

**ANNOUNCEMENT:
TECHNOLOGY GRANT FUNDS AVAILABLE
Solicitation for Grant Applications**

1) Overview

The Supreme Court of Ohio is pleased to announce the continuation of the Technology Grant Fund (TGF). This fund supports local courts by providing financial resources to aid in the implementation of technology-based projects. Over the past two years, nearly \$5 million in award money has been distributed to courts state-wide. The Technology Grant Fund has aided in the completion of 218 projects in 72 of Ohio's 88 counties.

2) Scope of Grant

This year's grant cycle will continue the tradition of funding much-needed technology improvements for courts throughout the state. TGF 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

Courts are eligible to submit one application containing up to two project proposals for funding consideration.

3) Additional Requirements

Following the preliminary determination to fund a project proposal, the Supreme Court will work with qualifying individual courts to enter into grant agreements, obtain a copy of the court's W-9 and State Vendor Form. The Supreme Court will issue a check to the applying court selected for a grant. Following procurement, installation, and implementation of the purchase or upgrade, the receiving court is to provide written notification and documentation of expenses to the Supreme Court.

4) Terms and Conditions

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 the execution of a contract for services or confirmation of the purchase of all hardware, software, or goods made with grant funds must be provided to the Supreme Court within 30 days after notification of funding award,
- (3) A receiving court shall immediately notify the Supreme Court in writing of a decision to decline the grant award

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

- (4) All purchases or upgrades must be completed, installed, operational, and in use within 12-months after grant agreement is executed (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 of a funded project being the responsibility of the local court
- (7) Funds may not be used to purchase tablets, cellular phones, or other mobile devices

5) Format and Content of Grant Application

INSTRUCTIONS ON HOW TO APPLY

Interested courts should apply to the Supreme Court to be considered for funding. Applications are required to be submitted electronically through the Supreme Court of Ohio's website: <http://sc.ohio.gov/grants>. The application must be completed in its entirety and submitted electronically no later than the close of business on Wednesday, February 1, 2017.

No paper, fax, or email submissions will be considered. Courts are eligible to submit one application containing up to **two project proposals** for funding consideration. Each project proposal submitted will be reviewed independently. **No court will be eligible to receive more than two awards.**

A budget quality quote for costs associated with each project proposal must be attached to the application at the time of submission. The required format for this quote is PDF.

Each project submission may include a brief description for the following topics:

- (1) *Project Objective*: statement explaining the project's overall objective and measureable goals. If no statement is needed, please write "none" in the text box.
- (2) *Project Value*: statement explaining the project's value to the court, community, and/or justice partners. If no statement is needed, please write "none" in the text box.
- (3) *Implementation Plan*: statement summarizing the implementation plan including required training of staff to use items purchased with grant funds, long-term maintenance of equipment etc. If no statement is needed, please write "none" in the text box.

6) Evaluation Criteria

Funding priority will be given to projects that fall within the following guidelines, however any court may apply and all applications will be considered.

- (1) Applicant-court is located within an entity deemed by the Ohio Auditor to be in “Fiscal Emergency” or “Fiscal Watch.”²
- (2) Applicant-court has not previously been awarded grant funding during the 2015³ or 2016⁴ grant cycles.

Funding preference will be given to projects in the following order:

- (1) Upgrade to the court’s existing Case Management System (CMS) that improve caseflow⁵ and/or public access;
- (2) Upgrade, replacement, or purchase of other technology systems that improve caseflow or the fundamental duties⁶ of the court, or that improve public access;
- (3) Upgrade, replacement, or improvement to computer hardware or equipment that supports the CMS or other systems that impact caseflow or the fundamental duties of the court, or improve public access;
- (4) All other computer hardware and software or equipment, including physical security equipment related projects.

Applications will be ranked using the funding priorities and preferences as listed above. Each project submission will be individually scored by a review committee. Projects with the highest ranking score will be first awarded grant funds. Funds will be awarded to projects according to score until grant funds are exhausted. The following factors will be considered.

