



THE SUPREME COURT *of* OHIO

TECHNOLOGY GRANT OPPORTUNITY REQUEST FOR GRANT APPLICATIONS

Section 1: Overview

The Supreme Court of Ohio (“Court”) is requesting grant applications for the continuation of providing Technology Grant funding. These funds support local Ohio courts by providing financial resources to aid in the implementation of technology-based projects. The Court will consider grant awards to applicants who complete a grant application.

Section 2: Requirements of Grant Applications

The current grant cycle will fund new or improvement technology projects for courts throughout Ohio. The Technology Grant Funds will be used to address a variety of projects where the lack of sufficient technology is a barrier to the efficient, effective, or safe administration of justice. The Court further has focused this opportunity on projects that improve services to the public, access to justice, and transparency.

Section 3: Period of Grant

The project period will be for twelve months beginning on or about June 1, 2025, and ending on or about May 31, 2026.

Section 4: Eligibility

Applicants must meet each of the following eligibility requirements:

- Be a court of appeals, common pleas court (or any division), municipal court, or county court in Ohio (mayor’s courts are not eligible applicants);
- Be authorized by an appropriate authority to submit an application;

Section 5: Grant Applications and Priority Consideration

Eligible courts must complete the online application located at: [Grants » Supreme Court of Ohio](#). Courts are eligible to submit one application containing one technology-focused project for funding consideration.

Funding priority will be given to projects with the highest scores in three priority categories: Applicant Priority in Subsection (A), Project Type Priority in Subsection (B), and Impact Priority in Subsection (C). Impact Priority scores will be based on the questions located in Section 6: Evaluation Criteria. Applications will be scored and weighted. All scores will then be aggregated into a final score. Applicants will be ranked by final score to establish a funding-priority list.

The criteria set forth in Subsection (B) are listed in order of priority for technology-related projects with (1) being the highest priority for funding.

(A) Applicant Priority considerations:

- Applicant court is located within an area deemed to be high need due to poverty level, fiscal emergency, or economic distress;
- Applicant court has not previously been awarded grant funding during the 2020–2024 grant cycles, excluding the 2020 Remote Technology Grant. The amount of a previous award may be a factor considered dependent upon available funding and applications received.

(B) Project Type Priority considerations:

- (1) Projects that utilize technology to modernize operations and increase efficiency and responsiveness to the public. Funding to implement e-filing¹ as an upgrade to Case Management System (“CMS”) or through third-party vendor.
- (2) Projects that support the judicial system with enabling technology infrastructure for essential services for the administration of justice. Funding for new or major upgrade to a CMS to improve caseflow processing, address backlogs, access to records, security of records, and/or public access to the courts.

Limitations

The Court has instituted a funding limitation by applying a limit of \$150,000.00 for each technology project request.

To the extent requests exceed funding, the Court reserves the right to limit award amounts by category or application to maximize the impact of the limited funds available.

Ineligible Costs

This grant will not support reimbursement for prior purchases, ongoing or recurring maintenance costs or personnel costs. Additionally, this cycle of the Technology Grant will not support security-related expenses and will only fund e-filing implementation and new or upgraded case management systems.

Required Attachments

A quotation from the vendor(s) for costs associated with the project proposal must be attached to the application at the time of submission. Quotes must be detailed with a breakdown of expenses in order to assess reasonableness of costs and include the vendor’s information. The required format for quotes is a PDF.

¹ *Electronic court filing (“ECF”), or e-filing, is the automated transmission of legal documents from an attorney, party, or self-represented litigant to a court, from a court to an attorney, and from an attorney or other user to another attorney or other user of legal documents.*

(C) Impact Priority considerations:

- (1) *Project Objective*: statement explaining the project, overall objectives, and expected measurable outcomes. The objective should include how the project will affect the access to justice or impact the administration of justice.
- (2) *Project Impact*: statement explaining the impact to the public, access to justice, and transparency, *if this project is not funded*.
- (3) *Project Value*: statement explaining the project's expected impact and value to the public, access to justice, and transparency. The statement should include how the project will impact services to the public.
- (4) *Implementation Plan*: statement detailing the implementation plan. The plan should include a timeline, the funding source for long-term maintenance, the source of funds for additional staff as needed, etc. The plan may describe project-management tasks and assignments and include staff members that will be involved in the project.

Applicants will have up to 2,000 characters (approximately 300 words) to respond to each of the four Impact Priority considerations. Applicant courts should consider the Evaluation Criteria in Section 6 when developing a response to each Impact Priority consideration.

