

LOCAL RECORDS PROGRAM GRANTS



Kentucky Department for Libraries and Archives

Program Overview

Local Records Program Grants

The Local Records Program distributes grant funds to local governments to support preservation of and public access to local records.

Funds are awarded twice annually, and any local government agency is eligible to apply.

The grant program operates within the state fiscal year, July 1 through June 30.

The Commissioner of the Department for Libraries and Archives awards grants after receiving recommendations from the State Libraries, Archives, and Records Commission per 725 KAR 1:050. Official award status occurs with the notification of award.

Eligible Applicants

725 KAR 1:050 Section 1

“Any local government office interested in improving the management and preservation of its public records” is eligible to apply for a grant. Successful applications will clearly demonstrate how the grant funds will be used to preserve or provide greater access to records in local governments.

Eligible Projects

725 KAR 1:050 Section 3

Grant funds can cover “any project which seeks to **improve the management and preservation of local public records**”

- Security microfilming vital records or historically significant records
- Rerecording projects – for rerecording damaged records or records originally recorded with a nonpermanent process and are now losing their image
- Document preservation projects
- Purchasing document conservation supplies
- Establishing a local government records management program or archives (salary grant)
- Arranging and describing archival holdings
- Purchasing supplies and equipment, such as shelving, cabinets, or microfilm readers
- Improving storage conditions or providing for adequate environmental conditions in areas where records are stored
- Codification of ordinances for cities and counties

Key Points to Remember for Eligibility

- Grant applicants with open Local Records Program grants are not eligible to apply for a current grant until all prior grants are officially closed.
- Grant applicants are eligible to apply for one (1) Local Records Program Grant per grant cycle.
- Grant applicants that have previously received Local Records grant funds for Codification may apply for a second codification grant, but not for the same codes.

The Application Process

Review the Local Records
Program Grants Guidelines
and Grant Application

- Follow Guidelines and review Application at the start in order to gather all information needed

Choose the Project

- **What are the priorities of the office?**
- **Are particular records in need of preservation?**

Prior to Contacting Your Regional Administrator (RA)

- Understand the responsibilities of all individuals involved in the grant project.
- Develop a realistic estimate of the funds, staffing, and time needed to undertake and complete the project during the grant period.
- Break the project into separate itemized Sections to allow vendors to bid on each individual Section.
- List the Series number for all security microfilming, scanning, and digitization project records, including salary projects. This information can be found in the Local Government Records Retention Schedules available on the KDLA website: [Local Government Records Schedules Kentucky Department for Libraries and Archives](#).
- For shelving grants, determine the per-unit cost, the number of units desired, and the total cost. Include any shipping and/or installation costs.

Invitation for Bid Proposal and Attachment

Invitation for Bid Proposal

- Be Aware of the Requirements in the KY Model Procurement Code (KRS 45A) as well as any city/county specific procurement policies
- Advertise the project

Invitation for Bid Proposal Attachment

- Be specific
- Itemize so multiple vendors can bid each section, within the section

INVITATION FOR BID PROPOSAL

The Office of the [redacted] is applying for a Kentucky Local Records Program grant and is now accepting bid proposals for services/equipment/supplies.

The Office of the [redacted] is applying for a Kentucky Local Records Program grant and is now accepting bid proposals for services/equipment/supplies.

2. Work must be performed in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives as stated in 725 KAR 1:050. Microfilm produced with grant funds must be tested and approved by the Department before authorization for payment will be given.
3. Copies of digital images and indexes created as a result of this project must be supplied to the Kentucky Department for Libraries and Archives upon completion of the project and before payment is rendered.
4. Roll microfilm used in this project must be polyester based.
5. Micrographics services offerers must indicate the roll length that will be used and provide an estimated roll count for each line item that is accurate to within one roll.
6. Grant funds may be expended for initial quality control costs. Costs accrued from additional quality control services will be the sole responsibility of the offerer.
7. Offerers for services must conduct an onsite examination of the materials before submitting a bid proposal. Special conditions or needs (photostats, bindings, physical conditions, formats, etc.) must be taken into account before a proposal is submitted. All proposals must include the date the onsite examination was made.
8. Clarification of terms, descriptions, conditions, or specifications for equipment/supplies is the sole

10. Offerers must provide services or materials within the term of the grant following the beginning of the FY [redacted] and subsequent availability of state funds.

the FY [redacted] and subsequent availability of state funds.

11. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offerer to provide the services as stated


13. Written proposals must be received no later than [redacted] to be considered.

13. Written proposals must be received no later than [redacted] to be considered.

[redacted]
Signature/Title

[redacted]
Printed Name

[redacted]
Date



An Invitation for Bid Proposal Attachment(s) is required and must be itemized by Section; and depending on project type – within the Section. It must include a detailed written description of the project that describes the type of work to be completed, as well as any supplies and equipment specifications. Be sure to list the title(s), date(s), retention series number(s), and volume of the record(s) selected for the project.

