

# Association of Arkansas Counties Automated Records Systems Fund

## 2022 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, 2022.  
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@seb.countyservice.net

**\*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](mailto:brenda.deshields@bentoncountyar.gov)

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

Crystal Taylor-Vice Chair  
Faulkner County Circuit Clerk  
P.O. Box 9  
Conway, AR 72033  
Phone: 501-450-4911  
Fax: 501-450-4948  
E-Mail: [crystal.taylor@faulknercounty.org](mailto:crystal.taylor@faulknercounty.org)

Lawrence County  
Independence County  
Pope County  
Cleburne County  
Conway County  
Perry County  
Lonoke 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@seb.countyservice.net](mailto:SBrooks@seb.countyservice.net)

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

Candace Edwards  
Craighead County Circuit Clerk  
511 S. Main Street  
Jonesboro, AR 72401  
Phone: 870-933-4530  
Fax: 870-933-4534  
E-Mail: [cedwards@craigheadcounty.org](mailto:cedwards@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](mailto: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](mailto:myka.sample@salinecounty.org)

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

Jeannie Pike  
Garland County Circuit Clerk 501  
Ouachita Street  
Hot Springs, AR 71901  
Phone: 501-622-3630  
Fax: 501-609-9043  
E-Mail: [jpik@garlandcounty.org](mailto:jpik@garlandcounty.org) Hot  
Spring County  
Columbia County  
Hempstead County  
Nevada County  
Ouachita County  
Lafayette 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](mailto:deborah.oglesby@lonokecircuitclerk.com)  
Clark County  
Prairie County  
Grant County  
Cleveland County  
Calhoun County  
Dallas 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](mailto:thollingsworth@pulaskiclerk.com)  
Desha County  
Lincoln County  
Arkansas County  
Phillips County  
Monroe County  
Lee County

Tami King  
White County Circuit Clerk  
Courthouse Square  
Searcy, AR 72143  
Phone: 501-279-6203  
E-Mail: [trainsking@hotmail.com](mailto:trainsking@hotmail.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](http://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](mailto: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 30<sup>th</sup> 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

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

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

\_\_\_\_\_

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

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

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

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**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,

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Circuit Clerk

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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

