

ROUTT COUNTY MANAGER

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MEMORANDUM

May 15, 2019

To: BCC

CC: Kim Bonner

From: Tom Sullivan, Erick Knaus and Dan Strnad

Subject: Grant Review Committee: Electronic Recording Technology Board Grant

The Grant Application Review Committee, Erick Knaus, Dan Strnad and I, reviewed the grant application for the Electronic Recording Technology Board Grant application. The grant request is for \$162,444 to cover costs with 3 objectives: 1) digital, high resolution, color image representation of Clerk's Office historical record books for long term preservation, 2) to establish a historic record research site with search tools, and 3) to provide secure, on-line access to the historic Routt County land indexes and records. The total project budget is \$162,444, with a Routt County contribution of \$37,829.31. While the following cites the criteria used for this review, the review committee recommends your approval to submit the grant application.

1. Cost/Benefit: the preservation of historic records is often considered to be priceless however, large projects must normally be prioritized for funding. The funding for the project has been set through C.R.S. 24-21-402 (2), with revenues generated through fees assessed as Recording Technology Fee. Routt County has paid into the state fund with accumulation of \$37,829.31, the local match amount. The grant request amount has been collected by the state for the purpose of purchasing electronic document management system for county Clerk and Recorder offices.
2. Classification as a Core, Necessary or Discretionary program: recordation of records is a core function of the Clerk and Recorder Office and Routt County.
3. Cost to County: The total program budget for the grant is \$162,444 with a County contribution of \$37,829.31 with in-kind costs of grant administration.
4. Other means to provide the program: The State funds is an appropriate method to upgrade Photostats and paper documents to electronic copies with software with searchable platforms.
5. Ability to administer the grant: Grant administration is fairly simple through providing proof of purchase with a copy of the purchase contract.
6. Ability to administer pass through of funds: The grant funds will be used and administered by the County Clerk and Recorder's Office.