

From: [KDLA LRB Application](#)
To: [Pugh, Darrell W \(Pike County Clerk\)](#)
Cc: [Halbmaier, Rebecca L \(ELC\)](#); [Van, Renita \(ELC\)](#)
Subject: Pike Co Clerk FY24C2 LR Grant Application_RE: Grant Application
Date: Monday, October 2, 2023 12:32:00 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 currently no discussion of how 12 computers are related to records management tasks. Will they all be public access computers? Will some be for staff?
- Invitation for Bid Proposal Project Specifications
 - Section 2: Updated project specifications with additional specifics are suggested to receive comparable bids.
 - Section 3: Updated project specifications with additional specifics are suggested to receive comparable bids (ex. Size, storage capacity, hard/software requirements, etc.)
 - Section 4: Updated project specifications without brand name are suggested to receive comparable bids (ex. Vertical storage plat cabinet)
- Bids
 - Section 1: Three (3) bids received. This section can move forward as currently submitted. Records to be scanned? (active records management)
 - Section 2: Two (2) bids (one bid, one no bid) received. An additional bid is required for funding consideration.
 - Section 3: Two (2) bids (one bid, one no bid) received. An additional bid is required 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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From: Pugh, Darrell W (Pike County Clerk) <darrell.pugh@ky.gov>
Sent: Friday, September 8, 2023 4:21 PM
To: KDLA LRB Application <LRB.Application@ky.gov>
Subject: Grant Application

****CAUTION** PDF attachments may contain links to malicious sites. Please contact the COT Service Desk ServiceCorrespondence@ky.gov for any assistance.**

Hello,

This is the grant application for Pike County.

Thank you,
Darrell