Vendors bidding on security microfilming scanning/digitizing projects must conduct an onsite visit and provide an approximate cost based on the estimated number of pages and/or images and condition of the records. These vendors are required to follow Kentucky Department for Libraries and Archives policies and procedures as outlined in *Microfilming and Digital Imaging of Public Records: A Procedural Guide*, which is available on the KDLA website.

Micrographics services offerers **must indicate the roll length that will be used and provide an estimated roll count for each line item that is accurate to within one roll.**

Vendors should include the cost of the transfer of digital images and indexes to KDLA in their bid responses (*Page 7, Local Records Program Grants Guidelines*)

Vendors bidding on preservation or conservation projects must conduct an onsite visit to survey any chemical or physical deterioration, or damage to the records in order to provide an approximate cost to repair or extend the life of the record(s).

Invitation for Bid Proposal Attachment Examples

The attachment contains the project's specifications. This document tells the vendor how to bid based on what you specify.

- Digital images or microfilming must be submitted to KDLA for QC and copies must be sent for security.
- Specify that the local office requires microfilm copies, if wanted.
- If digital images are created, the local office should ask for a copy for their office for security and use. The local office should ask for them to be organized or named to a standard filing convention.
- 2020 records: be mindful of Grant Review Criteria (critical records problems and urgency, significance and age of records (historical))

Please review the Local Records Program Grants Guidelines!
The following is not all inclusive – much depends on the type of project.

Example – Security Microfilming

All vendors please carefully review the following prior to submitting your bid proposal. All bids must have a site visit documented on the proposal. Digital copies must be provided to KDLA.

If you are not interested in bidding this project please, submit a **NO BID**.

What is missing?

Section 1:

Security microfilm the following records into 16mm using polyester-based film, in comic mode according to KDLA blipping instructions in the memo dated October 8, 1990.

- 43 Deed Books #176-218 (2008-2021) -----L1317
- 127 Mortgage Books #96-222 (1998-2021) -----L1344
- 11 Will Books #16-26 (1996-2021) -----L1315
- 3 Marriage Books #35-37 (2008-2020) -----L1234
- 2 Miscellaneous Books #4-5 (1994-2017) -----L1753
- 7 Lease Books #108-114 (2005-2020) -----L1340
- 10 Encumbrance Books #13-22 (2004-2020) -----L1355
- 3 Articles of Incorporation #3-5 (1978-2015) -----L1368
- General Index to Recorded Instruments (2007-2020) 8,032 images -----L1318

Record(s) format

Access to records (to bid)

Site visit date

BIDS MUST BE RETURNED TO THIS OFFICE BY MARCH 5, 2021

For bid packet, to schedule a site visit and for question, contact:

Example – Security Microfilming, Digitization, & Equipment

This project has five sections. Each section could/may be awarded to a different vendor. Therefore, please bid on each section you are interested in receiving. If you are not interested in a particular section of this project, please submit a **No Bid** for that section(s).

Section I

Security microfilm the following records into 35mm, where applicable, using polyester-based film, in comic mode according to the blipping instructions in the memo dated Oct. 8, 1990, and deliver to the Kentucky Department of Libraries and Archives. Digital images will be provided by the county clerk's office.

31 Deed Books: 210-241 (2007-2020). Series L1317.

3 Marriage Books: 64-66 (2008-2016). Series L1234.

Section II

Digitize images.

35 Deed Books: 48-83 (1920-1954). Series L1317

70 Marriage Books: 59 unnamed volumes and volumes 54-64 (1842-2014). Series L1234.

Section III

Index images.

35 Deed Books: 48-83 (1920-1954). Series L1317

70 Marriage Books: 59 unnamed volumes and volumes 54-64 (1842-2014). Series L1234.

Section IV

Marry digitized images into the county clerk's document management system.

35 Deed Books: 48-83 (1920-1954). Series L1317

70 Marriage Books: 59 unnamed volumes and volumes 54-64 (1842-2014). Series L1234.

Section V

Provide archival-quality storage of a fragile, aging documents for transport and permanent retention.

50 18x24x4 archival boxes for bound volumes dating 1860-1953.

200 12.25x10.25x5 archival document cases for loose documents dating 1896-1991.

100 2-inch 3-ring binders for marriage records dating 1896-1984.

5,000 archival quality protective sleeves for marriage records dating 1896-1984.

Sealed bids must be returned to this office by mail or in person by the time of bid opening at 9 a.m. on March 12, 2021. Bids may be sent to:

What is missing?

