



ANNOUNCEMENT:

TECHNOLOGY GRANT FUNDS AVAILABLE

The Supreme Court of Ohio is pleased to announce the availability of grant funds to support local court technology projects. The funds will be used to address a variety of issues and situations where the lack of sufficient technology is a barrier to the efficient and effective administration of justice. Any court of appeals, common pleas court (or any division therein), municipal court, or county court is eligible to apply.¹

These grants are available under the Ohio Courts Technology Initiative, which was established to:

- (1) Facilitate the exchange of information and warehousing of data by and between Ohio courts and other justice system partners through the creation of an Ohio Courts Network
- (2) Deliver technology goods and services to courts
- (3) Operate the Commission on Technology and the Courts
- (4) Aid in the orderly adoption and comprehensive use of technology in Ohio courts

APPROPRIATE USE OF FUNDS

Technology grant funds may be awarded to courts for the following projects:

- (1) Connection to Ohio Courts Network (OCN)
- (2) Electronic transfer of final disposition data to the Computerized Criminal History (CCH) database
- (3) Minor upgrade to an existing case management system (CMS)
- (4) Upgrade to network infrastructure
- (5) Additional or replacement hardware (e.g., desktop computers, servers, etc.)
- (6) Additional or replacement software
- (7) Upgrade to or purchase of technology equipment
- (8) Purchase and installation of new or additional self-service kiosks for jurors, litigants, or probationers

¹ This funding does not apply to mayor's courts.

CONDITIONS OF FUNDS

The funds will be used for purchases of new or upgrades to current systems, hardware, or equipment, with the following conditions:

- (1) Execution of a grant agreement between the Supreme Court and the court selected for a grant
- (2) Confirmation of all purchases or upgrades made with grant funds must be provided to the Supreme Court within 30 days after notification of funding award or June 30, 2016, whichever comes first, (extensions may be granted upon request and review of submitted project plan)
- (3) A receiving court shall immediately notify the Supreme Court in writing of a decision to decline the grant award
- (4) All purchases or upgrades must be completed, installed, operational, and in use by September 1, 2016, (extensions may be granted upon request and review of submitted project plan)
- (5) The receiving court shall provide, upon request, any and all activity and financial reports related to the purchase under the grant to the Supreme Court
- (6) The funds will only address one-time costs, with any resulting maintenance or ongoing support costs being the responsibility of the local court
- (7) Funds may not be used for the replacement of the current CMS with another product and request for purchase (RFP) costs related to searching for a replacement
- (8) Funds may not be used to purchase tablets, cellular phones, or other mobile devices

OVERVIEW OF THE PROCESS

Interested courts should apply to the Supreme Court to be considered for funding. Applications will be accepted through **March 15, 2016**. Review of applications and selection will begin **March 16, 2016**. All requests for funding must be received electronically, by no later than close of business on March 15, 2016. Each applying court will be notified upon receipt of their request. Further notification will be made upon funding determinations. All funding notifications will be made on or before April 20, 2016.

Following the preliminary determination, the Supreme Court will work with qualifying individual courts to enter into grant agreements. The Supreme Court will issue a check to the applying court selected for a grant. Due to funding limitations, not all qualifying applicants may receive all of the funds requested.

Funding decisions will be made by the Supreme Court by considering factors such as connecting to OCN, automating the transfer of final dispositional data to the CCH database, improving access to justice, greater service to the public, positive impact on effective case management, case volume impacted by the award, overall costs, and confidence in completion within the stated timeframe.

Following procurement, installation, and implementation of the purchase or upgrade, the receiving court is to provide written notification to the Supreme Court.

INSTRUCTIONS ON HOW TO APPLY

If you would like to be considered for upgrade funding as described above, please complete the application process no later than the close of business on March 15, 2016. Applications are required to be submitted electronically. No paper applications will be considered.

Courts are eligible to submit grant applications for more than one project. The application and all application materials for each project request are allowed to be submitted together in one grant application packet.

The application requires the following information:

- (1) Court Contact Information: Name of the court seeking funding, name of the administrative or presiding judge, and physical address where purchase or upgrade(s) requested will be located
- (2) Lead Project Coordinator Contact Information: Project lead contact information (name, email, and phone number) for responses and follow up
- (3) Grant Details: If submitting multiple project requests on one application, each project request should complete a separate Grant Details section on the application. The application allows up to five separate project requests to be submitted as one application.
 - a. Sponsoring Judge or Court Division for each project request
 - b. Project Contact Name and Email, if different from the Lead Project Coordinator
 - c. Project Type: Select one project type from the list of appropriate use of funds listed above
 - d. Project Justification: A justification for the purchase or upgrade(s), including:
 - i A brief description of the type of purchase or upgrade(s) requested, with supporting documentation as appropriate (for example: upgrade of CMS to current version and new server for capacity, purchase of a juror check-in kiosk, etc.)
 - ii The audience for whom the purchase will serve
 - iii How the purchase will have a positive impact on the administration of justice
 - iv How the purchase will increase efficiency
 - v How the impact will be measured
 - vi A statement of financial need
- (4) Plan: Project plan, including:
 - a. The date you will start the project
 - b. The anticipated completion date
- (5) Financial: Financial documentation, including:
 - a. A total amount requested, based on estimate(s) received for the upgrade

- b. An estimate of financial contribution, also known as matching funds, that your court will provide to the project

Complete grant applications with the above information must be submitted electronically for consideration.

Grant information is available online at the Supreme Court's website at:
<http://www.sc.ohio.gov/grants>

Please submit your application and all supplemental information via email to:
techgrant@sc.ohio.gov.

APPLICATION SELECTION

Applications will be individually scored by an appointed review committee based on the following factors:

- Positively impact the administration of justice
- Impact a large portion of the court's case volume
- Improve operational efficiencies
- Increase court transparency
- Provide new services to the public
- Improve current service to the public
- Improve access to justice
- Improve court security
- Demonstrated ability to complete the project within the stated timeframe
- Demonstrated financial need

Please direct any questions to Nida Reid-Williamson, Grant Administrator, at
techgrant@sc.ohio.gov.