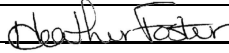


# CeRTNA – E-Recording Grant Application

Date of Application: December 16, 2025			
Name of County: Sierra County		Contact Name: Heather Foster	
Address: P.O. Drawer D		Contact Number: 530-289-3295	
City: Downieville	State: CA	Zip: 95936	Email: hfoster@sierracounty.ca.gov
<p><b>Grant funds shall be used for the direct costs of implementing or operating a CeRTNA-hosted Electronic Recording Delivery System, including, but not limited to, purchase of workstation(s), recording system interface to CeRTNA, DOJ costs, etc. Maximum grant request amount shall be \$10,000.00 per application for counties recording 10,000 documents or fewer per year and \$2,500.00 for counties recording between 10,001 and 20,000 documents per year. Counties may submit one application per year.</b></p>			
<p>1. Documents Recorded Last Calendar Year: 1538 (attach latest Office of Insurance Commissioner Report – GC 27296)</p> <p>2. Grant amount requested: \$ 10,000</p> <p>3. Grant amount will be used for the following:</p> <p>a. ERDS/G2G Workstation(s): \$ 2,000.00 (attach quote or actual cost)</p> <p>b. Vendor Interface: \$ 6,395.00 (attach quote or actual cost)</p> <p>c. Initial System Audit: \$ 3,700.00 (Contact CeRTNA for actual Cost)</p> <p>d. DOJ ERDS Program Participation Costs: \$ 121.67 (attach quote or actual cost)</p> <p>e. Other: \$ _____ (attach quote or itemized list)</p>			
<b>General Qualifications and Requirements</b>			
<p>1. Participation is limited to California Counties who record 20,000 or fewer documents per year.</p> <p>2. Applicant County must have commenced the collection of the \$1.00 ERDS fee on each recorded document authorized pursuant to Government Code Section 27397. <b>Attach</b> County Board Resolution showing modification of the Fee Schedule allowing for this.</p> <p>3. Applicant County must have approved its ERDS participation MOU with the Attorney General Pursuant to the Act. <b>Attach</b> County board Resolution authorizing participation in the DOJ ERDS Program.</p> <p>4. Applicant County must have received Board of Supervisors approval to participate in electronic recording via the CeRTNA ERDS pursuant to the Act. <b>Attach</b> the County Board Resolution authorizing the County Recorder to participate in the ERDS program through the CeRTNA ERDS JPA as either a Board member or client.</p> <p>5. Applicant County must have representation at the CeRTNA BOD meeting when the grant is scheduled to be reviewed to present their application and answer any questions.</p> <p>6. Applicant County must enter into a Standard Agreement in the form attached hereto.</p> <p>7. Applicant County must agree as part of the Standard Agreement to abide by CeRTNA’s grant fund requirements, including a tiered repayment schedule in the event the Applicant County receiving grant funds ceases to be a member or client of CeRTNA.</p>			
I certify that the information provided herein is true and correct to the best of my knowledge.			
Applicant’s Printed Name and Signature: Heather Foster			
Applicant’s Title: Sierra County Clerk-Recorder			
Date: December 8, 2025			

Send completed application (with **all** supporting documents) to:

CeRTNA  
 c/o Santa Cruz County Recorder  
 Attn: Richard Sherman, Executive Director  
 701 Ocean Street, Room 230  
 Santa Cruz, CA 95060

# CeRTNA – E-Recording Grant Application

**Board of Directors:**

Reviewed by: \_\_\_\_\_

Approved: \_\_\_\_\_

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

**Executive Director:**

Reviewed by: Richard Sherman

Approved: \_\_\_\_\_

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