

**AOC Grant Program
Nevada Courts Data Warehouse**

Policies and Guidelines

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**Administrative Office of the Courts
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AOC Grant Program – Nevada Courts Data Warehouse Policies and Guidelines

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I. PURPOSE

This document sets forth the requirements for Nevada trial courts seeking grant funding of up to \$20,000 through the AOC Grant Program to acquire the additional programming necessary to operate the Nevada Courts Data Warehouse system in conjunction with their existing case management systems. To be eligible for funding, applicants must commit to using the Nevada Courts Data Warehouse system by signing the AOC Data Sharing Agreement. Due to limited funding, support will be provided on a first-come, first-serve basis.

Grant funds may not be used to cover personnel costs, user fees, or to reimburse expenses for projects already completed. They also may not be used to purchase Microsoft 365 G5 licenses. However, they remain available for other eligible data warehouse-related expenses, such as vendor consultation for establishing data connections.

The following sections of this document identify:

- the documentation required of the requesting court for consideration of grant funding;
- the application review and approval process; and
- the responsibilities of the AOC and the Nevada trial court receiving grant funding to ensure successful project completion and fiscal accountability.

II. SUBMISSION REQUIREMENTS

All applications for AOC Grant Program – Nevada Courts Data Warehouse funding must contain the information identified below. All applications must include the application cover sheet, budget worksheet, letter of request, a project schedule, the assurances form signed by an authorized court representative, and a current vendor quote.

A. Required Documents

1. **Application Cover Sheet:** serves as a checklist of required documents for submittal. The intended use is to help the requester ensure all required documents are completed and included in the grant submission packet. This worksheet is available via the website.
2. **Letter of Request:** shall contain the following information:
 - a. A title describing the project;
 - b. The name and address of the court, organization, or individual submitting the application;
 - c. The name, title, address, and telephone number of a contact person who can provide further information about the application;
 - d. The estimated start and completion dates for the project; and
 - e. Authorizing signature.
 - The Judge(s), Chief Judge, or Court Administrator of the requesting court must sign the letter.
 - This signature denotes the proposed project has been approved by the court. If grant funding for the project is approved by the AOC, the authorizing

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official or specified designee will receive, administer, and be accountable for the awarded funds and project reporting.

3. **Budget Worksheet:** The AOC Grant Program – Nevada Court Data Warehouse Budget Worksheet must be included with the grant application; and must be complete and thorough. This worksheet is available via the website.
4. **Project Schedule:** shall outline the following considerations:
 - a. Project Phases and Timeline
 - Provide a description of project milestones and major project phases.
 - The proposal should present a management plan including start and end dates for each major task; the time commitments to the project of key staff and their responsibilities regarding each major task; and the methodology that will be used to ensure that all tasks are performed on time, within budget, and at the highest level of quality.
 - The project management schedule must also provide terms for the timely submission of AOC Grant Program Status Reports (if applicable) and of the AOC Grant Program – Nevada Courts Data Warehouse Final Budget Report Form in accordance with the terms outline in the grant agreement.
 - b. Roles and Responsibilities
 - Describe the individual project roles and responsibilities of agency staff and management in both business and technical areas.
 - If third-party consultants or contractors will be used, include their names, qualifications, selection process, and their project roles and responsibilities.
5. **Assurances Form:** is available via the website and must be completed and signed by the court judge or administrator.
6. **Current Vendor Quote(s):** are required; it is the applicant’s responsibility to ensure that vendor quotes are valid, accurate, and current at the time of submittal to the AOC.

B. Submission Methods and Timeline

1. Grant requests must be post-marked or received between July 1, 2025, and December 31, 2025. Applications received outside of this window will not be accepted.
2. Grant awards are expected to be announced and dispersed on a first-come, first-served basis once the application is approved. Grant funds are to be expended by the end of the fiscal year in which funding is received.
3. Courts seeking funding for multiple projects must submit a separate and complete application for each grant project; each application shall contain the original signature of the judge or court administrator.
4. The AOC Grant Program – Nevada Courts Data Warehouse is open to Nevada trial courts only. AOC Grant Program Grant agreements must be between the AOC and Nevada trial courts via the judge or court administrator. No third party may enter into an AOC grant agreement on behalf of a trial court.
5. Please send all applications to:
 - a. AOC Grant Program Administrator
Administrative Office of the Courts
201 South Carson Street, Suite 250
Carson City, NV 89701

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- b. Or submit electronically to: aocgrant@nvcourts.nv.gov

III. REVIEW AND APPROVAL PROCESS

AOC Grant requests are evaluated competitively against other requests received within the award submission period. AOC is committed to ensuring a fair and open process of awarding grant funds. Applications are reviewed by the AOC's Grant Review Board, made up of AOC grant program administrators and AOC staff experts in the areas of the requests. When necessary, applications may also be reviewed by outside experts.

