

LOUISIANA CLERKS REMOTE ACCESS AUTHORITY GRANT PROPOSAL INFORMATION

The Louisiana Clerks Remote Access Authority (LCRAA) was created by Act 826 (2014) which enacted La. R.S. 13:754 to provide for infrastructure, governance, standard operating procedures, technology, and training to support a statewide portal for secure remote access by Internet users to certain records maintained by LCRAA members and to provide for document preservation.

LCRAA shall establish and administer a grant program for assisting members with acquiring hardware and software for the conversion of records to increase the records made available through the statewide portal.

GENERAL INFORMATION

The following are eligible to apply for grants:

1. LCRAA Members who remitted fees to LCRAA for collections from September 1, 2014 through the date of application;
2. LCRAA Members who have remitted fees to LCRAA for at least 12 consecutive months prior to and through the date of application; and
3. LCRAA Members who have properly accounted for grant funds awarded by LCRAA.

Grant applications are awarded subject to the availability of funds. The LCRAA Board shall determine annually the amount to be budgeted for grants. Grant applications will be reviewed quarterly by the LCRAA Board.

Grant funds must be spent in accordance with all applicable provisions of the state procurement laws and rules and Ethics Code. Grant funds **SHALL NOT** be used to pay for purchases prior to the date of the grant award. In the event, grantee determines that the project cannot be completed for the amount of the LCRAA grant and grantee is unable to cover any additional costs necessary to complete the project, grantee must notify LCRAA immediately.

Acceptance of a grant by a LCRAA member constitutes a commitment by the member to continue participation in LCRAA for 12 consecutive months following receipt of the final grant payment. If participation in LCRAA is terminated prior to 12 months following receipt of the final grant payment, member shall reimburse LCRAA the amount of any grant received within the 12 months preceding termination of participation.

APPLICATION REQUIREMENTS

Applications must be submitted on the Grant Application Forms available on the Louisiana Clerks of Court Association website: www.laclerksofcourt.org. A completed Grant Application Form and the following **must** be submitted:

1. Grant Project Cost Worksheet (Exhibit A);
2. An executed Certified Assurances (Exhibit B); and
3. A copy of the most recent Balance Sheet and Income Statement for the month or quarter prior to the date of the application.

(Note: Please do not submit a copy of your Audit Report.)

ELIGIBLE EQUIPMENT AND SERVICES

Grants will be awarded to assist LCRAA members with acquiring hardware and software for the conversion of indices and corresponding records to promote increased use of the statewide portal. The following are examples of items which can be acquired with grant funds:

Connectivity links

Enhancements, upgrades or replacement of hardware

Hardware to store record images

Imaging equipment – scanners

Indexing software

Redaction software

Services to convert indexed records to electronic images

Services for website development

APPLICATION DEADLINES

Completed Application Forms must be received by the following deadlines to be considered.

DEADLINE	BOARD MEETING
October 31st	1 ST QUARTER
January 31st	2 ND QUARTER
April 30th	3 RD QUARTER
July 31st	4 TH QUARTER

NOTIFICATION OF AWARDS

Notification of grant awards will be made within 10 business days of the LCRAA meeting unless additional information is requested.

EVALUATION CRITERIA

CRITERIA	POINT
Financial Needs Assessment	40
Promotes current LCRAA Objectives	30
Increases indices on Statewide Portal or access to records corresponding to indices on portal	10
Length of time of Project	10
Project Concept	10
TOTAL	100

DOCUMENTATION OF PROJECT COMPLETION

Within 30 days of completion of the project for which the LCRAA Grant was awarded, a completed GRANT FUNDS EXPENDED WORKSHEET (Exhibit C), with attached copies of all invoices and documentation showing payment of all invoices shall be transmitted to LCRAA.

ALL UNSPENT AND/OR UNACCOUNTED FOR GRANT FUNDS SHALL BE RETURNED TO LCRAA WITH THE GRANT FUNDS EXPENDED WORKSHEET.

Failure to account for grant funds and/or failure to remit unspent or unaccounted for grant funds shall result in the disqualification of LCRAA Member for additional grants.

INFORMATION ON PUBLIC BID LAW

The following requirements appear in the Legislative Auditor's summary of the Public Bid Law for the purchase of materials or supplies:

<\$1,000	No statutory requirement for bids or quotes but it is good public policy to obtain and document 3 verbal quotes, if possible.
<\$10,000	No statutory requirement for bids or quotes but it is good public policy to obtain 3 written quotes.
\$10,000 - \$29,999	3 phone or fax quotes are <u>required</u> ; written confirmation of accepted offer; if lowest quote is not accepted the reasons for rejection of the lowest quote must be documented.
>\$30,000	Advertised and let by contract to the lowest bidder in accordance with 38:2212.1

For data processing equipment, hardware and software including maintenance thereof, political subdivisions may use a request for proposals instead of the bid process, La. R.S. 38:2234-2237. The contract must be in writing and the proposal incorporated into the final contract.

