The implementation schedule is intended to give our office a proposed list of activities planned, when they are to be implemented, and the person responsible. Exact dates are not necessary in the "Implementation Proposed Time Frame" section. Please use an "X" to denote which quarter you plan to implement the activity. This schedule will be used to reflect the actual activities, dates, etc. in the Implementation Actual Time Frame" section when the grant project is monitored.

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| **Implementation Tasks** | **Person Responsible** | **Implementation Proposed Time Frame (Proposed Quarters)** | | | | **Implementation Actual Time Frame (Actual Dates)** | | | |
|  |  | **1st Qtr.** | **2nd Qtr.** | **3rd Qtr.** | **4th Qtr.** | **1st Qtr.** | **2nd Qtr.** | **3rd Qtr.** | **4th Qtr.** |
| Bid equipment | Project Director | **X** |  |  |  |  |  |  |  |
| Request permission to purchase | Project Director | **X** |  |  |  |  |  |  |  |
| Order equipment | Project Director | **X** |  |  |  |  |  |  |  |
| Install equipment | Vendor |  | **X** |  |  |  |  |  |  |
| Train equipment users | Vendor |  | **X** | **X** |  |  |  |  |  |
| Use equipment | Project Director/Officers |  |  | **X** | **X** |  |  |  |  |
| Compare/Collect Data | Project Director | **X** | **X** | **X** | **X** |  |  |  |  |
| Complete submit Progress Reports | Project Director |  | **X** |  | **X** |  |  |  |  |
| Complete/submit Quarterly Requests for Payment | Project Director | **X** | **X** | **X** | **X** |  |  |  |  |
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