



December 15, 2022

Tressa Guynes
Montrose County Clerk & Recorder
320 South 1st Street, Ste. 101
Montrose, CO 81401

Dear Clerk Guynes:

On behalf of the Electronic Recording Technology Board, we are pleased to inform you that your county has been awarded a grant in the amount of \$6,105.00 from the Electronic Recording Technology Fund.

Attached to this letter are the terms and conditions of your Grant. Please review these terms and conditions as they are requirements of this Grant to which the County agrees by accepting the Grant Funds.

Once you have reviewed the Grant Award Letter, please email Executive Director Michelle Batey at ertbexecutivedirector@gmail.com with the name, title, and email address of the County Commissioner who will sign the grant agreement. He or she will then be routed a grant agreement to sign through DocuSign. There will be no need to mail any hard copies of the grant agreement.

Additionally, please email an invoice to ertbexecutivedirector@gmail.com.

If you have questions regarding this Grant, please contact: Executive Director Michelle Batey at 303-356-2174 or by email ertbexecutivedirector@gmail.com.

Sincerely,

DocuSigned by:

Christopher Beall

7C7BA4DE09A543F...
Christopher Beall

Electronic Recording Technology Board

GRANT AWARD LETTER
SUMMARY OF GRANT AWARD TERMS AND CONDITIONS

State Agency Electronic Recording Technology Board, Colorado Department of State	Grant Amount State Fiscal Year 2022-2023: \$6,105.00 Total Grant Amount for all State Fiscal Years: \$6,105.00 Total Grant Amount will be disbursed upon full execution of this Grant Award Letter.
Grantee Board of County Commissioners of Montrose County	CT, VAAA, ERTB, 2023-3514
Grant Issuance Date The later of December 15, 2022 or the date the State Controller or an authorized delegate signs this Grant Letter	
Grant Expiration Date June 30, 2026	
Grant Authority §§ 24-21-401 et seq., C.R.S., particularly § 24-21-404, C.R.S.	Grant Purpose By statute, Grant Funds are awarded to establish, maintain, improve, or replace a County's electronic filing system. The purpose of this grant is described more fully in the County's grant application (Exhibit A, Statement of Work).
Exhibits and Order of Precedence The following Exhibits and attachments are included with this Grant: <ol style="list-style-type: none"> 1. Exhibit A, Statement of Work. In the event of a conflict or inconsistency between this Grant and any Exhibit or attachment, such conflict or inconsistency shall be resolved by reference to the documents in the following order of priority: <ol style="list-style-type: none"> 1. The provisions of the other sections of the main body of this Grant. 2. Exhibit A, Statement of Work. 	

1. GRANT

As of the Grant Issuance Date, the State Agency shown on the first page of this Grant Award Letter (the “State”) hereby obligates and awards to Grantee shown on the first page of this Grant Award Letter (the “Grantee”) an award of Grant Funds in the amounts shown on the first page of this Grant Award Letter. By accepting the Grant Funds provided under this Grant Award Letter, Grantee agrees to comply with the terms and conditions of this Grant Award Letter and requirements and provisions of all Exhibits to this Grant Award Letter.

2. TERM

A. Initial Grant Term and Extension

The Parties’ respective performances under this Grant Award Letter shall commence on the Grant Issuance Date and shall terminate on the Grant Expiration Date unless sooner terminated or further extended in accordance with the terms of this Grant Award Letter. Upon request of Grantee, the State may, in its sole discretion, extend the term of this Grant Award Letter by providing Grantee with an updated Grant Award Letter showing the new Grant Expiration Date.

B. Early Termination in the Public Interest

The State is entering into this Grant Award Letter to serve the public interest of the State of Colorado as determined by its Governor, General Assembly, or Courts. If this Grant Award Letter ceases to further the public interest of the State or if State, Federal or other funds used for this Grant Award Letter are not appropriated, or otherwise become unavailable to fund this Grant Award Letter, the State, in its discretion, may terminate this Grant Award Letter in whole or in part by providing written notice to Grantee that includes, to the extent practicable, the public interest justification for the termination. If the State terminates this Grant Award Letter in the public interest, the State shall pay Grantee an amount equal to the percentage of the total reimbursement payable under this Grant Award Letter that corresponds to the percentage of Work satisfactorily completed, as determined by the State, less payments previously made. Additionally, the State, in its discretion, may reimburse Grantee for a portion of actual, out-of-pocket expenses not otherwise reimbursed under this Grant Award Letter that are incurred by Grantee and are directly attributable to the uncompleted portion of Grantee’s obligations, provided that the sum of any and all reimbursements shall not exceed the maximum amount payable to Grantee hereunder. This subsection shall not apply to a termination of this Grant Award Letter by the State for breach by Grantee.

