

Association of Arkansas Counties Automated Records Systems Fund

2024 Application

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 to turn in the applications to the AAC is August 31, 2024.
All applications received on or before the deadline will be reviewed.
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 Committee Chair at:
Sharon Brooks, Sebastian County Clerk and Recorder
35 South Sixth Street
Ft. Smith, AR 72901
Phone: 479-782-5065
Fax: 479-784-1567
sbrooks@co.sebastian.ar.us

***Note* If you have not completed the Certificate of Completion form for the Fiscal Year you will not
be eligible for the current Fiscal Year.**

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: brenda.deshields@bentoncountyar.gov

Carroll County
Boone County
Marion County
Baxter County
Stone County
Fulton County
Izard County

Nancy Eastham
Faulkner County Circuit Clerk
P.O. Box 9
Conway, AR 72033
Phone: 501-450-4911
Fax: 501-450-4948
E-Mail:

nancy.eastham@faulknercounty.org
Lawrence County
Independence County
Pope County
Cleburne County
Conway County
Perry County
Jefferson County

Sharon Brooks-Chair
Sebastian County Clerk & Recorder
35 South Sixth Street
Ft. Smith, AR 72901
Phone: 479-782-5065
Fax: 479-784-1567
E-Mail: sbrooks@co.sebastian.ar.us

Scott County
Polk County
Miller County
Howard County
Pike County
Sevier County
Little River County

David Vaughn
Craighead County Circuit Clerk
511 S. Main Street
Jonesboro, AR 72401
Phone: 870-933-4530
Fax: 870-933-4534
E-Mail: dvaughn@craigheadcounty.org

Randolph County
Clay County
Greene County
Mississippi County
Jackson County
Poinsett County
Sharp County

Kyle Sylvester
Washington County Circuit Clerk
280 North College Ave.
Fayetteville, AR 72701
Phone: 479-444-1538
Fax: 444-1537
E-Mail: ksylvester@co.washington.ar.us

Madison County
Newton County
Yell County
Crawford County
Franklin County
Johnson County
Logan County

Myka Bono Sample
Saline County Circuit Clerk
200 North Main Street
Benton, AR 72015
Phone: 501-303-5615
Fax: 501-778-8464
E-Mail: myka.sample@salinecounty.org

Union County
Ashley County
Chicot County
Bradley County
Drew County
Montgomery County

Kristie Womble Hughes
Garland County Circuit Clerk 501
Ouachita Street
Hot Springs, AR 71901
Phone: 501-622-3630
Fax: 501-609-9043
E-Mail: kristie@garlandcounty.org
Hot Spring County
Columbia County
Hempstead County
Nevada County
Ouachita County
Lafayette County

Terri Hollingsworth
Pulaski County Circuit Clerk
401 West Markham, Ste. 100
Little Rock, AR 72201
Phone: 501-340-8500
Fax: 501-340-8340
E-Mail: thollingsworth@pulaskiclerk.com
Desha County
Lincoln County
Arkansas County
Phillips County
Monroe County
Lee County

Deborah Oglesby
Lonoke County Circuit Clerk 101 301 N.
Center St., Suite 202
Lonoke, AR 72086
Phone: 501-676-2316
Fax: 501-676-3014
E-Mail:
deborah.oglesby@lonokecircuitclerk.com
Clark County
Prairie County
Grant County
Cleveland County
Calhoun County
Dallas County

Sara Brown
White County Circuit Clerk
Courthouse Square
Searcy, AR 72143
Phone: 501-279-6203
E-Mail: sara.brown@whitecircuitclerk.com
Searcy County
Van Buren County
Woodruff County
Cross County
Crittenden County
St. Francis 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 employees
Transfers of money to other county offices
Travel

Matching Requirement - No match is required

Submitting an Application

Applications can be found at www.arcountries.org

1. Complete the five-page application
2. Cost estimate breakdown
3. Certification letter from Quorum Court
4. Court approved Resolution
5. Operating budget for current year

If you have questions concerning this documentation, please contact the Program Coordinator, or your Committee representative listed on pages 2-3.

List the name of the Program Coordinator

Applicants must submit an original application with original signatures either electronically, hand delivery or via mail to the following address or e-mail:

Association of Arkansas Counties: Attention Josh Curtis
1415 West Third Street
Little Rock, AR 72201
Phone: 501-372-7550
jcurtis@arcountries.org

Faxes of applications will not be accepted.

