

# Association of Arkansas Counties Automated Records Systems Fund

**Administered by the County Recorder  
of the  
Class 6 and Class 7 counties in Arkansas**

## **Eligibility**

Applicants are limited to Class 1 through Class 5 counties in Arkansas.  
(See "Eligibility," page 2)

## **Deadline**

The deadline for applications is Sept. 30<sup>th</sup> to be awarded by Jan 1<sup>st</sup>.  
All applications will be reviewed in the order that they were received.  
Substantially all of the proceeds in the Automated Records Funds must by law  
be appropriated by the end of each fiscal year.

## **Contact Information**

For assistance with the requirements of this application, contact your district Committee  
member (listed on page 2-3) or the Program Coordinator, at:

Rhonda Wharton, Faulkner County Circuit Clerk

P.O. Box 9

Conway, AR 72033

Phone: 501-450-4911

Fax: 501-450-4948

E-Mail: [rwharton@faulknercounty.org](mailto:rwharton@faulknercounty.org)

District Committee Members and the counties they represent are as follows:

Brenda DeShields  
Benton County Circuit Clerk  
215 East Central  
Bentonville, AR 72712  
Phone: 479-271-1015  
Fax: 479-271-5719  
E-Mail: [bdshields@co.benton.ar.us](mailto:bdshields@co.benton.ar.us)  
Carroll County  
Boone County  
Marion County  
Baxter County  
Stone County  
Fulton County  
Izard County  
Sharp County

Rhonda Wharton  
Faulkner County Circuit Clerk  
P.O. Box 9  
Conway, AR 72033  
Phone: 501-450-4911  
Fax: 501-450-4948  
E-Mail: [rwharton@faulknercounty.org](mailto:rwharton@faulknercounty.org)  
Lawrence County  
Independence County  
Van Buren County  
Cleburne County  
Conway County  
White County  
Perry County  
Lonoke County  
Prairie County

Doris Tate  
Sebastian County Clerk & Recorder  
35 South Sixth Street  
Ft. Smith, AR 72901  
Phone: 479-782-5065  
Fax: 479-784-1567  
E-Mail: [dtate@co.sebastian.ar.us](mailto:dtate@co.sebastian.ar.us)  
Scott County  
Polk County  
Montgomery County  
Howard County  
Pike County  
Sevier County  
Little River County  
Miller County

Ann Hudson  
Craighead County Circuit Clerk  
511 S. Main Street  
Jonesboro, AR 72401  
Phone: 870-933-4530  
Fax: 870-933-4534  
E-Mail: [ahudson@craigheadcounty.org](mailto:ahudson@craigheadcounty.org)  
Randolph County  
Clay County  
Greene County  
Mississippi County  
Jackson County  
Poinsett County  
Cross County  
Woodruff County

Bette Stamps  
Washington County Circuit Clerk  
280 North College Ave.  
Fayetteville, AR 72701  
Phone: 479-444-1538  
Fax: 444-1537  
E-Mail: [bstamps@co.washington.ar.us](mailto:bstamps@co.washington.ar.us)  
Madison County  
Newton County  
Searcy County  
Crawford County  
Franklin County  
Johnson County  
Pope County  
Logan County  
Yell County

Doug Kidd  
Saline County Circuit Clerk  
200 North Main Street  
Benton, AR 72015  
Phone: 501-303-5615  
Fax: 501-778-8464  
E-Mail: [dkidd@salinecounty.org](mailto:dkidd@salinecounty.org)  
Grant County  
Cleveland County  
Calhoun County  
Bradley County  
Drew County  
Union County  
Ashley County  
Chicot County

Vicki Rima  
Garland County Circuit Clerk  
501 Ouachita Street  
Hot Springs, AR 71901  
Phone: 501-622-3630  
Fax: 501-609-9043  
E-Mail: [Vicki@garlandcounty.org](mailto:Vicki@garlandcounty.org)  
Hot Spring County  
Columbia County  
Dallas County  
Hempstead County  
Nevada County  
Ouachita County  
Lafayette County

