

**From:** [KDLA LRB Application](#)  
**To:** [Archer, Shanda \(Henry County Clerk\)](#)  
**Cc:** [Herrell, Olivia \(Henry County Clerk\)](#); [Halbmaier, Rebecca L \(ELC\)](#); [Van, Renita \(ELC\)](#)  
**Subject:** FY24C2 LR Grant Application\_RE: Henry County Grant Submission  
**Date:** Monday, October 2, 2023 12:03:00 PM  
**Importance:** High

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Currently your FY24C2 Local Records Program Grant application does not meet criteria for completeness and compliance and cannot move forward. For this cycle only, KDLA will be re-opening the cycle to allow for applications to be updated to meet basic compliance requirements. Becca Halbmaier, West Regional Administrator, will be assisting with this process. She will be contacting you to discuss options and next steps.

Below is a general overview of requirements that must be met for the grant application to be in compliance and potentially funded. Becca will work with your office to assist in completing and is available to consult through the process.

- Invitation for Bid Proposal Project Specifications
  - Section 1 and 2: Project specifications should be separated by task (preservation activities, scanning, index). This will allow additional vendors to bid.
    - It is unclear from the project specifications if indexing of deed books is requested OR scanning of indexes is requested. Are index books separate from Deed Books?
- Bids
  - Section 1: Two (2) eligible bids received. An additional bid is required for funding consideration.
    - COTT no longer provides some services and cannot be an eligible vendor for those services.

Please note that while the timeframe is limited, KDLA is committed to assisting where possible. This process should begin as soon as possible. Becca will be in contact with your office this week (October 2-6) to discuss details and help with next steps. Please advise if you are uninterested in continuing and/or if another individual in your office should serve as point of contact. FY24C2 application resubmission deadline is October 31, 2023.

*Nicole Bryan*

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**From:** Herrell, Olivia (Henry County Clerk) <Olivia.Herrell@ky.gov>

**Sent:** Monday, August 28, 2023 3:00 PM  
**To:** KDLA LRB Application <LRB.Application@ky.gov>  
**Subject:** Henry County Grant Submission

**\*\*CAUTION\*\* PDF attachments may contain links to malicious sites. Please contact the COT Service Desk [ServiceCorrespondence@ky.gov](mailto:ServiceCorrespondence@ky.gov) for any assistance.**

Please see attached.

*Olivia Herrell*

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