3. DEFINITIONS

The following terms shall be construed and interpreted as follows:

- A. “**Business Day**” means any day in which the State is open and conducting business, but shall not include Saturday, Sunday or any day on which the State observes one of the holidays listed in §24-11-101(1) C.R.S.
- B. “**CORA**” means the Colorado Open Records Act, §§24-72-200.1 *et. seq.*, C.R.S.
- C. “**Grant Award Letter**” means this letter which offers Grant Funds to Grantee, including all attached Exhibits, all documents incorporated by reference, all referenced statutes, rules and cited authorities, and any future updates thereto.

- D. **“Grant Funds”** means the funds that have been appropriated, designated, encumbered, or otherwise made available for payment by the State under this Grant Award Letter.
- E. **“Grant Expiration Date”** means the Grant Expiration Date shown on the first page of this Grant Award Letter.
- F. **“Grant Issuance Date”** means the Grant Issuance Date shown on the first page of this Grant Award Letter.
- G. **“Exhibits”** exhibits and attachments included with this Grant as shown on the first page of this Grant
- H. **“Extension Term”** means the period of time by which the Grant Expiration Date is extended by the State through delivery of an updated Grant Award Letter
- I. **“Goods”** means any movable material acquired, produced, or delivered by Grantee as set forth in this Grant Award Letter and shall include any movable material acquired, produced, or delivered by Grantee in connection with the Services.
- J. **“Incident”** means any accidental or deliberate event that results in or constitutes an imminent threat of the unauthorized access or disclosure of State Confidential Information or of the unauthorized modification, disruption, or destruction of any State Records.
- K. **“Initial Term”** means the time period between the Grant Issuance Date and the Grant Expiration Date.
- L. **“Party”** means the State or Grantee, and **“Parties”** means both the State and Grantee.
- M. **“PII”** means personally identifiable information including, without limitation, any information maintained by the State about an individual that can be used to distinguish or trace an individual’s identity, such as name, social security number, date and place of birth, mother’s maiden name, or biometric records; and any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information. PII includes, but is not limited to, all information defined as personally identifiable information in §§24-72-501 and 24-73-101 C.R.S.
- N. **“Services”** means the services to be performed by Grantee as set forth in this Grant Award Letter, and shall include any services to be rendered by Grantee in connection with the Goods.
- O. **“State Confidential Information”** means any and all State Records not subject to disclosure under CORA. State Confidential Information shall include, but is not limited to, PII and State personnel records not subject to disclosure under CORA. State Confidential Information shall not include information or data concerning individuals that is not deemed confidential but nevertheless belongs to the State, which has been communicated, furnished, or disclosed by the State to Contractor which (i) is subject to disclosure pursuant to CORA; (ii) is already known to Contractor without restrictions at the time of its disclosure to Contractor; (iii) is or subsequently becomes publicly available without breach of any obligation owed by Contractor to the State; (iv) is disclosed to Contractor, without confidentiality obligations, by a third party who has the right to disclose such information; or (v) was independently developed without reliance on any State Confidential Information.
- P. **“State Fiscal Rules”** means the fiscal rules promulgated by the Colorado State Controller pursuant to §24-30-202(13)(a) C.R.S.

- Q. “**State Fiscal Year**” means a 12 month period beginning on July 1 of each calendar year and ending on June 30 of the following calendar year. If a single calendar year follows the term, then it means the State Fiscal Year ending in that calendar year.
- R. “**State Records**” means any and all State data, information, and records, regardless of physical form, including, but not limited to, information subject to disclosure under CORA.
- S. “**Subcontractor**” means third-parties, if any, engaged by Grantee to aid in performance of the Work. “Subcontractor” also includes sub-grantees.
- T. “**Work**” means the delivery of the Goods and performance of the Services described in this Grant Award Letter.
- U. “**Work Product**” means the tangible and intangible results of the Work, whether finished or unfinished, including drafts. Work Product includes, but is not limited to, documents, text, software (including source code), research, reports, proposals, specifications, plans, notes, studies, data, images, photographs, negatives, pictures, drawings, designs, models, surveys, maps, materials, ideas, concepts, know-how, and any other results of the Work. “Work Product” does not include any material that was developed prior to the Grant Issuance Date that is used, without modification, in the performance of the Work.

Any other term used in this Grant Award Letter that is defined in an Exhibit shall be construed and interpreted as defined in that Exhibit.

4. **STATEMENT OF WORK**

Grantee shall complete the Work as described in this Grant Award Letter and in accordance with the provisions of Exhibit A. The State shall have no liability to compensate or reimburse Grantee for the delivery of any goods or the performance of any services that are not specifically set forth in this Grant Award Letter.

