



**Kentucky Department for Libraries and Archives
Archives and Records Management Division
LOCAL RECORDS PROGRAM GRANT
APPLICATION OVERVIEW (FY24 C2)**

PROJECT OVERVIEW

Local Government Name: Pike County Clerk

Amount Requested: \$77,062.78

Amount Recommended: \$10,909.00 (Compliance Review)

Proposed Project:

- Equipment

Pike County Clerk is requesting grant funds from the Local Records Program to purchase a plat map scanner/printer combo, purchase a server, purchase computers for public and staff use, and to purchase a plat map cabinet.

History and Specifications:

The Pike County Clerk office has previously received Local Records Program Grant funds for security microfilming, purchase of imaging software system, creation of digital images and electronic indexes, upload into indexing system (no longer fundable by grant funds), book preservation and conservation (rebinding, canvas covers), to purchase records storage equipment, and to convert aperture cards into sustainable formats. The most recent grant award (FY17) created security microfilm.

Section 1:

Equipment: Plat Map scanner/printer combo with stand.

Section 2:

Equipment: Dell Server with battery backup, BNAS, network configuration switches, and checkpoint firewall.

Section 3:

Equipment: 12 Dell Computers

Section 4:

Equipment: 3 EasiFile Plat Map cabinets with envelopes.

COMPLIANCE REVIEW

Review (Original Submission):

Project did not receive three eligible bids (Grant Guidelines, II. Invitation for Bid Proposal and Invitation for Bid Proposal Attachment, page 6); Site visits not included on bids/outdated site visit dates (Guidelines, page 6).

The applicant consulted with the Regional Administrator prior to application submission:

Yes No

The applicant corresponded via email prior to the original submission date. During the resubmission period, the applicant corresponded by Teams and email. Resubmission period discussions focused on project specifications and procurement - the original application text met compliance and administrative review and was not required to be updated. No contact was made after the initial discussion. No additional materials were submitted by the October 31, 2023 deadline.

LOCAL RECORDS BRANCH RECOMMENDATION

Project Review (725 KAR 1:050): Section 1:(7) Purchasing supplies and equipment that promote preservation of or access to archival materials, including acid-free boxes and folders, shelving, cabinets, and equipment to read microfilm. Section 2-4: more information is needed to determine if the proposed project tasks meet administrative regulation.

Priority and Urgency: Mid Priority, Low Urgency (Section 1)

Project Outcomes: Preservation, Access

FUNDING RECOMMENDATION

Based on Compliance Review and LRB Recommendation, the following is recommended:

Partial funding of the proposed project.

The following Section(s) are **Recommended for Denial.**

Section 2: Equipment (insufficient bids)	\$31,390.00
Section 3: Equipment (insufficient bids)	\$24,080.00
Section 4: Equipment (insufficient bids)	\$10,683.78

TOTAL FUNDS RECOMMENDED FOR DENIAL: \$66,153.78

The following Sections are **Recommended for Funding**

Section 1: Equipment (Low Bid - SMI)	\$10,909.00
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TOTAL FUNDS RECOMMENDED: \$10,909.00