

## Electronic Recording Technology Fund Grant Application Form

### General Information

#### County Name

County Clerk & Recorder Name

Phone

Email

Alternant contact

Phone

Email

Mailing Address

City

State

Zip

#### County Tier

County budget cycle (calendar, fiscal) including dates

How many recordings do you do in a year?

How much do you collect of the \$1 Recording Technology Fee in an average year (over the last three years)?

How much money is in your technology fund?

### Recording Equipment Information

Is your county currently recording documents  Electronically  Manually

What is the age of your current software? What is the age of the equipment (hardware) for which you are applying? What is the expected life of the software and hardware?

What is the condition of your current software? What is the condition of the equipment (hardware) for which you are applying?

Who is your current vendor? What product and version do you currently use?

What is your current annual payment to your vendor and how is it calculated?

How and what kind of hosting is done with any parts of your recording system?

What is the term of your contract (dates) with your current vendor?

What percentage of your documents have been digitized? What percentage of your documents have been indexed? What will the percentage be if this grant application is approved?

What percentage of your documents are accessible on-line? What will the percentage be if this grant application is approved?

### Grant Information

Amount of grant request (no funding requests past the ERT Fund expiration on June 30, 2022).

What do you want to use the grant money for? Breakout the expenses and include bids, invoice or proposal with your request.

How do you plan to segregate grant funds from county funds?

Will any monies from your technology fund (cited in the application above) be used for the purpose(s) contained in the grant request? If yes, how much?

If no, explain the plans for the use of your technology fund.

What specifically do you want to purchase (if equipment)?

If the grant is for temporary staff, what specific project will the staff be working on? (Please attach a Statement of Work).

Will this be (or was this) a competitive bid process (RFP) or an upgrade to an existing system?

Will the grant award increase your annual maintenance costs? If so, do you have a long-term plan to budget for the increase?

Why are you applying for grant funds?

Describe how the funds will be used to achieve the stated business purpose and core goals.

- A) To assure the security, accuracy and preservation of public records
  
- B) To maintain the privacy of personal identifying information, on line access.
  
- C) To assure that the sequence in which documents are received by a clerk are accurately reflected to the greatest extent practicable
  
- D) Funds will provide for online public access to public records
  
- E) Assure that electronic filing systems used in different counties are similar so as to facilitate the submission and searching of electronic records.

With my signature below, I do hereby certify that I have read, understand, and support the above application for grant funds through the Electronic Recording Technology Board.

\_\_\_\_\_  
Signature of County Clerk & Recorder

\_\_\_\_\_  
Date