5. **PAYMENTS TO GRANTEE**

A. **Maximum Amount**

Payments to Grantee are limited to the unpaid, obligated balance of the Grant Funds. The State shall not pay Grantee any amount under this Grant that exceeds the Grant Amount for each State Fiscal Year shown on the first page of this Grant Award Letter. Financial obligations of the State payable after the current State Fiscal Year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. The State shall not be liable to pay or reimburse Grantee for any Work performed or expense incurred after the Grant Expiration Date.

B. **Close-Out.**

Grantee shall close out this Grant within 45 days after the Grant Expiration Date. To complete close out, Grantee shall submit to the State all deliverables (including documentation) as defined in this Grant Award Letter.

6. **REPORTING - NOTIFICATION**

A. **Performance and Final Status**

Grantee shall submit all financial, performance and other reports to the State no later than the end of the close out described in §5B, containing an evaluation and review of Grantee’s performance and the final status of Grantee’s obligations hereunder.

B. Violations Reporting

Grantee shall disclose, in a timely manner, in writing to the State, all violations of federal or State criminal law involving fraud, bribery, or gratuity violations potentially affecting the award.

7. GRANTEE RECORDS

A. Maintenance and Inspection

Grantee shall maintain records that provide a complete audit trail of funds received and expended, and Grantee shall cooperate and participate in any audits conducted under authority of the Electronic Recording Technology Board or the Colorado State Auditor.

Grantee shall maintain an accounting system and financial records that accurately account for the receipt and disbursement of Grant Funds. For this purpose, Grantee 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.).

In addition, Grantee shall provide proof of purchase by a signed contract for any new purchase. Contracts may be emailed to ERTB.Grants@sos.state.co.us.

Grantee shall make, keep, and maintain, all records, documents, communications, notes and other written materials, electronic media files, and communications, pertaining in any manner to this Grant for a period of three years following the completion of the close out of this Grant. Grantee shall permit the State to audit, inspect, examine, excerpt, copy and transcribe all such records during normal business hours at Grantee's office or place of business, unless the State determines that an audit or inspection is required without notice at a different time to protect the interests of the State.

B. Monitoring

The State will monitor Grantee's performance of its obligations under this Grant Award Letter using procedures as determined by the State. The State shall have the right, in its sole discretion, to change its monitoring procedures and requirements at any time during the term of this Agreement. The State shall monitor Grantee's performance in a manner that does not unduly interfere with Grantee's performance of the Work.

C. Final Audit Report

Grantee shall promptly submit to the State a copy of any final audit report of an audit performed on Grantee's records that relates to or affects this Grant or the Work, whether the audit is conducted by Grantee or a third party.

8. CONFIDENTIAL INFORMATION-STATE RECORDS

A. Confidentiality

Grantee shall hold and maintain, and cause all Subcontractors to hold and maintain, any and all State Records that the State provides or makes available to Grantee for the sole and exclusive benefit of the State, unless those State Records are otherwise publically available at the time of disclosure or are subject to disclosure by Grantee under CORA. Grantee shall not, without prior written approval of the State, use for Grantee's own benefit, publish, copy,

or otherwise disclose to any third party, or permit the use by any third party for its benefit or to the detriment of the State, any State Records, except as otherwise stated in this Grant Award Letter. Grantee shall provide for the security of all State Confidential Information in accordance with all policies promulgated by the Colorado Office of Information Security and all applicable laws, rules, policies, publications, and guidelines. If Grantee or any of its Subcontractors will or may receive the following types of data, Grantee or its Subcontractors shall provide for the security of such data according to the following: **(i)** the most recently promulgated IRS Publication 1075 for all Tax Information and in accordance with the Safeguarding Requirements for Federal Tax Information attached to this Grant as an Exhibit, if applicable, **(ii)** the most recently updated PCI Data Security Standard from the PCI Security Standards Council for all PCI, **(iii)** the most recently issued version of the U.S. Department of Justice, Federal Bureau of Investigation, Criminal Justice Information Services Security Policy for all CJ, and **(iv)** the federal Health Insurance Portability and Accountability Act for all PHI and the HIPAA Business Associate Agreement attached to this Grant, if applicable. Grantee shall immediately forward any request or demand for State Records to the State's principal representative.

