

KENTUCKY DEPARTMENT FOR LIBRARIES & ARCHIVES

Local Records Emergency Disaster Recovery Assistance Grant

Who is eligible to apply: Any Kentucky local government agency that suffered damage which endangered public records or access to those records during or in the immediate aftermath of the storm outbreak on December 10-11, 2021.

Use of funds: Grant funds may only be used for the direct recovery of damaged or at-risk local public documents resulting from the December 10-11, 2021, storm outbreak in Kentucky, or to purchase equipment destroyed in the storm, or its immediate aftermath that is necessary to allow the governmental office to access public records stored electronically and resume operations. Any expenditures made after the date of the storm are eligible for reimbursement consideration. Priority will be given to the preservation and restoration of permanent records. Grant funds will not be used for non-urgent items that may be funded by the normal Local Records Grant program. Only expenditures not covered by insurance are eligible.

What is Eligible: Eligible items or services include, but are not limited to: services such as freeze drying, storage, transportation of materials, and rental facilities; supplies, including acid-free boxes and folders, storage cartons, cleaning materials, plastic milk crates, and protective gear; professional services acquired to mitigate damage, and to defray the costs of workers hired through a temporary agency to assist with the recovery. Other items or materials will be considered on an individual basis and an eligibility determination made by the Commissioner. Any grantee wishing to do so may appeal an adverse decision to the State Libraries, Archives and Records Commission.

Type of grant: This is a reimbursement grant. Only items not covered by insurance are eligible.

Amount of funding available: Each local agency may initially request a maximum of \$40,000. The exact amount available to each awardee will be determined after grant applications are evaluated and approved. The award amount will depend upon eligible receipts being submitted to KDLA. Each agency may request additional funds at any time, if needed. Approval of additional funding will depend upon the availability of funds and eligibility of the proposed expenditures.

Disbursement of funds: Approved grant payments will be made directly to the local agency, immediately upon presentation of an allowable invoice or receipt. Any individual item exceeding \$5,000 must receive approval in advance from the Local Records Branch Manager, any single expenditure over \$30,000 must adhere to state purchasing requirements.

Reporting: The grant period will end on December 31, 2022. Recipients will be asked to provide a brief narrative outlining the use of the funds and a financial reconciliation of expenditures by January 31, 2023.

Application: Due to the nature of the emergency, the Regional Administrator or the Local Records Branch Manager may complete the application at the request of a local government agency wishing to apply. The application must be submitted no later than March 31, 2022. The application may be submitted by email, mail or courier, and must be signed by appropriate agency official. The application is included with this form.

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Please provide as much detail as possible. Descriptions of the damaged materials (including quantities) are essential for us to understand the needs of the organization. It is also helpful to know what action has already been taken.

Name of Agency: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____ **County:** _____

Phone Number: _____ **Fax:** _____ **Email:** _____

Head of Organization: _____ **Title:** _____

Phone Number: _____ **Fax:** _____ **Email:** _____

Brief description of damage to the affected collection(s). What records are damaged? How much material is damaged (percentage of collection or number of feet, etc.)? What kind of damage was incurred (water, mold, dirt, contaminants, contents scattered, etc.)?

Proposed plan of work. Please describe your anticipated plan for the recovery of your documents and how grant funds will be used.

Do you intend to purchase computer equipment to enable public access? Please provide general information as to what will be purchased and approximate total cost.

Estimated Total Requested from KDLA (not to exceed \$40,000) – an approximation is sufficient.

Supplies	\$
Professional Services	\$
Temporary Labor	\$
Equipment	\$
Other (explain)	\$
TOTAL	\$

Is there any additional information you would like to include?

Signed: _____ Title: _____ Date: _____

Return this form via email, mail or courier.

Via email to:

LRB.Application@ky.gov

Via courier or mail to:

Nicole Bryan
Local Records Emergency Disaster Recovery Assistance Grant
Kentucky Department for Libraries and Archives
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Frankfort, KY 40602-0537