**Court Technology Fund**

**Information and Award Guidelines**

**July 1, 2014**

The 2013 Legislature created a technology fund intended to assist justice partners with technology needs including acquisition, development, support, maintenance, and upgrades to computer systems, equipment and devices, network systems, electronic records, filings and payment systems, interactive video teleconferencing, and online services, to be used by the state courts and their justice partners.

Per M.S. 357.021, Subdivision 2b, (d), the technology fee will be added to filing fees under this chapter from July 1, 2013 through June 30, 2018. The justice partners that may submit applications to request the technology funds are:

* Judicial Branch
* County and City Attorney Offices
* The Board of Public Defense
* Qualified Legal Services Programs as defined under M.S. 480.24
* Correction Agencies
* Part-time Public Defender Offices

**Board Members**

The Judicial Council has been assigned the oversight and administration of the Technology Fund. An advisory board with members from the Judicial Branch and justice partners will review applications and provide recommendations to the Judicial Council regarding the distribution of the funds. The Technology Fund Advisory Board is made up of these representatives:

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| **Name** | **Agency Representative****Title**  |
| Jeff Shorba, Chairperson | Judicial BranchState Court Administrator  |
| Paul Beaumaster | County AttorneyRice County Attorney |
| Judge Peter Cahill | Judicial BranchChief Judge - 4th Judicial District  |
| Tim Cleveland | Community Corrections Act Counties (CCA)Scott County Corrections |
| Lisa Cohen | Civil Legal ServicesDeputy Director OperationsMid-Minnesota Legal Aid |
| Linda Higgins | Association of MN Counties (AMC)Hennepin County Commissioner |
| Steve Holmgren | Public Defenders OfficeChief Public Defender – 1st  Judicial District  |
| Julie Isker | MN Inter-County Association (MICA)Washington County |
| Deb Kerschner | MN Department of Corrections |
| Mark Moore | Judicial Branch Director – Information Technology Division |

**Award Criteria**

The priorities for awarding the funds will be for projects that fit into the overall goals or meet a critical function of the Justice System. The applications will be scored based on the following criteria:

* Promoting partnerships within the Justice system through shared or integrated systems, interfaces or shared information hosting
* Enhancing the experience of and simplifying processes for the customers and/or constituents of the justice system through the use of technology, including self-service applications.
* Creating efficiencies within the Justice system by using technology to eliminate manual processes
* Reducing overall costs of the Justice system
* Enhancing continuity of operations in light of the increased use of technology

In addition, the project must have a defined, realistic plan to meet the project goals and ongoing process requirements. The project must be completed by December 2016.

**Collection/Award Amounts**

The Technology Funds that will be collected from July 1, 2013 – September 30, 2014 are estimated to be $1 million. Applications will be awarded in amounts ranging from $10,000 to $1,000,000.

The amount awarded may not always be the total amount requested in the application. If a reduced amount is awarded, the requestor must provide details that any additional funding requirements can be met. In addition, the recipient must show that resources will be available for any ongoing maintenance or processing requirements.

Once an award is granted, the recipient must sign an agreement and set up the appropriate budgets for the approved funds. The MN Judicial Branch – Finance Office will coordinate the payment of funds to the agency.

**Ongoing Requirements**

The recipient will be responsible to submit semi-annual progress reports and a final report to the Board showing project details and the amount of actual expenditures. The final report and expenditures must be completed by December 2016. The reports will be submitted to MN Judicial Branch – Finance Office who will provide updates to the Board and Judicial Council.

**Application Submission and Deadline**

The application should be submitted electronically to Dan Ostdiek, MN Judicial Branch – Finance Director at Dan.Ostdiek@courts.state.mn.us. Electronic signatures will be accepted.

An Informational WebEx session will be held on July 10, 2014 at 9:00 a.m. to discuss documentation and address any questions. Please contact Debbie.Stadt@courts.state.mn.us by Monday, July 7, 2014 to sign up for this WebEx session.

The application must be received by Dan Ostdiek on or before August 11, 2014 to be a candidate for the funds awarded in 2014.

**WebEx Information Session**

An Informational WebEx session will be held on July 10, 2014 at 9:00 a.m. to discuss documentation and address any questions. Please contact Debbie.Stadt@courts.state.mn.us by Monday, July 7, 2014 to sign up for this WebEx session.

**Timelines for Award Process and Distribution of the Funds**

* July 1, 2014 Application and fund details are available through the court website
* July 10, 2014 WebEx Informational and Question session for applicants
* August 11, 2014 Applications must be received to be eligible for awards in 2014
* August/Sept 2014 Board reviews and scores applications
* October 2014 Board submits recommendations to the MN Judicial Council
* November 2014 MN Judicial Council completes final approval of awards
* December 2014 Agreement signed and awards sent to the recipients
* July 2015 First semi-annual report due
* December 2016 Required project completion and final report due

**Contact Information**

Any questions about the application process can also be submitted to Dan Ostdiek at Dan.Ostdiek@courts.state.mn.us or 651-297-7164.