B. Other Entity Access and Nondisclosure Agreements

Grantee may provide State Records to its agents, employees, assigns and Subcontractors as necessary to perform the Work, but shall restrict access to State Confidential Information to those agents, employees, assigns and Subcontractors who require access to perform their obligations under this Grant Award Letter. Grantee shall ensure all such agents, employees, assigns, and Subcontractors sign nondisclosure agreements with provisions at least as protective as those in this Grant, and that the nondisclosure agreements are in force at all times the agent, employee, assign or Subcontractor has access to any State Confidential Information. Grantee shall provide copies of those signed nondisclosure restrictions to the State upon request.

C. Use, Security, and Retention

Grantee shall use, hold and maintain State Confidential Information in compliance with any and all applicable laws and regulations in facilities located within the United States, and shall maintain a secure environment that ensures confidentiality of all State Confidential Information wherever located. Grantee shall provide the State with access, subject to Grantee's reasonable security requirements, for purposes of inspecting and monitoring access and use of State Confidential Information and evaluating security control effectiveness. Upon the expiration or termination of this Grant, Grantee shall return State Records provided to Grantee or destroy such State Records and certify to the State that it has done so, as directed by the State. If Grantee is prevented by law or regulation from returning or destroying State Confidential Information, Grantee warrants it will guarantee the confidentiality of, and cease to use, such State Confidential Information.

D. Incident Notice and Remediation

If Grantee becomes aware of any Incident, it shall notify the State immediately and cooperate with the State regarding recovery, remediation, and the necessity to involve law enforcement, as determined by the State. After an Incident, Grantee shall take steps to reduce the risk of incurring a similar type of Incident in the future as directed by the State, which may include, but is not limited to, developing and implementing a remediation plan that is approved by the State at no additional cost to the State.

E. Safeguarding PII

If Grantee or any of its Subcontractors will or may receive PII under this Agreement, Grantee shall provide for the security of such PII, in a manner and form acceptable to the State, including, without limitation, State non-disclosure requirements, use of appropriate technology, security practices, computer access security, data access security, data storage encryption, data transmission encryption, security inspections, and audits. Grantee and its Subcontractors shall maintain security procedures and practices consistent with §§24-73-101 *et seq.*, C.R.S.

9. CONFLICTS OF INTEREST

Grantee shall not engage in any business or activities, or maintain any relationships, that conflict in any way with the full performance of the obligations of Grantee under this Grant. Grantee acknowledges that, with respect to this Grant, even the appearance of a conflict of interest shall be harmful to the State's interests and absent the State's prior written approval, Grantee shall refrain from any practices, activities or relationships that reasonably appear to be in conflict with the full performance of Grantee's obligations under this Grant. If a conflict or the appearance of a conflict arises, or if Grantee is uncertain whether a conflict or the appearance of a conflict has arisen, Grantee shall submit to the State a disclosure statement setting forth the relevant details for the State's consideration.

10. INSURANCE

Grantee shall maintain at all times during the term of this Grant such liability insurance, by commercial policy or self-insurance, as is necessary to meet its liabilities under the Colorado Governmental Immunity Act, §24-10-101, *et seq.*, C.R.S. (the "GIA"). Grantee shall ensure that any Subcontractors maintain all insurance customary for the completion of the Work done by that Subcontractor and as required by the State or the GIA.

11. REMEDIES

In addition to any remedies available under any exhibit to this Grant Award Letter, if Grantee fails to comply with any term or condition of this Grant, the State may terminate some or all of this Grant and require Grantee to repay any or all Grant funds to the State in the State's sole discretion. The State may also terminate this Grant Award Letter at any time if the State has determined, in its sole discretion, that Grantee has ceased performing the Work without intent to resume performance, prior to the completion of the Work.

12. DISPUTE RESOLUTION

Except as herein specifically provided otherwise, disputes concerning the performance of this Grant that cannot be resolved by the designated Party representatives shall be referred in writing to a senior departmental management staff member designated by the State and a senior manager or official designated by Grantee for resolution.

13. NOTICES AND REPRESENTATIVES

Each Party shall identify an individual to be the principal representative of the designating Party and shall provide this information to the other Party. All notices required or permitted to be given under this Grant Award Letter shall be in writing, and shall be delivered either in hard copy or by email to the representative of the other Party. Either Party may change its principal representative or principal representative contact information by notice submitted in accordance with this §13.

14. GOVERNMENTAL IMMUNITY

Liability for claims for injuries to persons or property arising from the negligence of the Parties, their departments, boards, commissions committees, bureaus, offices, employees and officials shall be controlled and limited by the provisions of the Colorado Governmental Immunity Act, §24-10-101, et seq., C.R.S.; the Federal Tort Claims Act, 28 U.S.C. Pt. VI, Ch. 171 and 28 U.S.C. 1346(b), and the State's risk management statutes, §§24-30-1501, et seq. C.R.S. No term or condition of this Contract shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protections, or other provisions, contained in these statutes.

