

## 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.

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### GENERAL INFORMATION

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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.

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## APPLICATION REQUIREMENTS

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An application (*limit one per quarter*) must be submitted on the Grant Application Form available on the Louisiana Clerks of Court Association website: [www.laclerksofcourt.org](http://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.
4. A copy of TWO (2) Vendor proposals including any third-party Vendor proposals

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## ELIGIBLE EQUIPMENT AND SERVICES

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Grants will be awarded to assist LCRAA members with acquiring hardware and software and related equipment, supplies, and services for the conversion of records to increase the records made available through the statewide portal, to facilitate electronic transactions or communications, to disseminate information to the public, or to facilitate the operations of any member during any declared emergency. LA R.S. 13:754 (E)(10)

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## APPLICATION DEADLINES

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

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

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## NOTIFICATION OF AWARDS

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

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## EVALUATION CRITERIA

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- Financial Needs Assessment
- Promotes current LCRAA Objectives
- Increases indices on Statewide Portal or access to records corresponding to indices on portal
- Length of time of Project
- Project Concept

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## DOCUMENTATION OF PROJECT COMPLETION

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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.

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## INFORMATION ON PUBLIC BID LAW

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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 <b>it is good public policy to obtain and document 3 verbal quotes, if possible.</b>
<\$30,000	No statutory requirement for bids or quotes but <b>it is good public policy to obtain 3 written quotes.</b>
\$30,000 - \$59,999	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.
>\$60,000	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.lla.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 \_\_\_\_\_ INDEXING

\_\_\_\_\_ CONVERSION SERVICES \_\_\_\_\_ SOFTWARE

\_\_\_\_\_ 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 two (2) Vendors proposals 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, civil and probate) currently accessible on the LCRAA portal.

Mortgage Index: From: \_\_\_\_\_ To: \_\_\_\_\_

Conveyance Index: From: \_\_\_\_\_ To: \_\_\_\_\_

Marriage Index: From: \_\_\_\_\_ To: \_\_\_\_\_

Civil Index: From: \_\_\_\_\_ To: \_\_\_\_\_

Probate 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***.

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

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**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.		\$
<b>Total</b>	<b>days</b>	\$

**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.**

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**Signature of LCRAA Member**

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**Date**