Award Information

All awards are subject to the availability of funds. It is anticipated that awards should be awarded no later than October 30th of each year. However, awards may be made at other times throughout the year.

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

All project expenditures must be completed by July 31 of the following year after the date of the award. Upon completion of your project the following documentation must be submitted to Association of Arkansas Counties. 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. If all funds granted are not expended, they must be refunded to the **ARSF Grant Fund**.

Check List

- _____ Application Signed
- _____ Cost Estimate Breakdown
- _____ Backup documentation from ALL items listed in the project cost estimate.
- _____ In the interest of getting the best value we require you to have at least two price quotes.
- _____ 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 (*Be sure to get your Resolution early enough to include with packet*)
- _____ Certification Letter Signed
- _____ Complete Certification of Completion form and sign. (If applicable) (form attached)
Copy of invoices/receipts for project expenditures listed on the Certification of Completion. Copy of cancelled check(s)

Automated Records Systems Grant Application

County Name _____

County Address _____

County Circuit Clerk/Recorder _____

County Judge _____

Amount for which you are applying _____

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

2) How many people will this impact?

3) How will this project affect or benefit the public?

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

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

6) Is this an ongoing project? If yes please explain

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

Contact Name: _____
Title: _____
Address: _____
City, State, Zip: _____
Day Phone: _____
Evening Phone: _____
Fax: _____
E-mail Address: _____

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. However, all applications will be considered in the order received throughout the year.

CERTIFICATION LETTER

Date:

Association of Arkansas Counties (AAC)
Automated Records Systems Fund Grant: Attention Josh Curtis
1415 West Third Street
Little Rock, AR 72201

Dear Clerks of Automated Records System Fund:

On Behalf of _____ County, I am writing to request your assistance in securing a grant under the AAC Automated Records System Fund. Proceeds from the Recorders Grant, if awarded, will be used solely for the following project of the Circuit Clerk, as outlined in the enclosed application:

To hire a company to scan old deed books that are falling apart.

All grant documentation will remain on file in the County for three years or until audited (whatever is later), to assure that funds were used for the purpose for which they were made available.

If additional information is needed concerning this project, please feel free to contact the Circuit Clerk, _____.

Thank you for your consideration.

Sincerely,

Circuit Clerk

County Judge

RESOLUTION 2021-R-1

BE IT RESOLVED BY THE QUORUM COURT OF THE COUNTY OF _____, STATE OF ARKANSAS,
THAT: "A RESOLUTION AUTHORIZING THE COUNTY JUDGE OF _____ COUNTY TO APPLY FOR A
GRANT ON BEHALF OF THE _____ COUNTY CIRCUIT CLERK".

WHEREAS, _____ County is applying for a grant, through the Association of Arkansas Counties, to scan County Land Records to a fully integrated land records management software system; and

WHEREAS, the proposed scanning will also give an updated public search product for our courthouse search stations as well as remote access for those who wish to search from home or their office; and

WHEREAS, the purpose to preserve the history for our future generations; and

WHEREAS, the Quorum Court of _____ County, Arkansas, recognizes the need for this project, concurs its importance, understands there will be no cost to the County for this Grant and wholeheartedly supports the efforts to proceed with this project.

NOW THEREFORE BE IT RESOLVED that the County Judge of _____ County is hereby authorized to apply a grant from the Association of Arkansas Counties for the purpose of securing grant funds in the amount of \$_____ to aid and assist the proposed project described herein and the County Judge is further authorized to administer the grant funds for the said project.

DATE: _____

APPROVED: _____
COUNTY JUDGE

ATTEST: _____
COUNTY CLERK

**AUTOMATED RECORDS SYSTEMS
CERTIFICATION OF COMPLETION**

Funds Receive in Year_____ COUNTY_____

Detailed Report of Expenditures (Items Purchased and Amount) Please Note -
Attach copies of invoices and checks.

Month/Day/Year	Item	Cost

Total Project Cost: \$ _____

Total Grant funds Spent: \$ _____

Amount of Grant Funds Remaining: \$ _____

I hereby certify that the Automated Record Systems Grant funds have been spent in compliance with the program award and subject to any and all conditions specified therein.

Signature of County Judge

Date

Signature of Circuit Clerk

Date