Record(s) format

Access to records (to bid)

Site visit date

Example – Equipment

Roller Shelving:

1 Unit with 5 sections/tiers, 4 roller shelves high, single- sided, standard depth, with end panels.

Unit color: Black

1 Unit with 4 sections/tiers, 4 roller shelves high, single- sided, standard depth, with end panels.

Unit color: Black

2 Units with 1 section/tiers, 16 roller shelves high, single-sided, standard depth, with end panels.

Unit color: Black

2 Units with 1 section/tiers, 4 roller shelves high, single- sided, standard depth, with end panels.

Unit color: Black

Note: Bids *must* include shipping/handling/freight, delivery and installation/ set-up costs, etc.

What is etc?

Example – Equipment (large format plotter/scanner)

1. Scanner functionality must be capable of scanning up to 36-inch width documents
 - a. Able to scan to the following formats at a minimum – PDF, TIFF, JPEG
 - b. Able to scan document material that include bond paper, coated paper, mylar paper (clear), technical paper, and photographic paper
 - c. Able to scan without damaging older, fragile document material
2. Plotting functionality must be capable of printing up to 36-inch width documents
 - a. Option to print black/white or color
 - b. Able to print to bond paper, coated paper, technical paper, and photographic paper
 - c. Equipment must be network capable and ready
 - d. Able to print from portable storage devices
 - e. Unit must have catch basket or stacker for printed products
 - f. Plotter will have internal, automatic document cutter
3. Proposal should include a first purchase cost for the following supplies. Items must be itemized in the bid
 - a. All required print cartridges for color and black/white
 - b. One roll of regular paper
 - c. One roll of coated paper
 - d. One roll of photo paper
4. If the proposed equipment solution has more than one supply paper roll size, the item cost referenced in item 3 should include appropriate sizes of 3b, 3c, and 3d. All itemized in the bid
5. The proposed equipment solution should include recommended service and support options for up to 3 years, which should be itemized in the bid
6. If available, the proposal response should include an equipment product specification sheet
7. The proposed equipment solution should include shipping/handling, freight, delivery and installation/set-up costs, which should be itemized in the bid
8. All bids should be stated as good for a period of 6 months from the deadline submission date of September 6, 2019

KDLA will fund a two (2)
year service/maintenance
agreement

IF YOU DO NOT WISH TO BID, PLEASE SUBMIT A NO BID RESPONSE.

Example – Salary

Our plan of work is to utilize the grant money to hire a records retention professional to thoroughly sort through years of old unorganized files. The estimated work hours for our grant-funded individual would be one person Monday thru Friday from 8am until 4pm for a time period of fifty weeks. Previously the records of our office have been kept in file cabinets, totes, and boxes without correct series or title labeling. There are boxes and files with mixed series of documents that will have to be sorted by hand to ensure anything that is eligible for destruction can be properly documented on a records destruction certificate and items that we need to continue to store will be relabeled correctly with series number, title of records, inclusive dates and destruction date. We expect this to take quite a long time as the records we are responsible for at the XXXXX's office span from administrative, financial, tax collection, payroll, personnel, public safety, and law enforcement.

What is missing?

Rate of Pay

Goals

- To identify records that need to be retained further.
- Classify and destroy any documents that are eligible for destruction.
- To have a well-organized and labeled records storage department.
- To have our records better organized and available for public inspection.
- To accommodate future records by utilizing current storage space that has been maximized from the results of this project.
- For the public account auditors to be able to pull and research records during audit times more easily.

Example – Equipment & Supplies (Plat Cabinet/Sleeves – includes archival boxes)

Scan plats, security microfilm plats in 35mm using polyester-based film, in comic mode according to blipping instructions in the memo dated October 8, 1990, upload scanned images to the current electronic indexing/imaging system, marry/link images to index or create index where needed and provide county clerk with digital copy (DVD) of plats.

- Plat Cabinet 1: Approximately 250 Plats

*Invitation for Bid Proposal
Attachment*

Total: Approximately 250 plats (L1329)

Project specifications are
not itemized by Section

NOTE: It is the sole responsibility of the prospective bidder to evaluate volume conditions, sizes, sheet/page counts, images and any other aspect of this bid not explicitly expressed in these specifications.

- **1 - #600D Double Door – 45 1/2”H-58”W-27”D Plat Cabinet with:
200 – 24”x18” Enduro perma zippered envelopes
100 – 24”x36” Enduro perma zippered envelopes
Standard numbering on hangers, color: Mist Green
{Unit price} Combo pricing \$8,625, freight \$500.00
Total bid: \$8,625.00**

Vendor Bid

Combo pricing means cabinet with envelopes.

Be specific – does the
applicant need
sleeves/envelopes?

