

Frequently Asked Questions: Technology Grant Funds

Multiple Projects / Multiple Courts

Q: May a court submit more than one application?

A: Yes. Courts are eligible to submit a grant funding request for more than one project. The application allows the court to request up to five separate project requests within one application. If needed, courts may submit more than one application. See “Instructions on How to Apply,” page 3: http://www.sc.ohio.gov/grants/TechGrant_distributed.pdf.

Q: Are funds available for multiple projects?

A: Yes, however each project will be considered and granted separately. One application can include up to five separate project requests.

Q: The Judge presides over multiple divisions of a common pleas court, should the grant request be made together or a separate request made for each division?

A: Please list the name of the court seeking funding, the name of the administrative or presiding judge, and the physical address where the purchase or upgrade(s) requested will be located. If the project spans multiple divisions, only one application per designated collaboration is needed.

Q: Can courts apply together for funds?

A: Yes. Instructions for applications are on page 3, here: <http://www.sc.ohio.gov/grants/techGrant.pdf>

Q: May the Clerk of Courts apply for funds?

A: No, only a court of appeals, common pleas court (or any division therein), municipal court, or county court is eligible to apply. Clerks should contact their court regarding this funding opportunity.

Money Available

Q: Are matching funds required?

A: Although matching funds are not required, an applying court should demonstrate the contribution they are providing to the project, if any, as well as a statement of justification. See <http://www.sc.ohio.gov/grants/> for a detailed list of the information requested.

Q: What is the maximum dollar amount to be awarded?

A: The amount of money awarded is contingent upon a demonstrated lack of sufficient technology as a barrier to the efficient and effective administration of justice.

Q: How much money is available?

A: The amount of money distributed will be based on the need demonstrated through grant funding applications.

Q: What happens if the cost of the project changes?

A: If the estimated cost of the project increases, the local court must cover this change in cost. Additional money will not be made available through the grant program. The local court is not required to use the vendor that submitted the application if there is a better alternative. If the estimated cost of the project decreases, please notify the grant administrator at the Supreme Court before issuing any return of funds.

Required Documentation

Q: My computer cannot open, complete or save documents as PDF, as required. What should I do?

A: Many free, web-based PDF generators are available. Use google to locate an option that fits your court's needs. You can find the newest free version of Acrobat Reader by clicking "[here](#)".

Q: What should the justification statement include?

A: For a full list of information needed to request funds, and provide justification for your project request, see Page 3: <http://www.sc.ohio.gov/grants/techGrant.pdf>

Q: Both the County and the Court use the same FIN, under which name should I apply?

A: The court to which the check will be issued should a grant be awarded. The proper Federal ID Number and name designation of the grantee should be provided on the application.

Timeline

Q: Does the project have to be completed by September 15, 2016?

A: All purchases or upgrades must be completed, installed, operational, and in use by September 15, 2016 (extensions may be granted upon request and review of submitted project plan).

Q: If the project is already started or completed, can I apply for funds?

A: Yes. The application to fund any upgrade or project requires an estimate evidenced by an official vendor proposal with anticipated cost, prepared within 30 days preceding the date of the grant application as well as a statement of financial need. For a complete list of information required to request funding, see Page 3: <http://www.sc.ohio.gov/grants/techGrant.pdf>

Grant process timeline	Deadline Description
Monday January 11, 2016 - Tuesday March 15, 2016	Courts may apply for consideration for funding during this time period
Wednesday March 16, 2016 - Wednesday April 13, 2016	Review of applications
Wednesday April 20, 2016	Awards announced via email
Wednesday May 4, 2016	Signed grant contracts must be returned to the Supreme Court of Ohio
30 days after receipt of funds	Confirmation of purchase or upgrades made with grant funds due (extensions may be granted upon request and review of submitted project plan)
Thursday September 15, 2016	Purchases or upgrades made with grant funds must be completed, installed, operational, and in use (extensions may be granted upon request and review of submitted project plan)
Monday October 3, 2016	Pictures of completed projects sent to techgrant@sc.ohio.gov

After Receiving the Grant Award

Q: Is the vendor document still needed if money will only be used for internal upgrades on equipment?

A: Yes. The Vendor Information Form (here: <http://www.sc.ohio.gov/grants/vendorInfo.pdf>) must be included with the signed contract in order for a check to be issued, should a grant be awarded. The vendor will be the court itself, not an outside entity. Please be sure to verify the proper Federal ID Number, name designation, and address of the vendor. If the court has previously completed a vendor information form & W9 with the Supreme Court of Ohio, and there have been no updates to that information, then a new vendor form and W9 will not be required.

Q: Where may I find the Vendor Information sheet?

A: <http://www.sc.ohio.gov/grants/vendorInfo.pdf>

Please direct any questions not answered here to Nida Reid-Williamson, Grant Administrator, at: techgrant@sc.ohio.gov.