Local Records Project Grant Checklist

The following checklist is designed to serve as a helpful tool for all grant applicants. This checklist does not replace the grant guidelines, but is intended to help you submit a complete and eligible grant application package and assist in understanding the grant process.

BEFORE APPLYING

Determine your project based on improving the management and preservation of your office's public records —grant applicants are strongly advised to consult with their Regional Administrator during project specification development. After determining a project, complete the following:

- Read through the grant guidelines to ensure your project is eligible for the Local Records Program Grant.
- Complete the Project Specification Form.
- Gather and select bids/quotes based on your local procurement policies
    - Every vendor selected for a project section must have conducted a site visit. The date of the visit should be provided on the document for the selected quote.
    - Utilize the Project Specification Form to assist you in this process. Each section may interest different vendors.
    - It is highly recommended that you ensure all vendor quotes are itemized for each record series.

SUBMITTING AN APPLICATION

All applications for the LRPG go through an online portal that can be accessed via a link on KDLA's website (kdla.ky.gov). You will have to make an account with the online portal. Any application will require the following:

- Completed Project Specification Form
- Selected quotes for each project section with date of site visit.
- Any supporting documents (i.e. photos of records)
- Must be signed off by your agency's certifying official.

AFTER APPLYING

After your submission, KDLA staff may get into contact with your agency in order to gather any supporting information that may be needed about your project.

Upon receiving an award notice:

- You should now sign any vendor contracts.
- You will receive a check via mail to the mailing address listed in your grant application.

- Checks must be deposited into a non-interest-bearing account. You will be asked to provide proof of the deposit to KDLA.
- You will receive periodic report forms to update KDLA on the progress of the grant.
- **For any project requiring a quality control check from KDLA, you cannot release funds to a vendor until the quality control process has been passed.** KDLA will inform you when you can release funds to vendors. This includes micrographics, scanning/digitization projects, etc.

CLOSING OUT A GRANT

After all grant work is completed, a final report is required. This report will require the following documents:

- Bank statements for each month the account was open.
- Closing bank statement showing a zeroed-out account balance.
- A copy of each check paid to vendor(s).
- Invoices from vendors for completed work.

Application Documents Required:
- Project Specification Form
- Selected vendor quotes with site-visit date
- Supporting documents (letters, photos, etc.)

Reporting Documents Required:
- Initial deposit statement
- Bank statements for each month project is active
- Statement showing zeroed out account
- Checks paid for each vendor
- Invoices from each vendor

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