Example – Preservation

Section 1: Preserving of Historical Volume Specifications:

<u>Volume Title</u>	<u>Volume</u>	<u>Date Range</u>
Marriage License Colored		1866-1873
Marriage License		1895-1930
Marriage Bonds		1878-1880
Marriage Register		1863-1872
Marriage Bond		1868-1872
Marriage Bonds Blacks		1873-1911


Preservation includes standard document cleaning, de-acidification, and three sided page encapsulation of Historical Volume Specifications.

Section 2: Binding of Historical Volumes Specifications:

Marriage License Colored	1866-1873
Marriage License	1895-1930
Marriage Bonds	1878-1880
Marriage Register	1863-1872
Marriage Bond	1868-1872
Marriage Bonds Blacks	1873-1911

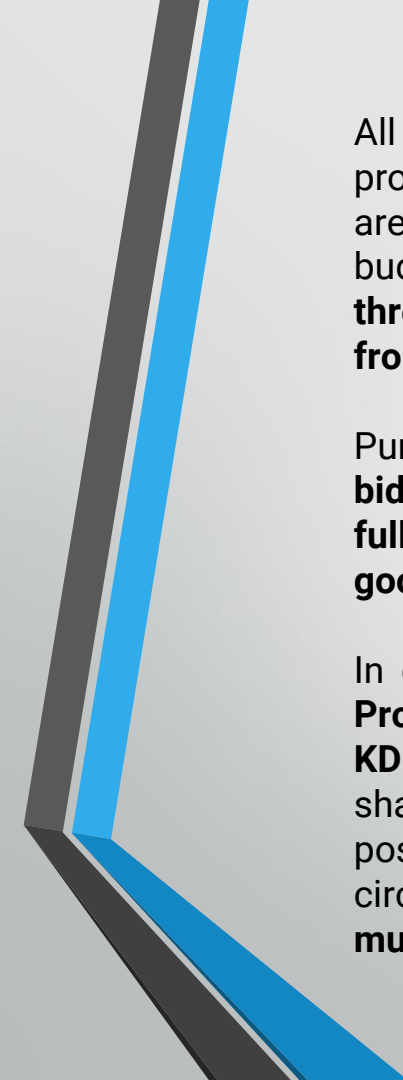
New Binding should be red with gold lettering exactly like the previously bound and preserved books currently in the county Clerk's office.

Excellent example –
continued on next slide



Please itemize your bid by Sections 1, 2 and 3 for each volume.

NOTE: It is the sole responsibility of the prospective bidder to evaluate volume conditions, sizes, sheet/page counts and any other aspect of this bid not specifically expressed in these specifications.



All Local Records Program Grants applicants must comply with state and local procurement requirements to obtain bids as part of the grants process. Project costs are necessary to complete the grant application and to provide a basis for the grant budget. As a result, formal bids are required. **Applicants must submit a minimum of three (3) eligible bid responses for each itemized Section within the application from a responsible bidder or offeror, as defined by statute.**

Pursuant to KRS 45A.070 (6) of the Kentucky Model Procurement Code, “**responsible bidder or offeror**” means “**a person who has the capability in all respects to perform fully the contract requirements, and the integrity and reliability which will assure good faith performance.**”

In conformance with KRS 45A.080 (3), **you must advertise your Invitation for Bid Proposal and Attachment(s). A copy of this advertisement must be submitted to KDLA with the grant application.** KRS 45A.080 (3) stipulates that responsible bidders shall be given adequate public notice of the invitation for bids. The notice may be posted on the Internet or publication in the newspaper or newspapers of general circulation in the state. **All bid responses, in their entirety, received by your office must be submitted to KDLA with the grant application.**

Example – Security Microfilming, Digitization, & Equipment

This project has five sections. Each section could/may be awarded to a different vendor. Therefore, please bid on each section you are interested in receiving. If you are not interested in a particular section of this project, please submit a **No Bid** for that section(s).

Section I

Security microfilm the following records into 35mm, where applicable, using polyester-based film, in comic mode according to the blipping instructions in the memo dated Oct. 8, 1990, and deliver to the Kentucky Department of Libraries and Archives. Digital images will be provided by the county clerk's office.

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Section II

Digitize images.

35 Deed Books: 48-83 (1920-1954). Series L1317

70 Marriage Books: 59 unnamed volumes and volumes 54-64 (1842-2014). Series L1234.

Section III

Index images.

35 Deed Books: 48-83 (1920-1954). Series L1317

70 Marriage Books: 59 unnamed volumes and volumes 54-64 (1842-2014). Series L1234.

Section IV

Marry digitized images into the county clerk's document management system.

