

GRANT ANNOUNCEMENT

The Court Management Information Systems Office (CMIS) of the Louisiana Supreme Court invites District Court Clerks to apply for grant funding to implement technology solutions to improve reporting traffic and DWI dispositions.

CMIS is seeking opportunities to award grant funding to improve the reporting of commercial driver violations by Louisiana courts. The technology solutions include the implementation or upgrade of **Court Case Management Systems** (Traffic and Criminal modules) and/or the **Electronic Exchange** of citation data.

The purpose of the grant is to improve the completeness, accuracy and timeliness of disposition information transmitted to the Office of Motor Vehicles (OMV) through the Louisiana Supreme Court traffic repository so courts are in compliance with the reporting requirements of LA RS 32:393.C.(1)(b)(i) – 10 days for CDL violations and 32:393.C.(1)(b)(ii) – 30 days for non-CDL violations.

Please find the grant announcement below, which outlines the requirements for funding.

This funding will be available to eligible Judicial District Courts for two (2) separate activities:

1. Case Management Systems
2. Data Sharing / Exchange

Louisiana District Court Clerks are invited to apply for grant funding for one or both of these activities.

Each activity will implement technology solutions to improve the completeness, accuracy and timeliness of disposition information transmitted to the Louisiana Office of Motor Vehicles (OMV) through the Louisiana Supreme Court traffic repository:

1. Case Management Systems

Implement or upgrade the court case management system for electronic reporting of case disposition data.
2. Data Sharing / Exchange

Implement an electronic exchange of citation data. This includes data sharing between courts and law enforcement or District Attorneys.

Courts may apply for both CMS and Data Sharing. This will require two (2) applications: one for the CMS and another for the Data Sharing. The Data Sharing application will include materials from each of the agencies participating, such as law enforcement and/or District Attorneys.

Who is Eligible to Apply?

1. Case Management Systems

Clerks of the Louisiana District Courts are invited to submit an application for funding to upgrade court case management systems.

2. Data Sharing / Exchange

Clerks of the Louisiana District Courts, District Attorneys and Parish Sheriff Offices are invited to submit a joint application for funding for their jurisdiction.

When are Applications Due?

Complete applications are due March 31, 2016 and should be forwarded via regular mail to Norman Gobert.

If your court is not able to submit a complete application by the deadline, CMIS has applied for the next round of grant funding for courts, but this is no guarantee that future funding will be available

Norman Gobert  
CMIS Director  
Louisiana Supreme Court  
400 Royal Street, Suite 1190  
New Orleans, La 70130

What is Required to Apply?

1. Case Management Systems	2. Data Sharing / Exchange
<div>1. A signed cover letter of application from the Clerk of Court on <b>Court Letterhead Stationery</b></div> <div>2. A completed <a href="#">Funding Application</a> which includes:<ul style="list-style-type: none"><li>A fully signed and executed <a href="#">memorandum of agreement</a><ul style="list-style-type: none"><li>A detailed proposal from the vendor(s) for that includes cost and an implementation schedule with the project completion date no later than 9/30/2016.</li></ul></li><li>A copy of a signed <a href="#">Certified Assurances</a> provided as part of this packet</li><li>A completed <a href="#">Security Survey Form</a> provided as part of this packet</li><li>A completed <a href="#">XML data format</a> compliance form provided as part of this packet</li><li>A signed copy of the <a href="#">public bid law memo</a> provided as part of this packet, from the Clerk of Court, printed on appropriate letter head stationery</li></ul></div> <div>3. A sample copy of the citation or charging instrument used by the jurisdiction applying for this grant</div>	<div>1. A signed cover letter of application from the <b>Clerk of Court on Letterhead Stationery</b></div> <div>2. A signed cover letter of application from the District Attorney on <b>DA Letterhead Stationery</b></div> <div>3. A signed cover letter of application from the Sheriff Office on <b>Sheriff Letterhead Stationery</b></div> <div>4. A completed <a href="#">Funding Application</a> provided below which includes:<ul style="list-style-type: none"><li>A fully signed and executed <a href="#">memorandum of agreement from each agency sharing data: Clerk, Prosecutor, Law Enforcement</a>. For a data exchange between all three agencies, please submit the <a href="#">MOU with all three agencies included</a>.</li><li>A detailed proposal from the vendor(s) for that includes cost and an implementation schedule with the project completion date no later than 9/30/2016.</li><li>Please note that the equipment used by Law Enforcement to issue or generate electronic citations is not included in this grant opportunity.</li><li>A copy of a signed <a href="#">Certified Assurances</a> provided as part of this packet</li><li>A completed <a href="#">Security Survey Form</a> from the Clerk of Court provided as part of this packet</li></ul></div>

	<ul style="list-style-type: none"><li>• A completed <a href="#">Security Survey Form from the sharing agency</a>, (Prosecutor and / or Law Enforcement) provided as part of this packet</li><li>• A completed <a href="#">XML data format</a> compliance form provided as part of this packet</li><li>• A signed copy of the <a href="#">public bid law memo</a> provided as part of this packet, from both the Clerk of Court and the sharing agency, (<a href="#">Prosecutor</a> and / or <a href="#">Law Enforcement</a>), printed on their appropriate <b>Letter Head Stationery</b></li></ul> <p>5. A sample copy of the citation or charging instrument used by the jurisdiction applying for this grant</p>
--	--

The applicant must be in good standing with all Louisiana Supreme Court reporting programs including, but not limited to: Protective Order reporting, Civil Case reporting, Annual Report compliance, and ACT 403/404 reporting.

---

Frequently Asked Questions

**1. How do we define the requirements for the vendor proposal?**

The active vendors in Louisiana should have information on these requirements. Please contact your vendor for details. The vendor may contact CMIS with questions, if needed. Also, the Louisiana Clerk of Court Association may be able to provide information on court software vendors.

**2. I would like the grant to cover a portion of our staff time as part of this project, how do I account for that?**

Federal rules prohibit recipients of federal funds from replacing state, local or agency funds with federal funds; a practice called supplanting. Since the employee is already on staff, existing funds may not be displaced by federal funds and reallocated for other organizational expenses.

**3. Will the funding provide for Software and Hardware purchases?**

**Yes, however, please be advised that any equipment or hardware components must comply with the federal ‘Buy America Act’.**  
Federal rules dictate that equipment purchased under grant funding must be made in America.

To comply with the ‘Buy America Act’, all equipment, hardware and commercial-off-the-shelf software must be procured via Louisiana State Contract.

**4. The process for selecting a Vendor has required additional time. Can applications still be submitted after the deadline?**

If your court is not able to submit a complete application by the deadline, CMIS has applied for the next round of grant funding for courts, but this is no guarantee that future funding will be available.

**5. *Our court is not sure if an advertisement and RPF is required.***

The requirements for this process are outlined in La R. S. R.S. 38:2212(B) (1).  
If the amount is over \$30,000 then it is likely that an RFP and advertisement is required.

**6. *Our JDC has determined that a unique software system should be designed and developed. Is funding available for this type of project?***

No, development costs are not included in this funding opportunity.

**1. *Please provide the CMIS file specification referenced in the xml file format compliance form.***

[The CMIS specified file format](#)

---

**Where can I get additional information on these funding opportunities?**

Please contact

Kathy Conti, CMIS Traffic Data Analyst, with your questions or comments:

[kconti@lasc.org](mailto:kconti@lasc.org)      504-310-2564