

From: [KDLA LRB Application](#)
To: [Susan Ellis](#)
Cc: [Halbmaier, Rebecca L \(ELC\)](#); [Van, Renita \(ELC\)](#)
Subject: FY24C2_RE: KDLA Local Records Program Grant Application from the City of Covington, KY
Date: Monday, October 2, 2023 12:24:00 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.

- Bids
 - Section 1: One (1) bid eligible bid received. Additional bids are 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

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

From: Susan Ellis <susan.ellis@covingtonky.gov>
Sent: Thursday, September 7, 2023 1:25 PM
To: KDLA LRB Application <LRB.Application@ky.gov>
Subject: KDLA Local Records Program Grant Application from the City of Covington, KY

This Message Originated from Outside the Organization

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This Message Is From an External Sender.

Dear Local Records Branch of KDLA:

Please find the City of Covington's application and supporting documentation attached for a grant

request from your agency.

As we only received one bid responsive to our Invitation to Bid, I am also including documents listing of organizations to whom we issued invitations and a listing of or organizations who downloaded our Invitation to Bid documents.

Attached documents:

- Cover Letter (KDLA Cover Letter - City of Covington 2023.pdf)
- Grant Application (LR2GrantApplication - City of Covington 2023.pdf)
- Invitation to Bid Proposal (ITB230802 Microfilm Reader Viewer.pdf)
- Invitation to Bid Addendum No. 1 (ITB230802 Microfilm Reader Viewer Addendum No. 1.pdf)
- Vendor Invitation List (ITB230802 Microfilm Reader Viewer Vendor Invites.pdf)
- Document Taker List (ITB230802 Microfilm Reader Viewer Document Takers.pdf)
- List of Bidders (ITB230802 Microfilm Reader Viewer List of Bidders.pdf)
- BP Imaging Solutions Proposal (ITB230802 BP Imaging Solutions Bid Response.pdf)

Please contact me should you have any questions or need any additional information. Thank you very much for your consideration of our application.

Sincerely,

Susan Ellis, CMC, CKMC
City Clerk

City of Covington, Legal
20 West Pike Street, 1st Floor, Covington, KY 41011
Direct 859-292-2314 | Main 859-292-2160

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