35 Deed Books: 48-83 (1920-1954). Series L1317

70 Marriage Books: 59 unnamed volumes and volumes 54-64 (1842-2014). Series L1234.

Section V

Provide archival-quality storage of a fragile, aging documents for transport and permanent retention.

50 18x24x4 archival boxes for bound volumes dating 1860-1953.

200 12.25x10.25x5 archival document cases for loose documents dating 1896-1991.

100 2-inch 3-ring binders for marriage records dating 1896-1984.

5,000 archival quality protective sleeves for marriage records dating 1896-1984.

Caution: the Section V bidding vendor cannot provide a No Bid for Sections I, II, III, and IV. The Section V bidding vendor does not offer the services requested in Sections I – IV.

Sealed bids must be returned to this office by mail or in person by the time of bid opening at 9 a.m. on March 12, 2021. Bids may be sent to:

Key Points to Remember for the Bid Process

- Microfilm vendors must be certified through KDLA
- This is a competitive bid process
- Provide the records format to the vendor and how to access. For security microfilming projects, *if you have digital images, provide them to prospective bidders.*
- Bids must be itemized by Section, and if applicable, within the Section
- Applications that do not include the Invitation for Bid Proposal and Invitation for Bid Proposal Attachment(s) are ineligible for funding
- Applications that contain contractually signed (applicant/vendor) bid proposals are ineligible for funding
- Salary grants are only awarded in the first Cycle (or Cycle 1)
- Salary funds may not be combined with other funding requests within the grant application
- The vendor site visit date must be included in the vendor bid(s)

Once all bid responses are received, you will select the lowest bid vendor(s) and include the bid total(s) in the applicable Sections within the application. The application is available on the KDLA website: [Local Records Program Grants Kentucky Department for Libraries and Archives](#).

Applicants should supply information detailing a plan of work, goals, and outcomes. Relevant supplemental information or materials may be added to support your application. These may include sample forms, letters of support, photographs, and/or descriptions of items or services that are part of the project and have not been noted or illustrated elsewhere. When completing the application:

- Complete all Sections
- Confirm who can sign the application and make sure it is signed
- Double check that all application materials are included
- Contact RA to review application specifications



Grant Application



Kentucky Department for Libraries and Archives Local Records Program

Grant Application

Please review the Local Records Program Grants Guidelines: [LRGrantGuidelines.pdf \(ky.gov\)](#) and consult with your Regional Administrator before completing this form. Attach three (3) written, itemized, project bid proposals for each project section.

Please send the completed application to:

Nicole Bryan, Manager
Nicole.Bryan@ky.gov

Local Records Branch
Kentucky Department for Libraries and Archives
P.O. Box 537
300 Coffee Tree Road
Frankfort, Kentucky 40602-0537

Part A: Contact Information

Local Government Agency: _____

Applicant Name:
(Records Custodian/Officer) _____

Applicant Title: _____

Office Address: _____

Phone Number:
(Including area code) _____

Email Address: _____

Federal ID Number: _____

Part B: Project Summary

Total Funds Requested: \$ _____

Please provide a complete description of the proposed project. Describe the project scope and the finished product(s). Who is the primary point of contact and what are their responsibilities toward completion of the project? Explain why these records were selected for preservation and their historical significance and relevance to the community.

The office of XXXXXXX County Clerk's Office is requesting a salary grant to index Deed Books 34-77. Grant funds will be used to hire a temporary staff member for a total of 1850 hours. This individual will work for 50 weeks at \$12.00 an hour for a total of \$22,200.00. This projects consists of indexing Grantees and Grantors of all deeds located in Deed Books 34-77. Once this is completed the index will then be uploaded to our county's current records system.

These records were selected based on their high usage by customers, age of original records, and historical significance to the county. Without these documents being indexed into our recording system researchers, title examiners, and customers, often have to search for the records by searching through paper indexing books page by page. This will lead to damage to these indexing books, wear, and tear on the original records, which is in great importance to the condition of these records.

When hiring a grant funded position, we will select a candidate that sustains excellent organization skills, pays attention to detail, as well as computer skills. Our staff as well as I will provide the training on the proper handling of all records to meet archival standards. Training on the methods and procedures for indexing records will be provided. We will also ask the staff person to identify any books in poor condition that may need conservation assistance.

[Project Summary Example](#)

Plan of Work

Please list the lowest bid project vendor(s) for each section.

