

CERTIFIED ASSURANCES CLERK/DA ELECTRONIC DATA EXCHANGE GRANT

Please provide the following assurances pursuant to federal guidelines to the CMIS Division, Louisiana Supreme Court, so that we may forward to you Federal funds:

- A. The grantee assures that all funds provided through this grant will be used exclusively for project expenses as described in the Grant Award Letter.
- B. The District Attorney's office shall provide the following information on each criminal and DWI traffic case filed to the appropriate Clerk of Court. The data will be transmitted electronically in an XML format:
 - 1. Data elements for each incident which are required for posting to LA State Criminal History and NICS databases:
 - a. Defendant's Full Name
 - b. Arrest Date
 - c. Violation Date
 - d. Summons Date
 - e. Date of Birth
 - f. Race
 - g. Sex/Gender
 - h. SID# (State Identification Number)
 - i. Filed/Billed Charge(s)
 - j. Amended Charge(s) (when applicable)
 - k. Domestic Violence Flag
 - 2. For DWI's Additional Information
 - a. Driver's License Number (R.S. 32:393)
 - b. Driver's License Class (R.S. 32:393)
 - c. Issuing State of Driver's License (R.S. 32:393)
 - d. Defendant's Complete Address (R.S. 32:393)
 - e. Violation Date (R.S. 32:393)
 - f. Arrest Date (effective 8/1/14 R.S. 15:590)
- C. The Clerk of Court's Office will provide the CMIS Division, Louisiana Supreme Court, at a minimum the following information on each criminal and DWI traffic case filed with the Court. The data will be transmitted electronically, using the CMIS specifications and transmitted in an XML format, on a nightly recurring basis, (within 10 working days of conviction, adjudication, or commitment as required by R.S. 13:753 : parish identification number, court identification number, court section, docket number, defendant State Identification (SID) number, defendant last name, defendant first name, defendant date of birth, defendant race, defendant sex, offense date, prosecuting attorney, defense attorney, arraignment date charge(s) filed by District Attorney, case title, arrest date, judge, date the case is filed, type of trial (judge, jury, or no trial), trial start date, final disposition date, final disposition, sentencing data (sentencing date, sentence start date, sentence length, fine amount, credit for time served, suspended sentence length, probation type, probation length, community service length). In no event will the transmission take longer than

within the ten (10) working days of conviction, adjudication, or commitment as required by R.S. 13:753. For each DWI traffic case filed with the Court, the following additional information is required: defendant's driver's license number, state of issuance of defendant's driver's license, driver's license class, defendant's complete address, including zip code, ticket number, violation date, arrest date (effective 8/1/14 R.S. 15:590), OMV Original Charge, OMV Conviction Charge, Commercial Vehicle flag, Hazardous Material flag, Fatality flag, Multi-Violation sequence number, defendant plea, sentencing data (bond forfeiture, fine paid, jail time), Article 893/894 flag, Blood Alcohol Content, Posted and Actual Speeds, all other additional information available from the ticket. If the transmission exceeds ten (10) days, the grantee will notify the CMIS Division, Louisiana Supreme Court, in writing.

- E. Failure of the District Attorney to forward electronic information detailed in paragraph B of this document to the appropriate Clerk of Court in a timely manner will result in a letter of notification to the District Attorney indicating that electronic transmissions of criminal and DWI traffic cases are not being received. Reasonable allowances will be made for the District Attorney to resolve transmission issues with vendors on a case by case basis. A continued lack of responsiveness from the District Attorney will result in a request for the return of grant funding issued by the CMIS Division, Louisiana Supreme Court.
- F. Failure of the Clerk of Court to forward electronic information in a timely manner, pursuant to the agreement and consistent with the requirements of LA 13:753, LA R.S. 32:393 and L.A R.S. 15:590, will result in a letter of notification to the Clerk of Court indicating that electronic transmissions on criminal and DWI traffic cases are not being received. Reasonable allowances will be made for Clerks to resolve transmission issues with their vendors on a case by case basis. A continued lack of responsiveness from the Clerk of Court will result in a request for the return of grant funding issued by the CMIS Division, Louisiana Supreme Court.
- G. The grantee assures that he/she will maintain adequate records on equipment and supply purchases funded by this grant, etc. to support an audit of the program so that the CMIS Division, Louisiana Supreme Court, the Louisiana Commission on Law Enforcement, and the State of Louisiana Legislative Auditor shall have access, for the purpose of audit and examination of any documents, records, papers, etc., of the grantee and/or contractors. This shall not extend to any records not directly related to this grant.
- H. All required records, including inventory of software, or a record of services purchased with grant funds, shall be maintained by grantee for five (5) years after completion of project.
- I. Software and professional services acquired under the grant will be used in the criminal justice system consistent with the objectives described in the Grant Award Letter.
- J. The grantee certifies that procurement of contract services shall be on the basis of competition, in accordance with applicable State and Local procurement regulations.
- K. The grantee certifies that no grant agreement changes shall occur without prior written approval from the CMIS Division, Louisiana Supreme Court including changes in the approved vendor

proposal, changes in the implementation period or changes to the project completion date. Project shall be completed within 100 days of notification of award, including 30 days of successful data transmission.

- L. The grantee certifies that any statements or press releases coming from the Judicial District describing projects, activities, or results shall name the CMIS Division, Louisiana Supreme Court and the Louisiana Commission on Law Enforcement as responsible for making funds available for such activity.
- M. The grantee certifies to abide by and incorporate any additional Special Conditions and Requirements placed on the grant.
- N. The grantee will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

I HEREBY AGREE TO COMPLY WITH AND ABIDE BY THE ABOVE CERTIFIED ASSURANCES.

_____	_____
Project Leader, _____ Clerk of Court's Office	Date

_____	_____
Clerk of Court _____ Parish	Date

_____	_____
Project Leader, _____ Judicial District Attorney's Office	Date

_____	_____
District Attorney, _____ Judicial District	Date