Contracts providing only professional services and do not require purchase of any equipment, software or other materials need not be advertised for bid. Contracts for internet services must be reviewed on a case by case basis. If the contract requires the purchase of equipment, such as servers, hubs, switches then the contract will likely be considered a contract for materials or supplies. Software upgrades which do not require the purchase of a new version of the software would likely require bid as they will likely fall under routine maintenance.

Further information regarding the public bid laws and procurement requirements can be found online at the Louisiana Legislative Auditor's website:
<https://www.la.la.gov/>

FOR OFFICE USE ONLY:

APPLICATION RECEIVED: _____

APPLICATION COMPLETE: _____

ELIGIBILITY VERIFIED: _____

APPLICATION REVIEW DATE: _____

GRANT APPLICATION FORM

INSTRUCTIONS: Before submitting the application, review it carefully to be sure that you have completely answered each question, attached the Narrative Section, Exhibits A and B together with supporting documentation and a copy of the most recent Balance Sheet and Income Statement for the month or quarter prior to the date of the application.

The original Grant Application Form must be mailed or delivered to:

LCRAA GRANTS
10202 Jefferson Highway, Building A
Baton Rouge, LA 70809

LCRAA MEMBER'S PARISH: _____

NAME OF PERSON COMPLETING APPLICATION: _____

CONTACT INFORMATION FOR PERSON COMPLETING APPLICATION

ADDRESS: _____

PHONE NO. _____ EMAIL: _____

TYPE OF GRANT: (Check all that apply)

_____ CONNECTIVITY LINK	_____ IMAGING	_____ REDACTION
_____ CONVERSION SERVICES	_____ SOFTWARE	_____ INDEXING
_____ HARDWARE	_____ WEBSITE	
_____ OTHER: _____		

ESTIMATED NUMBER OF DAYS TO COMPLETE PROJECT: _____

ESTIMATED TOTAL PROJECT COST: _____

I have reviewed this application and I certify that: *(initial each item and sign/date below)*

_____ I have completed this page and the narrative section

_____ I have completed Exhibit A - Grant Project Cost Worksheet

_____ I have completed Exhibit B - Certified Assurances

_____ I have attached a copy of the Vendor's proposal including any third party Vendor proposals

_____ I have attached the most recent Balance Sheet and Income Statement

Signature of LCRAA Member

Date

NARRATIVE SECTION OF LCRAA GRANT APPLICATION

Each item **must** be answered. Attach additional pages, if necessary.

1. Please provide the **date range** of indexed records (mortgage, conveyance, marriage) currently accessible on the LCRAA portal.

Mortgage Index: From: _____ To: _____
Conveyance Index: From: _____ To: _____
Marriage Index: From: _____ To: _____

2. **Describe in detail** the project for which you are applying for a grant. Please include the **date ranges of records, number of books, number of pages, number of records**, etc. *if applicable*.

3. **Describe in detail** how this project benefits the ability of your office to make additional records available to users of the Statewide Portal.

**EXHIBIT A
GRANT PROJECT COST**

DESCRIPTION OF ITEM	ESTIMATED DAYS TO COMPLETE ITEM	ESTIMATED COST OF ITEM
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$
9.		\$
10.		\$
11.		\$
12.		\$
13.		\$
14.		\$
15.		\$
Total	days	\$

NOTE: Attach documentation supporting the estimated cost of each item listed above, *i.e.*, catalog advertisements or state contract. If applicable, provide the name of your current software provider.

Signature of LCRAA Member

Date

EXHIBIT B
CERTIFIED ASSURANCES

I hereby certify that all funds provided by the LCRAA grant will be used exclusively for project expenses described in the Grant Award Letter.

I hereby certify that adequate records will be maintained on all funds expended through the LCRAA grant.

I hereby certify that all equipment, software or services will be acquired in accordance with applicable provisions of the state procurement laws and rules and Ethics Code.

I hereby certify that no changes to project for which grant was awarded will be made without the prior written approval of LCRAA.

I hereby certify that in the event I am unable to complete the project for the amount of the grant funds awarded and do not have the funds to complete the project, I will notify LCRAA immediately.

I hereby certify that if participation in LCRAA is terminated prior to for 12 months following receipt of the last grant payment, I will return all grant funds to LCRAA.

I hereby certify I will account for all spent funds and/or return any unspent or unaccounted for funds.

I HEREBY CERTIFY THAT I WILL COMPLY WITH EACH ASSURANCE ABOVE.

Signature of LCRAA Member

Date