Section I

Purpose: _____

Vendor: _____

Vendor Contact: _____

Vendor Address: _____

Vendor Phone and Email: _____

Records	Date	Series	Cost
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
Total Section I Cost			

Purpose:

Security Microfilming Digitization Conservation Codification Salary Equipment/Supplies

Records	Date	Series	Cost
Marriage License (Colored)	1866-1873	L1234	\$650.00
Marriage License	1895-1930	L1234	\$650.00
Marriage Bonds	1878-1880	L1566	\$2,160.00
Marriage Register	1863-1872	L1235	\$1,215.00
Marriage Bonds	1868-1872	L1566	\$2,160.00
Marriage Bonds (Blacks)	1873-1911	L1566	\$765.00
Quality Control (Add 12.5% of the microfilming cost)			N/A
Total Cost	Note: Section 1 for Book Preservation		\$7,600.00

Purpose:

How the Sections in the application should be filled out

Security Microfilming Digitization Conservation Codification Salary Equipment/Supplies

Records	Date	Series	Cost
Marriage License (Colored)	1866-1873	L1234	\$195.00
Marriage License	1895-1930	L1234	\$195.00
Marriage Bonds	1878-1880	L1566	\$195.00
Marriage Register	1863-1872	L1235	\$195.00
Marriage Bonds	1868-1872	L1566	\$195.00
Marriage Bonds (Blacks)	1873-1911	L1566	\$195.00
Quality Control (Add 12.5% of the microfilming cost)			N/A
Total Cost	Note: Section 2 for Book Binding		\$1,170.00

The “Excellent”
example
(Preservation)
from Slide 18

Section 1: Preserving of Historical Volume Specifications:

<u>Volume Title</u>	<u>Volume</u>	<u>Date Range</u>
Marriage License Colored		1866-1873
Marriage License		1895-1930
Marriage Bonds		1878-1880
Marriage Register		1863-1872
Marriage Bond		1868-1872
Marriage Bonds Blacks		1873-1911

Preservation includes standard document cleaning, de-acidification, and three sided page encapsulation of Historical Volume Specifications.

Section 2: Binding of Historical Volumes Specifications:

Marriage License Colored	1866-1873
Marriage License	1895-1930
Marriage Bonds	1878-1880
Marriage Register	1863-1872
Marriage Bond	1868-1872
Marriage Bonds Blacks	1873-1911

New Binding should be red with gold lettering exactly like the previously bound and preserved books currently in the county Clerk's office.

Please itemize your bid by Sections 1, 2 and 3 for each volume.

NOTE: It is the sole responsibility of the prospective bidder to evaluate volume conditions, sizes, sheet/page counts and any other aspect of this bid not specifically expressed in these specifications.

The “Excellent”
example
(Preservation)
from Slide 19

Purpose:

Security Microfilming Digitization Conservation Codification Salary Equipment/Supplies

Records	Date	Series	Cost
Marriage License (Colored)	1866-1873	L1234	\$650.00
Marriage License	1895-1930	L1234	\$650.00
Marriage Bonds	1878-1880	L1566	\$2,160.00
	1863-1872	L1235	\$1,215.00
	1868-1872	L1566	\$2,160.00
	1873-1911	L1566	\$765.00
			N/A
			\$7,600.00

COMMITTEE BY—SECTION I
PRESERVATION OF HISTORICAL VOLUMES

RECORDS SERIES/TITLE	DATE	PAGE COUNT	PAPER SIZE	(PRV) PRESERVATION
Marriage License Colored	1866-1873	130	14 x 8½	\$650.00
Marriage License	1895-1930	160	14 x 8½	\$650.00
Marriage Bonds	1878-1880	480	14 x 8½	\$2,160.00
Marriage Register	1863-1872	270	13¼ x 8½	\$1,215.00
Marriage Bonds	1868-1872	480	13¼ x 8½	\$2,160.00
Marriage Bonds Blocks	1873-1911	170	13¼ x 8½	\$765.00
			TOTAL	\$7,600.00

The “Excellent” example (Preservation) from Slides 18 and 19 listed in the grant application

Vendor Bid

Completing the Application

Fill out application –
use most current
forms.

Complete application
with lowest bid
vendor(s).

Answer all application
questions.

Vendors not selected
are not listed on
application.

The authorized
official or head of the
local agency signs the
grant application.

Your RA is available
to review and provide
feedback on project
specifications

Grant Application Contents


- Part A: Contact Information
- Part B: Project Summary
- Plan of Work (lowest bid vendor(s))
- Part C: Project Outcomes
- Part D: Certification

Grant Application Package Contents

- Grant Application
- Invitation for Bid Proposal* and Invitation for Bid Proposal Attachment(s)
- Copy of Advertisement(s)
- All Vendor Bids* in their entirety

*No Invitation for Bid Proposal/Attachment or vendor bids are required for Salary Grants

You must submit the entire Grant Application Package. Incomplete Applications and/or Application Packages will be ineligible for funding.