Pat O'Brien  
Pulaski County Circuit Clerk  
401 West Markham, Ste. 100  
Little Rock, AR 72201  
Phone: 501-340-8500  
Fax: 501-340-8340  
E-Mail: [Pat.Obrien@pulaskiclerk.com](mailto:Pat.Obrien@pulaskiclerk.com)  
St. Francis County  
Lincoln County  
Desha County  
Arkansas County  
Phillips County  
Monroe County  
Lee County  
Crittenden County

Lafayette Woods  
Jefferson County Circuit Clerk  
101 W. Barraque St.  
Pine Bluff, AR 71601  
Phone: 870-541-5311  
Fax: 870-541-5453  
Clark County  
Poinsett County  
Stone County  
Prairie County  
Montgomery County  
Pope County  
Grant County

## **The Association of Arkansas Counties Automated Records Systems Fund Committee**

The Association of Arkansas Counties is a non-profit, domestic corporation that maintains the funds of the Automated Records Systems account. Established under Act 615 of 2007, there is created on the books of the Association of Arkansas Counties a trust fund to be known as the "**Automated Records Systems Fund**". Class 6 and Class 7 counties in the State of Arkansas shall fund the Automated Records Systems Fund. The Fund shall be administered by a committee comprised of the county recorders of the counties in Class 6 and Class 7 to be known as the "**Automated Records Systems Fund Committee**".

The focus of the Automated Records Systems Fund is to provide grants to support Class 1 through Class 5 counties in their efforts to improve office automation for the recorder's office.

### **General Information and Eligibility**

The Automated Records Systems Fund (ARSF) is designed to assist Class 1 through Class 5 counties to implement and/or upgrade automation through the grant program.

Classes 1 through Class 5 counties wishing to apply for a grant under the Automated Records Systems Fund are required to apply through the county recorder's office. To be considered eligible, all applications must be signed by the county recorder and approved by the quorum court.

Counties must follow state procurement guidelines.

**Grant funds may not be used to reimburse any items purchased prior to grant award.**

### **What Type of Projects are Eligible?**

Technology to improve the automation of the Circuit Clerks office and/or the services that office may provide.

#### **Examples Include:**

- Computer stations
- Computer software and hardware
- Computer training/class etc.
- Equipment and software for Digital imaging of documents

## What Type of Projects are Ineligible?

### Examples Include:

Salaries of non-Information Technology employees  
Transfers of money to other county offices  
Travel

### Matching Requirement - No match is required

### Application Process

Applications will be available throughout the fiscal year. Fiscal year 2009 application will be accepted on a first come, first serve basis at the following electronic or physical address:

Association of Arkansas Counties  
1415 West Third Street  
Little Rock, AR 72201  
Phone: 501-372-7550  
[www.arcountries.org](http://www.arcountries.org)

Faxes of applications will not be accepted.

### Submitting an Application

Complete the five page application, cost estimate breakdown, certification letter, Quorum Court approved resolution, operating budget for current year.

(If you have questions concerning this documentation please contact the Program Coordinator, Rhonda Wharton, at Faulkner County Circuit Clerk, P.O. Box 9, Conway, AR 72033, Phone: 501-450-4911, fax: 501-450-4948, E-Mail: [rwharton@faulknercounty.org](mailto:rwharton@faulknercounty.org))

The local County Recorder must sign the following documents for the application to be considered complete:

- Application
- Certification letter

Applicants must submit an original application with original signatures either electronically, hand delivery or via mail:

**Note: If you are not positive that your project is eligible or feel you have Extenuating Circumstances, please call and speak to your District Committee Member listed on pages 2-3.**

## Award Information

All awards are subject to the availability of funds. It is anticipated that awards should be awarded no later than June 30<sup>th</sup> of each year. However, awards will be made throughout the year.

### Project Completion Reporting Requirements and Responsibilities Notice: There will be a six month follow up

All project expenditures must be completed within **six** months after the date of the award. Upon completion of your project the following documentation must be submitted to your program coordinator. This must be done no more than **60** days following project completion. Copies should remain on file in the office of the recorder for three years or until audited.

