

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 to turn in the applications to the AAC is August 31 of the current year.*
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

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.desields@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

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

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

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

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
Hot Spring County
Columbia County
Hempstead County
Nevada County
Ouachita County
Lafayette County

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

Lafayette Woods
Jefferson County Circuit Clerk
101 W. Barraque St.
Pine Bluff, AR 71601
Phone: 870-541-5311
Fax: 870-541-5453
E-Mail: lafayette1956@yahoo.com
Clark County
Prairie County
Grant County
Cleveland County
Calhoun County
Dallas County

Tami King
White County Circuit Clerk
Courthouse Square
Searcy, AR 72143
Phone: 501-279-6203
E-Mail: 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

Application Process

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

Association of Arkansas Counties
Attn: Josh Curtis
1415 West Third Street
Little Rock, AR 72201
Phone: 501-372-7550
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, or your Committee representative listed on pages 2-3.

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:

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

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 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 within **six** months 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.

- ◆ 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)

Mail or Email Applications and Certificates of Completion to Association of Arkansas Counties

Attn: Josh Curtis
1415 West Third Street
Little Rock, AR 72201
Phone: 501-372-7550
smoore@arcounties.org

www.arcounties.org

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

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.

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

**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