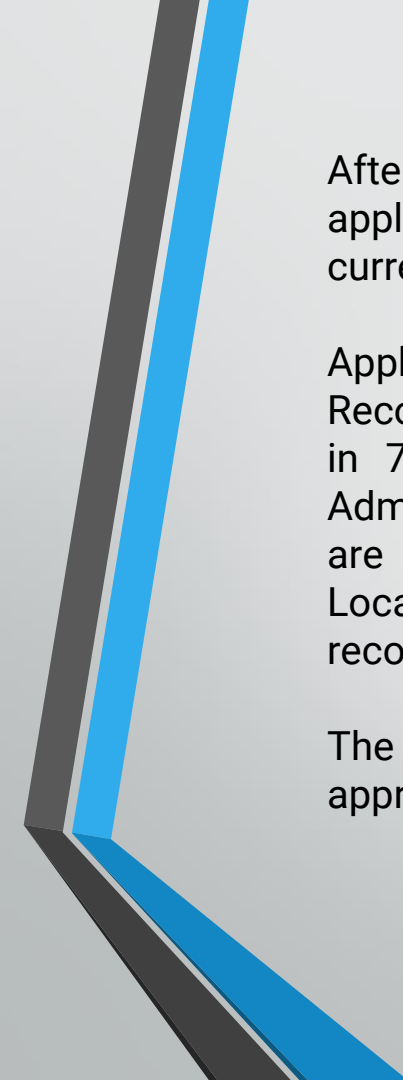
The Grant Application Package may be submitted to
the Local Records Branch by mail, email, or fax.
Email is preferred.

Nicole Bryan, Manager
Local Records Branch
Kentucky Department for Libraries and Archives
P. O. Box 537
300 Coffee Tree Road
Frankfort, KY 40602-0537
Nicole.Bryan@ky.gov

Mailed Grant Application Packages will be accepted
with postmarks on or before the due date.



Post Application Deadline Activities



After the application deadline, an administrative review is conducted on all applications. This review checks the application for completeness (signatures, current forms, number of bids)

Applications that pass the administrative review, undergo an Application Recommendation to assess how closely the project meets the criteria defined in 725 KAR 1:050. This recommendation is completed by your Regional Administrator. After these pre-award activities are complete, the applications are reviewed by the Local Records Branch as a whole and forwarded to the Local Records Grant Review Committee for review and funding recommendation to the State Libraries, Archives, and Records Commission.

The Commission makes recommendation to the KDLA Commissioner for approval or denial of funding.

The Criteria are:

- Urgency of the problem, significance and age of the records.
- Value as a model and type for size and geographical location of the local government.
- Soundness of the proposed methods.
- Commitment of local government resources of the project and commitment to maintain the program or the lasting benefit of a specific project.
- Adequate security and protection of records.
- Compliance with all legal requirements regarding custody and public access including complying with the requirements of the state's Open Records Law (KRS 61.870-876) and providing access to the public in an area with proper security and supervision.
- Commitment by the local government to a comprehensive records management program.

Award Process

If your office is awarded a Local Records Program Grant, you will be notified by letter outlining the next steps and will receive the following:



June 12, 2020

XXXXXXX XXXXXXX
XXXXXX County Clerk
XXXX XXXXXX XXXXXX
XXXXXXXXXX, KY XXXXX

Dear XX. XXXXXXXXX:

I am pleased to notify you that your FY2021 Local Records Program grant application has been approved. The XXXXXXX County Clerk Local Records Grant Project AY2103LRXX is awarded **full** or **partial** funding totaling \$XX,XXXX for Scanning and Security Microfilming.

The Contract and Grant Award Summary will be provided to you. Once received, read over the contract carefully. It will provide details on the correct use of grant funds, project goals, and financial and project reporting requirements. A separate account must

A separate account must be established for your Local Records Program grant funds. Under no circumstances should these funds be co-mingled with other fund sources.

We ask that you notify your project vendor(s) that their Invitation for Bid has been selected. We are enclosing a Vendor Obligation Statement and a sample Vendor Notification Letter. Notification letters should be printed on official letterhead and state that selection of their bid is contingent on the availability of state funds. The Vendor Obligation Statement should be completed by your office and signed by the selected vendor(s). Please retain the original letter and statement(s) for your files and return a copy of each along with the signed contract to:

*Nicole Bryan, Branch Manager
Local Records Program
Kentucky Department for Libraries and Archives
300 Coffee Tree Road, P. O. Box 537
Frankfort KY 40602-0537*

If you have any questions or comments, please contact your Regional Administrator or Nicole Bryan, Local Records Branch Manager at (502) 564-1745 or Nicole.Bryan@ky.gov.