- ◆ Complete Certification of Completion form and sign. (form attached)
- ◆ Copy of invoices/receipts for project expenditures listed on the Certification of Completion.
- ◆ Copy of cancelled check(s)

Program coordinators contact information:

Rhonda Wharton  
E-Mail: [rwharton@faulknercounty.org](mailto:rwharton@faulknercounty.org)  
Faulkner County Circuit Clerk  
P.O. Box 9  
Conway, AR 72033  
Phone: 501-450-4911  
Fax: 501-450-4948

### Check List

\_\_\_\_\_ Application Signed

\_\_\_\_\_ Cost Estimate Breakdown

\_\_\_\_\_ Backup documentation from ALL items listed in the project cost estimate. Only one estimate is required for each item. Estimates can also be in the form of advertisements.

\_\_\_\_\_ Items of public input support. **Not Required**. This could include support letters for the project from the local community's state senator, state representative, members of the community, collaborators involved with the project.

\_\_\_\_\_ Resolution Signed

\_\_\_\_\_ Certification Letter Signed

# Automated Records Systems Grant Application

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County Name \_\_\_\_\_

County Address \_\_\_\_\_

\_\_\_\_\_

County Circuit Clerk/Recorder \_\_\_\_\_

County Judge \_\_\_\_\_

State Senator \_\_\_\_\_ Senate District Number \_\_\_\_\_

State Representative \_\_\_\_\_ House District Number \_\_\_\_\_

Amount for which you are applying \_\_\_\_\_

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1) Describe the project/equipment for which you are applying? (30 pts)

**2) How many people will this impact? (20 pts)**

**3) How will this project affect or benefit the public? (40 pts)**

**4) List other equipment, facilities, and other resources currently being used that are relevant to your application and what condition they are in. (10 pts)**

**5) Current Recorder Fund Balance. Please provide one full year's expenditure sheet (e.g. 2007 or last twelve months). Describe the general uses of the Recorder Fund in your county.**

## Cost Estimate Breakdown

ITEM	COST
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
7. _____	\$ _____
8. _____	\$ _____
9. _____	\$ _____
10. _____	\$ _____
11. _____	\$ _____
12. _____	\$ _____
13. _____	\$ _____
14. _____	\$ _____
15. _____	\$ _____
16. _____	\$ _____

**Total Project Cost \$ \_\_\_\_\_**

**Note: Must attach backup documentation. Cost estimates from a vendor or catalog advertisements**

**Circuit Clerk**

**County Judge**

**Contact Name** \_\_\_\_\_

**Title** \_\_\_\_\_

**Address** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_

**Day Phone** \_\_\_\_\_

**Evening Phone** \_\_\_\_\_

**Fax** \_\_\_\_\_

**E-mail Address** \_\_\_\_\_

**ADDITIONAL INFORMATION NEEDED SHOULD  
THIS APPLICATION BE CHOSEN FOR FUNDING**

**Local Newspaper:** 1) \_\_\_\_\_ 2) \_\_\_\_\_

**Address:** 1) \_\_\_\_\_ 2) \_\_\_\_\_

**City/State/Zip:** 1) \_\_\_\_\_ 2) \_\_\_\_\_

With my signature below, I do hereby certify that I have read, understand, and support the above application for grant funds through the Association of Arkansas Counties. I am stating that the funds provided by this grant will be utilized to automate the office of Circuit Clerk as requested in the application. **I further certify that I have read, understand, and agree to abide by the rules and regulations governing the grant programs.**

\_\_\_\_\_  
Signature of County Judge/Date Signed

\_\_\_\_\_  
Signature of Circuit Clerk/Recorder/Date Signed

Please carefully review the application and be sure that you have completely answered every question. Applications will be accepted either by e-mail or by mail, but not by fax. There is no deadline for an application. However, all applications will be considered in the order received throughout the year.

**Please mail application to:  
Association of Arkansas Counties  
1415 West Third Street  
Little Rock, AR 72201**