15. GENERAL PROVISIONS

A. Assignment

Grantee's rights and obligations under this Grant are personal and may not be transferred or assigned without the prior, written consent of the State. Any attempt at assignment or transfer without such consent shall be void. Any assignment or transfer of Grantee's rights and obligations approved by the State shall be subject to the provisions of this Grant Award Letter.

B. Captions and References

The captions and headings in this Grant Award Letter are for convenience of reference only, and shall not be used to interpret, define, or limit its provisions. All references in this Grant Award Letter to sections (whether spelled out or using the § symbol), subsections, exhibits or other attachments, are references to sections, subsections, exhibits or other attachments contained herein or incorporated as a part hereof, unless otherwise noted.

C. Entire Understanding

This Grant Award Letter represents the complete integration of all understandings between the Parties related to the Work, and all prior representations and understandings related to the Work, oral or written, are merged into this Grant Award Letter.

D. Modification

The State may modify the terms and conditions of this Grant by issuance of an updated Grant Award Letter, which shall be effective if Grantee accepts Grant Funds following receipt of the updated letter. The Parties may also agree to modification of the terms and conditions of the Grant in a formal amendment to this Grant, properly executed and approved in accordance with applicable Colorado State law and State Fiscal Rules.

E. Statutes, Regulations, Fiscal Rules, and Other Authority.

Any reference in this Grant Award Letter to a statute, regulation, State Fiscal Rule, fiscal policy or other authority shall be interpreted to refer to such authority then current, as may have been changed or amended since the Grant Issuance Date. Grantee shall strictly comply with all applicable Federal and State laws, rules, and regulations in effect or hereafter established, including, without limitation, laws applicable to discrimination and unfair employment practices.

F. Digital Signatures

If any signatory signs this agreement using a digital signature in accordance with the Colorado State Controller Contract, Grant and Purchase Order Policies regarding the use of digital signatures issued under the State Fiscal Rules, then any agreement or consent to use

digital signatures within the electronic system through which that signatory signed shall be incorporated into this Contract by reference.

G. Severability

The invalidity or unenforceability of any provision of this Grant Award Letter shall not affect the validity or enforceability of any other provision of this Grant Award Letter, which shall remain in full force and effect, provided that the Parties can continue to perform their obligations under the Grant in accordance with the intent of the Grant.

H. Survival of Certain Grant Award Letter Terms

Any provision of this Grant Award Letter that imposes an obligation on a Party after termination or expiration of the Grant shall survive the termination or expiration of the Grant and shall be enforceable by the other Party.

I. Third Party Beneficiaries

Except for the Parties' respective successors and assigns described above, this Grant Award Letter does not and is not intended to confer any rights or remedies upon any person or entity other than the Parties. Any services or benefits which third parties receive as a result of this Grant are incidental to the Grant, and do not create any rights for such third parties.

J. Waiver

A Party's failure or delay in exercising any right, power, or privilege under this Grant Award Letter, whether explicit or by lack of enforcement, shall not operate as a waiver, nor shall any single or partial exercise of any right, power, or privilege preclude any other or further exercise of such right, power, or privilege.

K. [Reserved]

L. Authority

Each Party represents and warrants to the other that the execution and delivery of this Agreement and the performance of such Party's obligations have been duly authorized.

**EXHIBIT A, STATEMENT OF WORK
(GRANT APPLICATION)**

Electronic Recording Technology Fund Grant Application Form

General Information

County Name **Montrose County**

County Clerk & Recorder Name **Tressa Guynes**

Phone **970-252-4586**

Email **tguynes@montrosecounty.net**

Alternant contact **Crystal Hudnall**

Phone **970-252-4537**

Email **chudnall@montrosecounty.net**

Mailing Address **320 South 1st Street, Room 101**

City **Montrose**

State **CO**

Zip **81401**

County Tier **third class**

County budget cycle (calendar, fiscal) including dates **Calendar**

How many recordings do you do in a year? **13,608.00 average over the last three years.**

How much do you collect of the \$1 Recording Technology Fee in an average year (over the last three years)?

\$12,950.00 average over the last three years.

How much money is in your technology fund?

We currently have \$31,711.76 in our technology fund.

Recording Equipment Information

Is your county currently recording documents Electronically Manually **Electronically and Manually**

What is the age of your current software? What is the age of the equipment (hardware) for which you are applying? What is the expected life of the software and hardware?

Our current software is six years old. Our new ScanPro 2200 microfilm scanner is one year old and has an expected life of 15 years.

What is the condition of your current software? What is the condition of the equipment (hardware) for which you are applying?

