Court Technology Fund
Information and Award Guidelines
June 1, 2015

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:

Name	**Agency Representative** **Title**
Jeff Shorba, Chairperson	Judicial Branch State Court Administrator
Paul Beaumaster	County Attorney Dakota County Attorney's Office
Dean Buker	Judicial Branch Director – Information Technology Division
Judge Peter Cahill	Judicial Branch Chief Judge - 4th Judicial District
Tim Cleveland	Community Corrections Act Counties (CCA) Scott County Corrections
Lisa Cohen	Civil Legal Services Deputy Director Operations Mid-Minnesota Legal Aid

Linda Higgins	Association of MN Counties (AMC) Hennepin County Commissioner
Steve Holmgren	Public Defenders Office Chief Public Defender – 1st Judicial District
Julie Isker	MN Inter-County Association (MICA) Washington County
Deb Kerschner	Corrections MN Department of Corrections

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 2017.

The Technology Fund Advisory Board will give high priority to statewide projects that promote collaboration and sharing information between justice partner agencies. Requests for only hardware costs will not be given as high of a priority.

Collection/Award Amounts

The Technology Funds that are collected from October 2014 – September 2015, estimated at $1 million, will be available for the 2015 awards. 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 2017. 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.

The application must be received by Dan Ostdiek on or before July 17, 2015 to be a candidate for the funds awarded in 2015.

Timelines for Award Process and Distribution of the Funds

- June 1, 2015 — Application and fund details are available through the court website
- July 17, 2015 — Application due date to be eligible for awards in 2015
- July/August 2015 — Board members review applications
- September 2015 — Board completes final reviews and scores all applications
- October 2015 — Board submits recommendations to the MN Judicial Council
- November 2015 — MN Judicial Council completes final approval of awards
- December 2015 — Agreement signed and awards sent to the recipients
- July 1, 2016 — First semi-annual report due from 2015 recipients
- December 2017 — Required project completion date for 2015 awards

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.