The Grant Review Board first reviews each request to assess completion of the required documents. A second review evaluates whether the request is reasonable, understandable, achievable, and within the parameters of the qualifying areas of the applicable grant. During this process, grant requests are evaluated and ranked based on several factors, including need and the requester's compliance with reporting requirements (MAS, USJR, previous grant cycle awards, etc.) Courts previously awarded funding must be in compliance with all reporting requirements, as provided in the grant agreement, in order to be considered for funding in any future AOC grant programs. When appropriate, preference will be given to applicant courts that have NOT received grant awards in previous grant cycles.

The AOC Grant Review Board will compile a rating sheet for each application and will assign points for each relevant selection criterion; review results in one of the following recommendations to the State Court Administrator.

- Fund as requested,
- Fund with amendment, or
- Deny funding

The recommendation is submitted, in writing, to the Executive Committee, made up of three Nevada Supreme Court Justices. The decision of the Executive Committee is forwarded to the appropriate AOC Grant Program Administrator who then notifies the requester.

The AOC Grant Program Administrator will send written notice to each applicant concerning decisions to approve, conditionally approve, defer, or deny funding of their projects and the key issues and questions that were raised during the review process. A decision to deny funding of a project may not be appealed, but does not prohibit resubmission of a similar proposal in a subsequent year of funding.

If conditionally approved or if additional information is needed, a notice requesting the additional information will be sent to the requesting court. Courts have until the date indicated in the notice to respond with the information or provide any requested revisions. If the requested revisions (or a reasonable schedule for submitting such revisions) have not been received by the date indicated in the notice, the conditional approval will be reconsidered and may be deferred or denied.

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Approvals are based on available funding. The approved grant award may be made for an amount other than the amount requested. Once a request is approved, an agreement is prepared and forwarded to the requester for signature. The requester is asked to produce an original copy of the agreement, obtain authorized signature, and return to the AOC Grant Program Administrator for signature by the AOC State Court Administrator. A conformed copy is returned to the requester.

IV. RESPONSIBILITIES

- A. The responsibilities of the Nevada Supreme Court, Administrative Office of the Courts, in relation to this grant are to:
 - 1. Oversee expenditure and distribution of funds, administrative assessment fees, and/or preemptory challenge fees designated to the purpose of the AOC grant program.
 - 2. Set standards for the disbursement of equipment, software, and funds to the courts in meeting the purpose of the AOC grant program.
 - 3. Set statewide judicial branch statistical reporting requirements including information standards (data elements and definitions) for all trial courts.
 - 4. Set statewide communication standards to assure all courts can electronically transfer case information to the Department of Motor Vehicles and Public Safety’s criminal history repository, the AOC, and other courts.
 - 5. Perform analysis and publish pertinent statewide judicial information.

- B. The responsibilities of the local court receiving the grant are to:
 - 1. Design and purchase systems that meet established state judicial branch approved standards.
 - 2. Diligently manage state equipment, software, and funds provided to support the AOC grant program.
 - 3. Include in any contractor agreement the need for the contractor to submit invoices within 30 days of work completion.
 - 4. Provide budget reports to the AOC Grant Administrator throughout the project time period in accordance with the terms outlined in the grant agreement.
 - 5. Make every effort to provide accurate, timely, consistent judicial information to all necessary state and local agencies according to Supreme Court information standards.
 - 6. Provide a final narrative report of project completion in accordance with the terms outlined in the grant agreement. This report should be an overview of the project on court letterhead confirming the successful completion of the project in accordance with the terms of the grant agreement. The final report should be thorough, yet brief, and may not exceed two pages. Receipts for the project shall be included with the final report. Additionally, the AOC Grant Program – Nevada Courts Data Warehouse Final Budget Report Form (available via the AOC Grant Program website) should also be included with the submission. The final narrative, receipts and Final Budget Report form are due to the AOC no later than July 15, 2026, following the completion of the project. If, for any reason, this deadline cannot be met, please contact the AOC to arrange for an amendment or extension, as appropriate.

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7. Ensure that grant projects are completed thoroughly and in accordance with both the grant agreement and with the project narrative for which funding was awarded. Absent extenuating circumstances, and written approval from the State Court Administrator, funding must be used for the purposes presented in the grant application or be returned to the AOC.
8. Keep in mind that grant funds must be expended by the end of the fiscal year in which they were awarded. Should an amendment to the original grant agreement terms be necessary for any reason, the court will contact the AOC Grant Program Administrator no later than 30 days prior to the expiration of the original grant agreement. Courts requesting an amendment must submit the AOC Grant Program – Nevada Courts Data Warehouse Grant Agreement Amendment Request Form (available on the AOC Grant Program website).
9. Should a project be completed under budget, the Grantee court must notify the AOC, and make plans for return of surplus funds, no later than 30 days prior to the termination date of the AOC Grant Program – Nevada Court Data Warehouse Grant Agreement.