Does the project:

- (1) Improve operational efficiencies?
- (2) Improve access to justice and/or positively impact the administration of justice?
- (3) Increase court transparency?
- (4) Improve current service to the public or provides new services to the public?
- (5) Impact a large portion of the court’s overall case volume?
- (6) Demonstrate an ability to complete the project within the stated timeframe?

7) Submission of Grant Applications and Contact Information

Applications will be accepted between January 3, 2017 and through the close of business on February 1, 2017. All requests for funding must be received electronically, by no later than close of business on February 1, 2017. Each applying court will be notified upon receipt of their request. Further notification will

² For definitions of Fiscal Emergency and Fiscal Watch and for a list of entities in Fiscal Distress, see: <https://ohioauditor.gov/fiscal/local.html>

³ For a list of 2015 TGF Awardees, see: <http://courtnewsohio.gov/CNOReview/resources/techGrants.pdf>

⁴ For a list of 2016 TGF Awardees, see: http://www.courtnewsohio.gov/happening/2016/techGrantRecap_052016.pdf

⁵ For the purposes of the TGF, “caseflow” is defined as: the process by which courts move cases from filing to disposition.

⁶ For the purposes of the TGF, “fundamental duties of the court” is used to include: jury management, probation services, the collection of fines and fees, connection to the Ohio Courts Network (OCN), the electronic transfer of final disposition data to the Computerized Criminal History (CCH), and any other duty required by federal, state, or local law or the Rules of Superintendence

be made upon funding determinations. **All funding notifications will be made on or before March 3, 2017.**

Due to funding limitations, not all qualifying applicants may receive all of the funds requested. Due to the volume of applications received and reviewed, no specific feedback can be given to courts regarding unfunded projects.

If you would like to submit a project proposal to be considered for funding as described above, **please complete the application process no later than the close of business on February 1, 2017.** Grant information and application is available online at the Supreme Court's website at: <http://sc.ohio.gov/grants>.

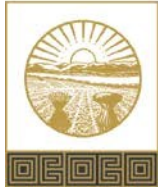
8) Applicable Policies

Applicants seeking grants from the Supreme Court of Ohio are subject to the Court's policies on Equal Employment Opportunity, Discrimination and Sexual Harassment, and Drug-Free Workplace.

9) Attachments

COURT TECHNOLOGY PROJECT IDEAS, below

Please direct any questions to: Grant Administrator, at techgrant@sc.ohio.gov.



COURT TECHNOLOGY PROJECT IDEAS

The following is a sample of projects that may be considered under the grant program. Please note, this list is not all-inclusive.

Preference (1): Upgrade to the court's existing Case Management System (CMS) that impacts caseflow

- Connection to OCN
- E-filing support
- Final dispositional data to the CCH database
- Online docketing system
- Upgrade to current case management system

Preference (2): Upgrade, replacement, or purchase of other technology systems that impact caseflow or the fundamental duties of the court

- Court messaging system that sends automated messages to court clients
- Court website design/redesign with an eye toward more interactive user-friendly site
- Cyber Security protection
- Online payment system for court costs and fines

Preference (3): Upgrade, replacement, or improvement to computer hardware or equipment that supports the CMS or other systems that impact caseflow or the fundamental duties of the court Transparency, such as:

- Upgrade to current server
- Cameras in the courtroom for remote language interpretation or video arraignment
- Purchase and maintenance costs for creating the civil protection wallet cards
- Wall-mounted flat-screen televisions to describe juvenile court proceedings (on a loop describing pleas, trials, disposition, and emergency orders)
- Kiosks for:
 - Check-in for delinquency and custody/visitation (using bar code scanners to ensure confidentiality)
 - Self-serve check-in of parties, jurors, etc.
 - Self-serve workstation for pro se litigants
 - Self-serve reporting for community supervision

Preference (4): All other computer hardware and software or equipment, including physical security equipment related projects

- (1) Security check-point equipment (magnetometer, wands, computerized imaging systems)
- (2) Enhanced security technology, such as surveillance cameras outside of court building
- (3) Interior cameras for courtroom waiting areas
- (4) Intercoms in court holding area
- (5) Panic Buttons for enhanced security within the court
- (6) Creation of fillable PDF forms

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