

From: [KDLA LRB Application](#)
To: [Logan Co. KY Archives](#); [Watkins, Stacy \(Logan County Clerk\)](#)
Cc: [Halbmaier, Rebecca L \(ELC\)](#); [Van, Renita \(ELC\)](#)
Subject: FY24C2 Logan County_RE: Local Records Grant Review Committee
Date: Monday, October 2, 2023 12:20:00 PM
Importance: High

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.

- General Application
 - Application must be split into two applications, one for County Clerk, one for Logan County Archives
 - If awarded, funds cannot be co-mingled
 - Separate Invitation for Bid Proposals were originally created and sections were renumbered, causing bids to not match project specifications.
 - Language was added to the Invitation for Bid Proposal – this is a required KDLA grant document and cannot be altered.
- Bids
 - Sections 1-6
 - Site visit dates not listed on all bids
 - Bids not submitted in entirety, including email correspondence. *bid documents cannot be altered
 - Bids do not match the application by section
 - No Response does not equal No Bid. A document/email/correspondence stating a No Bid is required.
 - Section 1: Two (2) eligible bids received. An additional bid is required for funding consideration.
 - No Bid not included in application for Quill
 - Section 2: One (1) eligible bid received. Additional bids required for funding consideration.
 - No Bid not included in application for Ron Cooper Company
 - No Bid not included in application for Store More Store
 - Section 4: Two (2) potentially eligible bids received. An additional bid is required for funding consideration.
 - No Bid not included in application for Ricoh
 - There are deficiencies with the bids (did not include all required information) that must be addressed for funding consideration.
 - ScannX provided multiple bids – which is the proposed cost?
 - Section 5 (Clerk specs Section 1): Two (2) eligible bids received. An additional bid is

required for funding consideration.

- No Bid not included in application for COTT
- Submit complete bids in entirety
- Section 6 (Clerk specs Section 2): Two (2) eligible bids received. An additional bid is required for funding consideration.
 - No Bid not included in application for COTT
 - Submit complete bids in entirety
 - There are deficiencies with the bid (did not include all required information) that must be addressed for funding consideration.

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

Local Records Branch Manager
Archives and Records Management Division
Kentucky Department for Libraries and Archives
PO Box 537
300 Coffee Tree Road
Frankfort, KY 40602-0537
502.564.1745
502.564.5773 fax

From: Logan Co. KY Archives <logancokyarchives@gmail.com>

Sent: Thursday, September 7, 2023 10:28 PM

To: KDLA LRB Application <LRB.Application@ky.gov>

Subject: Local Records Grant Review Committee

****CAUTION** PDF attachments may contain links to malicious sites. Please contact the COT Service Desk ServiceCorrespondence@ky.gov for any assistance.**

This Message Originated from Outside the Organization

[Report Suspicious](#)

This Message Is From an External Sender.

Local Records Grant Review Committee,

Should a researcher discover their roots in one of 30 western Kentucky counties' beginnings, their search should inevitably lead to answers within Logan County's historical documents. Records dating back to 1792, with the creation of Kentucky and Logan County, and even a few before then, are stored within the Archives, while modern documents to the present day are kept in the County Clerk's Office. Many of our records are unique, unpublished, original documents. The books and documents housed in the Clerk's

Office and Archives tell the entire history of Logan County.

The Logan County Clerk's Office and Archives seek to strategically rearrange current records to maximize storage space, provide room for expansion, and ensure the preservation of records. Once completed, the Clerk's Office and Archives will have a more organized record management system, which will provide faster retrieval of documents, space to store future records and ensure the preservation of these historical documents through modernization. Since its establishment, Logan County has been fortunate enough to avoid any disasters that could have jeopardized these records. This project will advance record management by ensuring that our permanent records remain permanent.

As you review our 2024 Cycle 2 Local Records Program Grant Application, we hope our dedication to this project is obvious. Through this opportunity, it is our wish for Logan County to improve access of local records for our citizens and visitors.

If you have any questions about this application, please contact Stacy Watkins or Denise Shoulders. We look forward to hearing from you.

Stacy Watkins, Logan County Clerk
Denise Shoulders, Genealogical Society President
229 West Third Street and 278 West Fourth Street, Russellville, KY 42276
270-726-6061 County Clerk's Office or 270-726-8179 Archives
stacy.watkins@ky.gov or logancokyarchives@gmail.com