



**DAVE YOST**  
OHIO ATTORNEY GENERAL

# **GRANT APPLICATION**

**Improving the Electronic Reporting  
of Disposition Information  
by Ohio's Courts**

## Background

Ohio law requires the Ohio Attorney General's Office (Attorney General) to maintain the state's Computerized Criminal History (CCH) repository, a task that is handled by the Identification Division of the Attorney General's Bureau of Criminal Investigation (BCI).

Electronic submission of adult criminal records and juvenile adjudication records is considered the best practice as it ensures timely entry of records into the CCH repository. This reduces the length of time between the disposition of a case and the time it is indexed for firearm purchase and pre-employment background checks.

In 2022, more than half of Ohio counties reported adult criminal records electronically. However, less than 15% of juvenile courts reported juvenile adjudication records electronically to BCI. To improve the overall rate of electronic submissions, the Ohio Attorney General's Office plans to use a portion of its federal NCHIP grant to help equip courts transition to electronic reporting. Priority will be given to applications from juvenile courts, but all courts of record are eligible for consideration.

## Grant summary

The Attorney General's Office will use federal NCHIP funds to award subgrants to local courts for the express purpose of facilitating direct electronic disposition submissions to BCI. Currently, all grant funds through this initiative must be used prior to September 30, 2026

The most promising proposals will be chosen based on the following criteria:

- The population served by the court.
- The volume of records submitted to BCI.
- Any proposed local contribution to the project.
- The ability to implement the proposed solution within 12 months (or 18 months, if applicable).
- The ability to submit both prospective and historical records.

The AGO will evaluate applications as they are received on a biweekly basis and continue to fund projects until NCHIP funding expires, or until the grant award period closes.

## Qualifying expenses

Qualifying expenses include things that allow subgrant recipients to submit disposition records electronically to BCI. Examples include but are not limited to:

- Subsidizing the upfront costs of implementing a case-management system that allows for electronic reporting of juvenile adjudication records to BCI.
- The cost of enhancing an existing case-management system to allow for electronic submissions.
- IT services needed to help ensure electronic submissions.
- Overtime/salary costs to help ensure electronic submissions.

## Reporting requirements

Every NCHIP grant has quarterly reporting requirements and cannot supplant local funding. Additional reporting requirements will be based on the project funded – to be determined after the grant funding is awarded. IT-specific projects may have additional AGO reporting mandates to ensure completion of the project prior to expiration of the grant funds.

## Application review process

Representatives selected by the Attorney General will review all applications and make recommendations to the Attorney General's Office, with the AGO administration having the final say on the winning submissions. The review committee and/or the Attorney General's Office may make use of resources beyond the materials submitted in each application and/or request additional information or documentation from applicants. Requests for additional information from applicants will include a due date by which applicants must respond. The Ohio Attorney General's Office reserves the right to make exceptions to these requirements and consider modifying program guidelines on a case-by-case basis.

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## APPLICATION SUBMISSION

Please submit the fully completed application form, supporting narratives and Excel spreadsheet to [juvenileadjudications@OhioAGO.gov](mailto:juvenileadjudications@OhioAGO.gov).

**NOTE:** Email file size must be 20MB or less to ensure delivery.

## CONTACT INFORMATION

Office of Ohio Attorney General Dave Yost  
Attn: Zahid H. Siddiqi, Director of Identification, Ohio Bureau of Criminal Investigation  
1560 OH-56, P.O. Box 365  
London, OH 43140  
[Zahid.Siddiqi@OhioAGO.gov](mailto:Zahid.Siddiqi@OhioAGO.gov)

## **APPLICATION FORM**

### **Improving the Electronic Reporting Ohio's Courts**

#### **ORGANIZATION INFORMATION**

Name of entity: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ZIP: \_\_\_\_\_ County: \_\_\_\_\_

Phone number: \_\_\_\_\_

#### **HEAD OF ORGANIZATION**

Name: \_\_\_\_\_

Title \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

#### **PRIMARY CONTACT PERSON**

Name: \_\_\_\_\_

Title \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

## **EXECUTIVE SUMMARY OF PROJECT**

In a narrative no longer than five pages, please provide a high-level summary of the project you would implement if awarded the subgrant amount requested from the Attorney General's Office. The summary should include:

- An overview of the proposed project and explanation of how your agency's use the requested funds would ensure that juvenile adjudications or criminal dispositions are directly reported to BCI electronically into the future.
- The number of juvenile adjudications or criminal dispositions that occurred in your jurisdiction in 2022 and 2023 (and total number of individual charges adjudicated for both years, if available). Adjudication numbers should include all cases regardless of the specific disposition.
- An explanation of whether the proposal will allow the electronic reporting of historical adjudications or criminal dispositions, adjudications or criminal dispositions occurring after implementation, or both.
- Information regarding any software or product (if the proposal includes the purchase of case-management software or other identified software solution).
- Any known or estimated risks or barriers associated with the project implementation that could impact implementation or delay completion of the project past Sept. 30, 2026.
- A description of local funds (if any) that will be contributed to the project.

## **DETAILED PROJECT PLAN**

The Project Plan should expand upon the information provided in the Executive Summary, explain the connections between various components of the project, and allow evaluators to understand how your agency would complete the goals of the project within the specified timeframe. In a separate narrative, please include, at a minimum:

- An explanation of how subgrant funds will be used to facilitate the electronic reporting of juvenile adjudications or criminal dispositions to BCI, including the steps that must occur at the local level to implement the proposed solution.
- If individuals outside your agency will be responsible for doing some or all of the work, explain how those individuals will be identified and selected and will complete the work within the project timeline.
- If the project includes the procurement of a new case-management system or an upgrade to an existing case-management system, a description of the proposed solution should be included, as should details regarding how it will be identified and implemented and whether it can export adjudication data for transmission to BCI based on [these specifications](#).
- A detailed timeline for project implementation that includes measurable milestones.
- If applicable, information regarding how future costs associated with the proposed solution (i.e. maintenance agreements, support services, labor, etc.) that extend past the end of the grant period will be funded.

## **PROJECT BUDGET**

1. How much funding are you requesting for your project? \_\_\_\_\_
2. In an Excel spreadsheet (a [template is provided here](#)), please provide an itemized budget for how the funds would be used by September 30, 2026.
3. In an accompanying narrative, please provide:
  - Detailed descriptions (as exact as possible) of the items listed in the Excel spreadsheet for your project.
  - A time schedule for the period that the funds will be used and the project completion date.

## **ORGANIZATION AUTHORIZATION AND CERTIFICATION**

I understand that by signing this application, I grant the Ohio Attorney General's Office or its authorized agents access to any records for verification and evaluation of the information provided in this application. I understand that completion of the application does not guarantee that the applicant will receive the requested subgrant funds and that the Attorney General may reject, in whole or part, applications for which the Attorney General determines that a grant award is not in the best interest of the applicant or the Attorney General.

The Ohio Attorney General's Office is subject to the requirements of the Ohio Public Records Act ([Ohio Revised Code Section 149.43](#)). Accordingly, applicants must understand that the application and materials submitted with it may be subject to disclosure as a public record. Accordingly, I understand that the submitted information should not include any confidential or trade-secret information.

I certify that the information I have provided in this application is, to the best of my knowledge, a true, accurate and complete disclosure of the requested information. I am authorized to apply for this subgrant on behalf of my agency or have received approval on behalf of my agency to apply. I understand that I may be held civilly and criminally liable under federal and state law for knowingly making false or fraudulent statements.

Organization: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_