

Grant Announcement

The Court Management Information Systems Office of the Louisiana Supreme Court invites District Court Clerks and District Attorneys to jointly apply for grant funding to implement an electronic exchange of criminal data. The purpose of the grant is to improve the completeness, accuracy and timeliness of disposition information transmitted to the State Criminal History repository and the National Instant Criminal Background Check System through the Louisiana Supreme Court as required by LA R.S. 13:753.

Presently a gap in reporting exists within Louisiana as identified by the annual Bureau of Justice Statistics (BJS) Louisiana NICS Records Estimate report. BJS has identified four specific areas of concern including deficiencies in reporting: individuals convicted of felony offenses; individuals under indictment for felony offenses; individuals adjudicated as a mental defective or who have been committed to a mental institution; and individuals who have been convicted of a misdemeanor crime of domestic violence. These reporting deficiencies allow those individuals who are prohibited under State or Federal law from purchasing a firearm to pass a NICS background check because the Louisiana record is not available to NICS examiners. Complete, accurate and timely transmission of disposition information to update the Louisiana State Criminal History is an essential component of this process so Louisiana Criminal Justice entities can make informed decisions on criminal matters. Prohibited individuals could be prevented from purchasing firearms if the complete, accurate, and timely disposition data is transmitted to CMIS and then posted to NICS and the Louisiana Criminal History.

Who is Eligible to Apply?

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

What is required to apply?

- 1) A signed cover letter of application from the Clerk of Court on letterhead stationery
- 2) A signed cover letter of application from the District Attorney on letterhead stationery
- 3) A completed Funding Application which includes:
 - a) Answers to the Narrative and Technical Questions for the Application as provided as part of this packet

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- b) A fully signed and executed memorandum of understanding between the Clerk of Court and the District Attorney in the jurisdiction provided as part of this packet
 - c) A detailed proposal from the vendor(s) for each agency (Clerk and D.A.) that includes cost and an implementation schedule with the project completion date no later than June 1, 2015
 - d) A copy of a signed Certified Assurances document provided as part of this packet
 - e) A completed Security Survey Form from the Clerk of Court provided as part of this packet
 - f) A completed Security Survey Form from the District Attorney provided as part of this packet
 - g) A signed XML data format compliance form provided as part of this packet, signed by the Clerk of Court
 - h) A signed copy of the public bid law memo provided as part of this packet, from both the Clerk of Court and the District Attorney, printed on appropriate letter head stationery
- 4) A sample copy of the demographic sheet currently provided with the charging instrument by the D.A. to the Clerk of Court for the JDC applying for this grant
- 5) A sample copy of a Bill of Information transmitted by the D.A. to the Clerk of Court for the JDC applying for this grant.

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. Additionally the Clerk's office must currently collecting and submitting all required court costs and fees to the Supreme Court including CMIS fees, Judicial College fee and other fees as mandated by legislation.

When are Applications Due?

Applications are due on January 15, 2015.

When Will Notification of Award be Announced?

Notification of a grant award will be made on or before January 30, 2015

Frequently Asked Questions:

- 1. What if my jurisdiction has one District Attorney who covers different parishes within the JDC, will one application be sufficient?**
 - a. No – each data exchange between a District Attorney and Clerk of Court must be a separate application, even if they are within the same Judicial District.
- 2. What happens if all funds are not expended in the first round of applications?**

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- a. In the unlikely event that there are remaining funds after the initial award cycle, a second announcement will be posted.