

**From:** [KDLA LRB Application](#)  
**To:** [Cornett, Maurica A \(Knott County Clerk\)](#)  
**Cc:** [Lewis, Helana \(Knott County Clerk\)](#); [Halbmaier, Rebecca L \(ELC\)](#); [Van, Renita \(ELC\)](#)  
**Subject:** FY24C2 LR Grant Application\_RE: GRANT APPLICATION 2023 KNOTT COUNTY CLERK  
**Date:** Monday, October 2, 2023 11:56:00 AM  
**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.

- Invitation for Bid Proposal Project Specifications
  - Section 1: There is a 10-year cut-off date for security microfilm. Section 1 should be updated to reflect 1950-2012 dates and appropriate books.
  - Section 2: Is 2023 plat book complete? It is suggested that only complete books/years should be included in projects for records management efficiency.
    - Provide additional specifics for the scanning process. Will you want copies of the digital images? How will they be delivered? How will they be organized/foldered? This will allow vendors to provide comparable bids and make sure your office receives the deliverable/product you require.
  - Section 3: Provide additional specifics for the indexing process. What fields should be indexed? Will the indexes be created from the scans in Section 2?
- Bids
  - Sections 1-3: One (1) bid received. Additional bids are required for funding consideration.
    - Endicott is not an eligible vendor for these services.
  - Section 1: 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

---

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

From: Lewis, Helana (Knott County Clerk) <helana.lewis@ky.gov>  
Sent: Wednesday, September 6, 2023 12:49 PM  
To: Atha, David A (ELC) <david.atha@ky.gov>; KDLA LRB Application <LRB.Application@ky.gov>  
Cc: Cornett, Maurica A (Knott County Clerk) <Maurica.Cornett@ky.gov>  
Subject: GRANT APPLICATION 2023 KNOTT COUNTY CLERK

**\*\*CAUTION\*\*** PDF attachments may contain links to malicious sites. Please contact the COT Service Desk [ServiceCorrespondence@ky.gov](mailto:ServiceCorrespondence@ky.gov) for any assistance.

---

ATTACHED IS KNOTT COUNTY CLERK'S GRNT APPLICATION

THANK YOU,  
MUCH APPRECIATION AND LOVE

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

From: [XeroxScanner@ky.gov](mailto:XeroxScanner@ky.gov) <[XeroxScanner@ky.gov](mailto:XeroxScanner@ky.gov)>  
Sent: Wednesday, September 6, 2023 12:19 PM  
To: Lewis, Helana (Knott County Clerk) <helana.lewis@ky.gov>  
Subject: Xerox Scan

**\*\*CAUTION\*\*** PDF attachments may contain links to malicious sites. Please contact the COT Service Desk [ServiceCorrespondence@ky.gov](mailto:ServiceCorrespondence@ky.gov) for any assistance.

---

Please open the scanned attachment

Number of Images: 18  
Attachment File Type: PDF

Device Name: VersaLink B7035  
Device Location: