



ELECTRONIC  
RECORDING  
TECHNOLOGY  
BOARD

# Grant Application

updated 4-27-18

## *Background*

In the state of Colorado, a one-dollar per document technology fee was implemented in the early 2000's to aid County offices across the state in funding technological advancements in recording. As a result, Colorado was the first multi-jurisdictional state in the nation to adopt e-Recording across the state.

In the spring of 2014, a working group made up of real estate, lending, legal professionals as well as counties conducted a statewide needs assessment and a request for information to evaluate the state of recording systems in Colorado.

In the spring of 2016, legislation was passed and this board and a funding structure were created from Senate Bill 16-115.

### *Our Vision*

To create, support, and maintain a statewide land records environment that promotes accessibility and consistency for the public in an efficient and user-friendly manner.

### *Our Mission*

To develop, maintain, improve, replace, or preserve land records systems in our state.

### *Business Purpose*

The business purpose of the board is to develop and modernize electronic filing systems throughout the state as defined in 24-21-402 (2).

### *Our Core Goals*

- Assure the security, accuracy, and preservation of public records required to be maintained by a Clerk and Recorder.
- Assure that the sequence in which documents are received by a clerk and recorder is accurately reflected to the greatest extent practicable.
- Provide for online public access to public documents while maintaining the privacy of personal identifying information when applicable.
- Assure that electronic filing systems used in different counties are similar so as to facilitate the submission and searching of electronic records.
- Maintain the privacy of personal identifying information, online public access to which is not necessary to the proper functioning of land title records or other public records required to be maintained by a clerk and recorder 24-21-403 (1) (b)

### *Our Objectives*

1. Develop a strategic plan that incorporates the core goals and establish the administration of the Electronic Recording Technology Fund and Board.
2. Determine functionality standards for an electronic filing system that supports the core goals.
3. Issue a Request for Proposal (RFP) for electronic filing systems, equipment and software that the counties may choose to acquire.
4. Develop best practices for an electronic filing system.
5. Provide training to Clerk and Recorders related to electronic filing systems.
6. Develop a grant program, prepare reports and promulgate any necessary rule-making.
7. Develop subcommittees and project timelines for implementation.

### *Board Members*

|   |                                       |
|---|---------------------------------------|
| <b>Matt Crane</b> Arapahoe County Clerk and Recorder              | Representing County Clerk & Recorders |
| <b>Sam Starrit</b> Dufford, Waldeck, Milburn & Krohn              | Representing Colorado Bar Association |
| <b>Gary Zimmerman</b> Chief of Staff, Colorado Secretary of State | Representing Secretary of State       |
| <b>Stan Martin</b> Adams County Clerk and Recorder                | Representing County Clerk & Recorders |
| <b>Kim Bonner</b> Routt County Clerk and Recorder                 | Representing County Clerk & Recorders |

|   |  |
|---|--|
| <b>Scott Stucky</b> Settlement One                        | Representing Mortgage Lending Industry |
| <b>Gary Leece</b> Heritage Title Company                  | Representing Title Industry            |
| <b>Susan Corliss</b> Kit Carson County Clerk and Recorder | Representing County Clerk & Recorders  |
| <b>Gilbert Ortiz</b> Pueblo County Clerk                  | Representing County Clerk & Recorders  |

*Who is eligible for grants?*

Any Colorado County Clerk and Recorder.

*What projects are available for grants?*

Any project that establishes, maintains, improves or replaces a County Electronic Filing System as defined in 24-21-404 (2).

For the purpose of this grant application defined in 24-21-401:

- (1) "Board" means the Electronic Recording Technology Board created in Section 24-21-402 (1)
- (2) "Electronic" means relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities.
- (3) "Electronic Filing System" means the document management system used by a Clerk and Recorder to comply with the statutory requirements set forth in part 4 of article 10 of title 30 C.R.S., for:
  - (a) Electronic documents received for recording or filing in the Clerk and Recorder's office; and
  - (b) Paper documents received for recording or filing in the Clerk and Recorder's office that are converted from paper, microfilm, or microfiche into an electronic format.
- (4) "Fund" means the Electronic Recording Technology Fund created in section 24-21-404 (1).

*Deadline & application process*

Grants will be considered on a monthly basis. In order to be considered for a grant, please submit your completed application via the on-line application or downloadable PDF at [www.ertb.org](http://www.ertb.org) by the first business day of the month. PDF applications can be emailed to [ERTB.Grants@sos.state.co.us](mailto:ERTB.Grants@sos.state.co.us). Counties will be notified by a grant award letter within 60 days and will be asked to sign a grant agreement. Please direct any questions about the application to [ertbexecutivedirector@gmail.com](mailto:ertbexecutivedirector@gmail.com).

In order to improve a county's application, the county may (but is not required) submit "letters of support" for the grant. These letters may come from many sources including but not limited to county government officials, industry partners or customers, chambers of commerce or business leaders, etc.

*Conditions for receiving grants*

Before applying for any grant funds, please read the following conditions that will be included (but not limited to) as part of your grant agreement:

- Counties will cooperate with the Electronic Recording Technology Executive Director and Board and in its statutory reporting requirements.
- Any vendor contracts must include training on any equipment being purchased.
- Counties agree to participate in recording best practices as defined in 24-21-403 (3) (d).
- If grant funds are not used in the first year, counties must submit to the Board how and when the funds will be spent for Board approval. The Board will respond within 60 days. All funds must be expended by June 30, 2022.
- Counties will be required to provide proof of purchase by a signed contract for any new purchase. These can be emailed to [ERTB.Grants@sos.state.co.us](mailto:ERTB.Grants@sos.state.co.us).
- Counties must be current and timely on their transmission of their Recording Technology Fee to the Fund beginning at the start date of the ERTB grant process in 2017. Counties may submit comments to the Board for exceptions due to factors outside their control.

- The County agrees to maintain record keeping that provides a complete audit trail of funds received and expended, and the County agrees to cooperate and participate in any audits conducted under authority of the Board or the Colorado State Auditor. The County must maintain an accounting system and financial records that accurately account for the receipt and disbursement of Grant Funds. For this purpose, grantees may use either general ledger fund accounting that tracks Grant Funds separately from other County funds, or use a tracking spreadsheet. All payments and expenditures must be tracked. Each expenditure must be classified by budget category, such as Personnel, Supplies and Operating, Travel, Equipment and Professional Services. All financial records must be supported by source documentation (such as invoices, time sheets, etc.).
- Counties may apply for reimbursement of funds that have already been expended if the expenditure establishes, maintains, improves or replaces a County Electronic Filing System as defined in 24-21-404 (2) and meets the core goals listed on page 2. Additionally, expenditure of funds must have taken place after effective date of SB 16-115. Counties must provide proof of purchase.
- Counties may apply for funding to hire temporary staff for the completion of a specific project if the project establishes, maintains, improves or replaces a County Electronic Filing System as defined in 24-21-404 (2) and meets the core goals listed on page 2. Counties must provide a closed quote and a statement of work.
- Counties may apply for funds more than one time.
- County tiers in the application refers to the classes listed in statute 30-1-101 and provided below:

30-1-101. Classification of counties - fixing fees

(1) For the purpose of fixing fees, chargeable and to be collected by county and other officers, and for no other purpose, the several counties of this state are divided into five classes, which classes shall be known as the first, second, third, fourth, and fifth, as follows:

(a) The city and county of Denver is a county of the first class;

(b) The counties of Adams, Arapahoe, Boulder, Douglas, El Paso, Jefferson, Pueblo, and Weld are counties of the second class;

(c) The counties of Delta, Garfield, Larimer, Las Animas, Logan, Mesa, Montezuma, Montrose, Morgan, and Otero are counties of the third class;

(d) The counties of Alamosa, Archuleta, Bent, city and county of Broomfield, Chaffee, Cheyenne, Clear Creek, Conejos, Costilla, Crowley, Eagle, Elbert, Fremont, Gilpin, Gunnison, Huerfano, Kit Carson, Lake, La Plata, Lincoln, Ouray, Park, Phillips, Prowers, Rio Grande, Routt, Saguache, San Miguel, Sedgwick, Teller, Washington, and Yuma are counties of the fourth class;

(e) The counties of Baca, Custer, Dolores, Grand, Hinsdale, Jackson, Kiowa, Mineral, Moffat, Pitkin, Rio Blanco, San Juan, and Summit are counties of the fifth class.

## Electronic Recording Technology Fund Grant Application Form

### General Information

County Name: Routt County

County Clerk & Recorder Name: Kim Bonner

Phone: 970.870.5419

Email: kbonner@co.routt.co.us

Recording Manager Name optional: Tina Fry

Phone: 970.870.5556

Email: tfry@co.routt.co.us

|   |           |             |
|---|-----------|-------------|
| Address: 522 Lincoln Avenue   |           |             |
| City: Steamboat Springs   | State: CO | Zip: 880477 |
| County Tier: Tier Four  |           |             |
| County budget cycle (calendar, fiscal) including dates:<br>Calendar   |           |             |
| How many recordings do you do in a year?<br>10,100 (average over  |           |             |
| How much do you collect of the \$1 Recording Technology Fee in an average year (over the last three years)? How much money is in your technology fund?<br>\$10,100  |           |             |
| <b>Recording Equipment Information</b>  |           |             |
| Is your county currently recording documents <input checked="" type="checkbox"/> Electronically <input type="checkbox"/> Manually,  |           |             |
| What is the age of your current software? What is the age of the equipment (hardware) for which you are applying?<br>Not applicable to this Grant Request   |           |             |
| What is the condition of your current software? What is the condition of the equipment (hardware) for which you are applying?<br>Not applicable to this Grant Request   |           |             |
| Who is your current vendor? What product and version do you currently use?  |           |             |
| What is your current annual payment to your vendor & how is it calculated?  |           |             |
| How and what kind of hosting is done with any parts of your recording system?   |           |             |
| What is the term of your contract (dates) with your current vendor?<br>Not applicable to this grant application.  |           |             |
| <b>Grant Information</b>  |           |             |
| Amount of grant request?<br>\$162,444 (On-site digital preservation of historic land index books, original document books and files, Commissioner Minutes/Resolutions & development of a historical Routt County Research Site)   |           |             |
| What do you want to use the grant money for?<br><br>The grant dollars associated with this request will support Routt County's effort with digital preservation of key County historic index books and records. This digital preservation process will be completed on-site to minimize disruption for customers needing access to the books during the project. Objective 1 is the digital preservation of our historical books into a high-resolution, color image representative of the original pages to protect these permanent records against a fire or water event and before any further deterioration occurs with the original books. Included in this objective is the need identified to improve quality of the Deeds that were originally captured as photostats (reverse polarity). Objective 2 is to establish a historic Routt County research site with search tools for our staff providing improved efficiency in searching and requiring no back-indexing of documents. Objective 3 is to provide secure, on-line access to the historic Routt County Land Indexes and Records for our customers. |           |             |

How do you plan to segregate grant funds from county funds?

We will create a separate line item within the Clerk's budget.

Will any monies from your technology fund be used for the purpose of grant for which you are applying? If yes, how much? If no, explain the plans for your technology fund.

Yes, all of it. \$37,829.31 as of 4/15/19

What specifically do you want to purchase (if equipment)?

Not Applicable

If the grant is for temporary staff, what specific project will the staff be working on? (Please attach a Statement of Work).

Not Applicable

Will this be or was this a competitive bid process (RFP) or an upgrade an existing system?

Routt County procurement rules do not require a formal RFP process. Upon evaluation to meet our stated objectives above, it was determined that ArcaSearch best met the image quality and searching requirements for the historical Routt County document collection.

Why are you applying for grant funds? Describe how the funds will be used to achieve the stated business purpose and core goals.

Our core goals include the protection/preservation of Routt County historical documents along with making these images easily searched by our staff and customers. This grant will provide key financial assistance for Routt County to advance the digital preservation of our historical collection which will augment our existing recording software by addressing image quality issues, collections that have not been digitized and improving search tools.

With my signature below, I do hereby certify that I have read, understand, and support the above application for grant funds through the Electronic Recording Technology Board.

\_\_\_\_\_  
Signature of County Clerk & Recorder

\_\_\_\_\_  
Date