Our current software is in good condition. The ScanPro 2200 microfilm scanner that we are asking for the reimbursement of is in excellent condition.

Who is your current vendor? What product and version do you currently use?

Our current vendor is Pioneer Technology Group. We are on version 1.4.6.195 of the Landmark product.

What is your current annual payment to your vendor and how is it calculated?

Our current annual payment to Pioneer Technology Group is \$15,255.00. \$13,706.00 is for annual Landmark software maintenance and \$1,549.00 is for annual CSI- Intellidact software maintenance (redacting).



How and what kind of hosting is done with any parts of your recording system?

We host every aspect of our recording software.

What is the term of your contract (dates) with your current vendor?

We are on a year to year contract.

What percentage of your documents have been digitized? What percentage of your documents have been indexed? What will the percentage be if this grant application is approved?

100 percent of our historic public record documents from books 1 through 927 have been digitized. And 45 percent of them have been indexed. Book 415 to current documents are online, searchable and available to the public.

We are currently working on our Historic Document Project by uploading the images and indexing the information from books 1 through 414 to make the documents searchable and available online to the public.

Our Historic Document Project consists of importing and indexing our historic document images of books 1 through 541, into our Landmark live environment for online public access.

What percentage of your land documents are accessible online? What will the percentage be if this grant application is approved?

68 percent of our land documents are accessible online. This percentage will increase due to the purchase of our new ScanPro 2200 microfilm scanner. The ScanPro 2200 microfilm scanner has enabled our office to make legible copies from our existing aperture cards and upload the legible document images into our Landmark live environment for online public access.

This reimbursement will be applied to our technology fund to continue the funding of our Historic Document Project.

Grant Information

Why are you applying for grant funds?

This grant application is for the reimbursement of our new ScanPro 2200 microfilm scanner that has enabled us to continue with our Historic Document Project. Our 20 year old microfilm machine ceased to function and the parts to bring the machine back to working condition are no longer available. We purchased a new ScanPro 2200 microfilm scanner to enable our office to continue working on our Historic Document Project.

We have our historic document images on aperture cards for a large majority of our historic public record books 1 through 927, however we need this replacement scanner to help continue and finish importing the images into our Landmark live environment for books 1 to 414.

Amount of grant request (no funding requests involving expenditures past June 30, 2026).

\$6,105.00

What do you want to use the grant money for? Break out the expenses and include bids, invoices, or proposals with your request. What specific equipment and software do you want to purchase?

Reimburse us for the purchase of our ScanPro 2200 microfilm scanner that we purchased May 20, 2021. (copies of signed order authorization, invoice and payment attached)

If you are requesting grant funding for digitization and indexing, please describe the documents to be digitized and indexed, including their date ranges and the approximate number of pages and/or documents provide a general description of the documents to be digitized and/or indexed, the approximate date ranges, the total number of pages or documents, and an estimate of the percent of documents that are not related to interests in real property. If there are documents not listed in the Board's Policy Governing Grants for Digitization and Indexing, as examples of real property documents but the Clerk believes are related to interests in real property, please provide an explanation of why the documents are related to real property. Attach supporting bids if applicable. Bids should include the number of pages and/or documents to be digitized and/or indexed. For further information, see the Board's Policy Governing Grants for Digitization and Indexing.

N/A - This grant application is for a reimbursement for the purchase of our ScanPro 2200 microfilm scanner.

If you are requesting grant funding to improve the security of your county's general information technology systems, please describe generally the security measures to be undertaken with grant funds and explain why/how the improvement is necessary to improve the security of your electronic filing system.

N/A - This grant application is for a reimbursement for the purchase of our ScanPro 2200 microfilm scanner.

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

N/A - This grant application is for a reimbursement for the purchase of our ScanPro 2200 microfilm scanner.

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

With the assistance from our Finance Department, we have created a special Org. Code for grant monies. I will also internally keep track of grant monies by creating a spreadsheet and keep copies of all invoices and payments that are issued.

Will any monies from your technology fund be used for the purpose(s) contained in the grant request? If yes, how much?

No

If no, explain the plans for the use of your technology fund.

No, this grant application is for the reimbursement of our new ScanPro 2200 microfilm scanner.

The current monies in our technology fund will continue funding our Historic Document Project that consists of importing and indexing our historic document images of books 1 through 414, into our Landmark live environment for online public access.

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

No

Will the grant award increase your annual maintenance costs? If so, do you have a long-term plan to budget for the increase?