Section 6: Evaluation Criteria

The Court will seek a sufficient number of volunteer peer reviewers from local Ohio courts to evaluate and score grant applications using the following criteria:

To what extent does the project:

- (1) Improve access to justice or positively impact the administration of justice?
- (2) Impact the public, access to justice, and transparency, if this project is not funded?
- (3) Increase transparency to the public or other external entities in proportion to the amount of funding requested?
- (4) Improve current services to the public or provide new services to the public?
- (5) Demonstrate a well-designed implementation plan by the vendor and/or applicant?

Each project submission will be scored by a peer-review committee. Applications will then be ranked using a combination of the Applicant Priority, Project Type, and Impact Priority weighted scores. Projects with the highest-ranking combined score will be recommended for grant funding. Funds will be awarded to projects until available funds are exhausted. Funding may be exhausted from highly scored applications in any level of priority category depending on the applications received.

If you are interested in volunteering to be a peer-reviewer, please email grants@sc.ohio.gov with your name, title, name of your court, and any potential conflicts of interest by February 28, 2025. Volunteers may still submit an application for funding. Peer-reviewers are not assigned applications for courts within their county or any neighboring county.

Section 7: Reporting Requirements

(A) General

Following procurement, installation, and implementation of the purchase or upgrade, the successful applicant must provide written notification of completion and documentation of paid expenses to the Court. All projects must be operational and in active use by May 31, 2026. Courts will provide documentation of the expenditure of all funds awarded or return remaining funds within 30 days of the end of the contract or project completion, whichever comes first.

(B) Failure to comply

Failure to comply with reporting requirements or other aspects of the grant agreement, could result in the termination of the award and reimbursement of grant funds to the Court.

Section 8: Payment of Grant

Successful applicants will receive payment one time within 30 days following receipt of a fully executed Grant Award Agreement.

Section 9: Terms and Conditions

(A) Rights of the Court

The Court reserves the right to refuse to fund applicants, propose different funding amounts in appropriate circumstances, and decline to fund any applicants should the Court not find any proposals acceptable.

Furthermore, the Court reserves the right to terminate a grant agreement and recoup any funds misspent by an applicant or not spent effectively by an applicant to complete the applicant's proposal. The Court may conduct site visits to observe and evaluate grant programs.

The Court reserves the right to audit any recipient to ensure compliance with the terms set forth in the application or grant agreement.

(B) Requirements of successful applicants

Successful applicants will be required to do the following, as applicable:

- Utilize program funds to implement the project as proposed;
- Meet all stated objectives of the grant award;
- Execute a Grant Award Agreement with the Court. A sample Grant Award Agreement is available at Appendix A;

- Provide confirmation of the execution of a contract for services or confirmation of the purchase of all items made with grant funds to the Court within 30 days after receipt of grant funds, if requested;
- Provide to the Court close out documentation of the project including copies of the vendor invoices and proof of payment within 30 days of the end of the contract or project completion, whichever comes first;
- Provide to the Court, upon request, any activity and financial reports related to the project;
- Utilize funds to address one-time costs only. Ongoing support costs or any resulting maintenance costs of a funded project is the responsibility of the receiving court;
- Utilize funds for authorized purposes only;
- Notify the Court in writing immediately of a decision to decline the grant award;
- Notify the Court of any changes to the contact information submitted within the application.

(C) Promotional materials and news releases

Successful applicants may be included in future outreach and promotional materials, as determined by the Court. Additionally, news releases and articles released throughout the program period by the Court may include informal updates about the program, as applicable.

Section 10: Submission of Grant Applications

All requests for funding must be received by the deadline through the online application accessed here: [Grants » Supreme Court of Ohio](#). Additional resources are available on the website to support the application process. Late applications will not be accepted.

Applications will be accepted from January 27, 2025, through 5:00 p.m. on February 28, 2025. Funding notifications are anticipated end of May 2025.

Section 11: Contact Information

Questions regarding this request may be submitted to Mallory Geib, Grant Administrator by email at techgrant@sc.ohio.gov or by phone at 614-387-9522.

An information session will be held to review the application process and answer questions. The session will be held on *Thursday, January 30 at 2:00pm*. Access to the session may be found here: [Grants » Supreme Court of Ohio](#).

Section 12: Applicable Policies

Applicants seeking grants from the Court are subject to the Court’s policies on equal employment opportunity, discrimination and sexual harassment, alcohol- and drug-free workplace, and a weapons- and violence-free workplace. The Court’s policies are attached at Appendix B.

Section 13: Attachments

- Grant Award Agreement
- Guidelines for Audit of Grant Award Funds
- Equal Employment Opportunity Policy

- Discrimination and Sexual Harassment Policy
- Alcohol and Drug Free Workplace Policy
- Weapons and Violence Free Workplace Policy