Sincerely,

Terry L. Manuel
Commissioner and State Librarian

Grant Award Summary

Contract Number:	AY2103LRXX
Name and Address of Grant Recipient:	XXXXX County Clerk XXXXXXX XXXXXX, KY XXXXX
Grant Period:	July 1, 2020 – December 31, 2021
Grant Amount:	\$XX,XXX
All grant funds not expended or obligated by December 31, 2021 must be returned to the Department for Libraries and Archives by January 31, 2022.	
Reporting Schedule:	
<u>Due Date</u>	<u>Reporting Period</u>
January 31, 2021:	July 1, 2020 – December 31, 2020
July 31, 2021:	January 1, 2021 – June 30, 2021
January 31, 2022:	July 1, 2021 – December 31, 2021
Satisfactory completion of the project is subject to the receipt and approval of the Project Status Reports. The original copy of each report is due at the Kentucky Department for Libraries and Archives in accordance with the reporting schedule.	

Reporting Requirements

The Local Records Program requires the completion of Project Status Reports to monitor project activities during the grant-reporting period. Only expenditures incurred within the inclusive dates of the awarded grant and in the approved budgeted line items are reported.

Project Status Reports are completed every six months for the duration of the grant project. Reports are due on the dates listed in the Grant Award Summary, which all grantees receive after notice of award. Reports should include copies of all financial and programmatic records and supporting documents. Such documentation include, but are not limited to, paid invoices, cancelled checks, deposit receipts, bank statements, and time and attendance records.

Project Status and Financial Expenditure Report

«Contract Number»

Contract Number

Report Number: _____

Grant Recipient: Office of the «Title»

Term of Project: «Start Date» to «End Date»

KDLA Regional Administrator: «RA»

Grant Contact: «First_Name» «Last_Name», «Title»«Title_2» Address: «Address_Line_1», «Address_Line_2», «Address_Line_3» «City», «State» «ZIP_Code» «Zip_4» County: «County»	Final Report	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Period covered in this report		
	_____ to _____		

Note: A response must be provided for each item of this report. If needed, use additional pages.

Provide a summary of project activities undertaken and describe the goals met during the reporting period. Note any goals for the period that were not accomplished, explain why these objectives were not achieved, and how this will affect the anticipated completion date of the project. What activities do you anticipate completing in the next reporting period?

Report Number: _____

Grant Recipient: Office of the «Title»

Budget Category	Approved Budget	Amount Expended to Date	Amount Obligated to Date (not paid)
«Line_Item_1» «Vendor»	\$«Amount»		
«For»			
Total	\$«Amount»		

A. Total Grant Funds Received to Date	\$ _____
B. Total Amount Expended to Date	\$ _____
C. Total Amount of Interest Earned to Date	\$ _____
D. Cash Balance Remaining (A minus B)	\$ _____

I certify to the best of my knowledge that this report is accurate and complete.

Authorized Official (Signature)	Date
Title	Telephone Number and Email
Regional Administrator (Signature)	Date

Project Close

The grant project is closed when all project activities are complete, payment is rendered to the vendor(s), and the final Project Status Report is submitted and approved. **The grant project is officially closed when the grant recipient receives a closeout letter from the KDLA Commissioner.**

October 20, 2020

XXXXXXXXXXXXXXXXXX
XXXXXXXXXX County Clerk
XXXX XXXXX Street
XXXXXXXX, KY XXXXX

Dear XX. XXXX:

Congratulations on the successful completion of the XXXXXXXXXXXXXXX County Clerk Local Records Grant Project AY2003LRXX. Your final grant report has been received and accepted by the Local Records Branch.

As a reminder, the grant application, contract, any amendments to the contract, and all project status and financial expenditure reports must be retained permanently. All other documents must be retained for three (3) years. The retention period will begin with your receipt of this letter.

We look forward to working with you in the future, whether on another grant project or directly through one of the other archival and records management services we offer to local government agencies.

Thank you for working with us to preserve and enhance access to the official history of the Commonwealth. Please contact me if you have any questions or if I can be of further assistance.

Sincerely,

Terry L. Manuel
Commissioner

Helpful Resources

KDLA website:

<https://kdla.ky.gov/Pages/default.aspx>

Retention Schedules and Destruction Certificates:

<https://kdla.ky.gov/records/recretentionschedules/pages/default.aspx>

Local Records Grant Program:

<https://kdla.ky.gov/records/recmgmtservices/Pages/LocalRecordsProgramGrants.aspx>

Grant Guidelines:

<https://kdla.ky.gov/records/recmgmtservices/Documents/LRGrantGuidelines.pdf>

Grant Guidance:

https://kdla.ky.gov/records/Documents/LRB_RMGuidance_GrantProgram_06.2020.pdf

Local Records:

<https://kdla.ky.gov/records/recmgmtservices/Pages/LocalGovernmentRecordsServices.aspx>