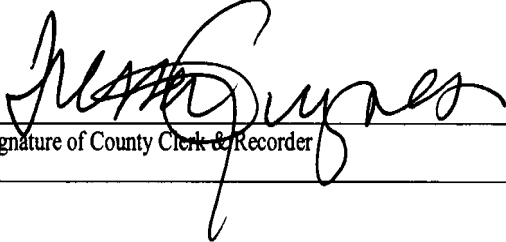
This grant award will not increase our annual maintenance costs.



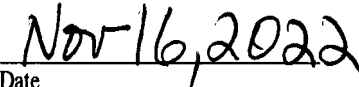
Describe how the funds will be used to achieve the stated business purpose and core goals.

- A) To assure the security, accuracy and preservation of public records. **Yes**
- B) To maintain the privacy of personal identifying information, online access. **Yes**
- C) To assure that the sequence in which documents are received by a clerk are accurately reflected to the greatest extent practicable. **Yes**
- D) To provide for online public access to public records. **Yes**
- E) To assure that electronic filing systems used in different counties are similar so as to facilitate the submission and searching of electronic records. **Yes**

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

QUOTE

Quote # 20111

e-ImageData

340 Grant St
Hartford, WI 53027
262-673-3476



Contact: Tom Rodzewich 310-482-1066 tomr@e-imagedata.com

Quote Date	4/27/21
Expire Date	7/26/2021
Terms:	Net 30 from ship date

QUOTE TO:		CONTACT:		
Montrose County Clerk and Recorder		Crystal		
320 South First Street - Room 103		970-252-4537		
Montrose, CO 81401				
Item & Description	Qty	Rate	Amount	
9862201 ScanPro 2200 Standard 510 , 6.6 megapixel camera (6.6 MP image sensor, largest pixels in the industry, over 7 times larger than the nearest competitor), Super Speed USB 3.0 interface, Word searchable PDF single page with ABBYY® fine reader OCR engine, 7X to 32X Optical Zoom Magnification, UCC 510 Combination fiche/aperture cards and motorized 16/35mm roll film carrier, 3-year factory warranty INCLUDES NON-EXPIRING SOFTWARE, FREE UPDATES: -scan to pdf, tiff, jpeg. -single page OCR PDF using ABBYY (FR) fine reader. -export to multi-page pdf -single click print. -adjust brightness and contrast -line straighten or manual straighten -on screen magnifier. -optical zoom range 7x to 32x -camera orientation portrait or landscape -single click negative or positive film type -single click "Scan Mode" grayscale or black and white -customizable user interface from basic to advanced. -click to rotate image 90°, 180°, 270°, 360°. -software selectable resolution: 150 DPI to 2000 dpi, 8-bit grayscale, 1-bit black and white -continual image focus even during optical zoom -upgradeable				
	1	\$6,535.00		\$6,535.00
Discount per Tom	1	-\$540.00		-\$540.00
* Unlimited remote training and support				
Sales Tax (applicable sales tax will be applied, or please provide tax-exempt form)		0.000%		\$0.00
Non-Taxable				
ScanPro Advantage -free six month subscription to evaluate the extra features.				
Shipping (directly to customer location)	1	\$110.00		\$110.00
Total				\$6,105.00
SCANPRO LEASE OPTION:				
Lease option #1 - 36 month / Own the ScanPro for \$1 at the end of the 36 months (sales tax NOT included) Per Month \$				\$143.79
Lease option #2 - 60 months / Own the ScanPro for \$1 at the end of the 60 months (sales tax NOT included) Per Month \$				\$123.79

Please sign and date as authorization to proceed with order.

Email to: tomr@e-imagedata.com

Tressa Guynes
Signature

Tressa Guynes
Clerk & Recorder

Signed By

5/20/2021
Date



8955

INVOICE

e-ImageData Corp
 262-673-3476
 340 Grant Street
 Hartford, WI 53027

Invoice Number: 56182
 Invoice Date: 05/25/21
 Page: 1

Customer Phone: 970-252-4537
 Customer email:

B MONTROSE CTY CLERK & RECORDER
I 320 S 1ST ST, ROOM 101
L MONTROSE, CO 81401
L ATTN: CRYSTAL

S MONTROSE CTY CLERK & RECORDER
H 320 S 1ST ST, ROOM 101
I MONTROSE, CO 81401
P ATTN: CRYSTAL

Sales Ord No: 57822	Taxable: N	Purchase Order: 20111
Order Date: 05/24/21	Pmt Terms: N30 INV DATE	Ship Via: FEDEX
Account Cd: MONCOUCLEI	Shipper No: 56182	FOB: HARTFORD, WI
Salesperson: 36	Ship Date: 05/25/21	Job Number:

Line	Qty Shipped	Backordered	Part Number/Description	Discount	Price UM	Extended Price
	1.00	0.00	9862201 SCANPRO 2200, USB -7X-32X OPTICAL ZOOM -FICHE & APERTURE CARD CARRIER -MICROFILM & MICRO-OPAQUE -UCC510 16/35 ROLL CARRIER -POWERSCAN 2200 SOFTWARE -SINGLE PAGE OCR PDF SOFTWARE -6 MO SPA MEMBERSHIP LICENSE INCLUDES 6 MO FEATURE UPGRADE INCLUDES 6 MO AUTO-SCAN PRO INCLUDES 6 MO PPS -LIFETIME LAMP WARRANTY		6,535.0000 EA	6,535.00
M	1.00	0.00	9862600 POWER CORD, DOMESTIC		0.0000 EA	0.00
M	1.00	0.00	0355101 PACKAGING ASSY, DOMESTIC SCANPRO		0.0000 EA	0.00
	<1.00>	0.00	9000000 DISCOUNT PER TOM		540.0000 EA	<540.00>

Tracking # 187386630280, 187386630291 FEDEX

SO # NOTES (STD):
 SERIAL #: 22-1836-726006287, UCC510 26743

2021 205



e-ImageData Corp
262-873-3476
340 Grant Street
Hartford, WI 53027

INVOICE

Invoice Number: 56182
Invoice Date: 05/25/21
Page: 2

Customer Phone: 970-252-4537
Customer email:

B MONTROSE CTY CLERK & RECORDER
| 320 S 1ST ST, ROOM 101
| MONTROSE, CO 81401
|
| ATTN: CRYSTAL

S MONTROSE CTY CLERK & RECORDER
H 320 S 1ST ST, ROOM 101
I MONTROSE, CO 81401
P ATTN: CRYSTAL

Sales Ord No: 57822 Taxable: N Purchase Order: 20111
Order Date: 05/24/21 Pmt Terms: N30 INV DATE Ship Via: FEDEX
Account Cd: MONCOUCLEI Shipper No: 56182 FOB: HARTFORD, WI
Salesperson: 36 Ship Date: 05/25/21 Job Number:

Line	Qty Shipped	Backordered	Part Number/Description	Discount	Price UM	Extended Price
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Visit us on the web at
www.e-imagedata.com
Thank you for your order.

Subtotal: 5,995.00
Freight: 110.00
Total: 6,105.00



Purchase Order

Fiscal Year 2021 Page 1 of 1

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS

Purchase Order Number **00210946**

Purchase Order Date 08/09/2021

Department 030_Clerk & Recorder

Tax Exempt #00804916

Bill To
 Montrose County
 Accounts Payable
 1845 S Townsend Ave
 Montrose CO 81401
 (970) 252-5094
 accounts payable@montrosecounty.net

Ship To
 Clerk & Recorder
 Montrose County
 320 S. 1st St. Room 103
 Montrose, CO 81401

Vendor
 E-IMAGEDATA CORP
 340 GRANT ST
 HARTFORD, WI 53027

VENDOR PHONE NUMBER	VENDOR FAX NUMBER	VENDOR NUMBER	REQUISITION NUMBER	DELIVERY REFERENCE
262-673-3476		8955	1136	

NOTES
 SCANPRO 2200
 The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading

ITEM #	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE
1	SCANPRO 2200	1.0000	EACH	\$5,995.0000	\$5,995.00
	GL #: 2021205 - 87300				\$6,105.00
	Commodity Code: -				

GL SUMMARY	
2021205 - 87300	\$6,105.00

5125 56182

Total Ext. Price	\$5,995.00
Total Freight	\$110.00
Purchase Order Total	\$6,105.00



Board Of County Commissioners

Accounts Payable
1845 S. Townsend Ave.
Montrose, CO 81401
(970) 252-5094 Fax (970) 252-5021

Address Service Requested

423906

E-IMAGEDATA CORP
340 GRANT ST
HARTFORD, WI 53027-0000

VENDOR NUMBER	VENDOR NAME	CHECK NUMBER	CHECK DATE	CHECK AMOUNT
8955	E-IMAGEDATA CORP	423906	08/20/2021	\$6,105.00

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	INVOICE AMOUNT
05/25/2021	56182	SCANPRO 2200 GL #: 2021205-87300	\$6,105.00



Board Of County Commissioners

Accounts Payable
 1845 S. Townsend Ave.
 Montrose, CO 81401
 (970) 252-5094 Fax (970) 252-5021

Vendor Number	Check Number	Check Date
8955	423906	08/20/2021

*** Six Thousand One Hundred And Five Dollars And Zero Cents ***

\$6,105.00

Pay To E-IMAGEDATA CORP
 The
 Order Of

**FILE COPY
 NON-NEGOTIABLE**