

From: [KDLA LRB Application](#)
To: [Greer, Crissy \(Marshall County Clerk\)](#)
Cc: [Halbmaier, Rebecca L \(ELC\)](#); [Van, Renita \(ELC\)](#)
Subject: Marshall Co Clerk FY24C2 LR Grant Application_RE: Scanned from a Xerox Multifunction Printer
Date: Monday, October 2, 2023 12:11:00 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.

- Project Summary (Application):
 - There is no amount in the total funds requested.
 - The project summary does not match the project specifications (what are the exact project tasks/goals). Are indexes to be scanned or electronic indexes of scans created?
- Invitation for Bid Proposal
 - Not attached
- Invitation for Bid Proposal Project Specifications
 - Two versions are included with the application, which is the correct?
 - Fixture Filings (L4935) cannot be included in project tasks – less than permanent retention
- Bids
 - Kofile bids are not dated
 - Section 2: DRMS bid contains costs to merge records into existing DRMS system – this is not a fundable grant activity.
 - Section 3: There are deficiencies with the DRMS 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

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-----Original Message-----

From: Greer, Crissy (Marshall County Clerk) Crissy.Greer@ky.gov
Sent: Friday, September 8, 2023 10:56 AM
To: KDLA LRB Application LRB.Application@ky.gov
Subject: FW: Scanned from a Xerox Multifunction Printer

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Marshall County Clerk's Office Grant Application

-----Original Message-----

From: XeroxScanner@ky.gov <XeroxScanner@ky.gov>
Sent: Thursday, September 7, 2023 8:06 AM
To: Greer, Crissy (Marshall County Clerk) <Crissy.Greer@ky.gov>
Subject: Scanned from a Xerox Multifunction Printer

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Attachment File Type: pdf, Multi-Page

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