



## West Virginia County Records Management and Preservation Grant Program 2010-2011

The application and required supporting documentation are to be typed and on letter-size paper. If requested information is not applicable enter NA or “not applicable.”

Multiple projects, (projects representing two or more specific county offices, such as the County Clerk and Circuit Clerk) require separate applications, with priority rating clearly designated by County Commission. The Records Management and Preservation Board may approve total, partial, or no funding, determined by its evaluation process and available funds.

An ORIGINAL, signed application and thirteen complete copies must be submitted as the grant package (to equal **fourteen (14) copies.**) Please see page six for list of Supporting Materials necessary to complete the application.

**Grant FY 2010-11**

### I. Applicant Contact Information (blue ink required for signature)

1 Name of County: \_\_\_\_\_ Office Holder: \_\_\_\_\_  
*Signature:* \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Name of County Administrator: \_\_\_\_\_

*Signature*

2. Name of Application Preparer: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone number \_\_\_\_\_

Fax number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

3. Name of staff assigned to support and oversee project: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

4. Amount of funding being requested from RMPB: \$ \_\_\_\_\_

Cash Match: \$ \_\_\_\_\_

Other Match: \$ \_\_\_\_\_

**Total Project cost: \$ \_\_\_\_\_**

**II. Project Objective(s): Check and complete applicable category, if only one. If more than one objective applies, rate one for highest, two for next highest.**

A. \_\_\_\_\_ Conduct inventory of records and remove non-records and accumulations of records, such as justice of peace books, personal property books and duplicate land books, having reached or exceeded required retention periods from file rooms, vaults and storage areas, particularly attics and basements.

\_\_\_\_\_ Estimated quantity of records to be evaluated and considered

\_\_\_\_\_ Estimated physical storage area to be cleared and cleaned

B. \_\_\_\_\_ Provide for the proper and improved storage of and access to permanent records or records with required retention periods in excess of twenty-five years.

1. Physical storage: Provide proper and improved storage units and systems, such as mobile manually operated track shelving systems, steel shelving, and/or standard archives records boxes (10"x12"x15").

\_\_\_\_\_ Estimated quantity of records to be placed in improved storage equipment or containers

2. Security/preservation microfilm, with digital imaging combination for enhanced access: Create microfilm, the preservation eye-readable format, which will be required as the security backup to be maintained offsite in proper environmental conditions, with a copy provided to the State Archives. Projects to reformat original paper records to digital image must include creation of preservation/security backup microfilm to be maintained offsite in proper environmental conditions, with a copy provided to the State Archives. The maximum funding for this project is \$6,500.

\_\_\_\_\_ Estimated quantity of records to be reformatted

3. Computer terminals for in-house public access: In this round of grants the RMPB will review and consider requests to purchase public access computer terminals. The funding for this is contingent on the county's commitment to provide installation, technology support, upgrades and maintenance necessary to network the computer to the database or software program. Stand-alone public access terminal will also be considered. The maximum funding for this project is \$10,000.

### **III. Activity Description**

A. Statement of Purpose and Goals of Project  
(Identify specific record titles, date spans, and quantity)

B. Provide Detailed Explanation of the Project  
Include internal staff necessary to complete the project and any external staff, vendor, or consultants (attach their qualifications and/or resume) needed to complete the work or who have been consulted to complete work. Include time frame and schedule to complete project.

C. Describe how this project will benefit the records management, preservation, and/or records access needs of your office(s).

D. Provide statement on how work will be continued after project period.

E. Project Summary

**IV. Project budget** (round off to nearest dollar)

A.

	Total Cost Attach Estimates	-	Cash Match* *	Internal Office Support (In-kind)	=	Total RMPB Grant Request
Personnel costs	_____	-	_____	_____	=	_____
Consultant costs	_____	-	_____	_____	=	_____
Contracted Services	_____	-	_____	_____	=	_____
Supply costs	_____	-	_____	_____	=	_____
Equipment	_____	-	_____	_____	=	_____
Other	_____	-	_____	_____	=	_____
<b>Total of each column</b>	_____	-	_____	_____	=	_____

***\* \*Applicants must provide 10% of grant funds awarded. Match may only be applied to board-funded portions of grant.***

B. Budget Explanation. Detailed breakdown of budget.  
(Potential vendor bid estimates obtained within the past 60 days and relevant to the project should be included.)

## V. SUPPORTING MATERIALS

- A. Resolution of support for the project, with original signature in blue ink of President of the County Commission
- B. Letter of support with original signature in blue ink of specific office holder participating in the records project
- C. Certification Form (page 7) with original signature in blue ink of President of the County Commission agreeing to enter into a binding contract to expend all grant funds awarded in accordance with state purchasing laws and rules, the several stated application requirements, and

**(a) Applicants must provide a ten percent cash match for each dollar awarded by board.**

This form must also be signed in blue ink by the applicable office holder (assessor, circuit clerk, county clerk, prosecuting attorney, and/or sheriff) whose records are involved in the project.

- D. Photographs, floor plans, etc., which may demonstrate or document the need for the project
- E. Bids, proposals, estimates, job descriptions, qualifications and/or resumes, supplies, equipment, floor plans and drawings for proposed work to be purchased or services to be contracted for
- F. Other relevant information, if applicable

## CERTIFICATION FORM

Statement regarding expenditure of funds: I agree that funds granted under the Records Management and Preservation Board's County Records Management and Preservation Grant Program will be spent only in accordance with the plan of work and budgeted statement presented in this application or revised and agreed to in the grant agreement, and that any changes in the plan of work or budget will be submitted in writing for approval in advance.

Statement regarding binding contract: I agree to enter into a binding contract to expend all grant funds awarded in accordance with state purchasing laws and rules, to administer the grant in compliance with standard financial management systems and general accounting standards for audit of government entities, and to participate in grant administration workshop.

**Statement regarding required cash match:** I understand and agree that a grant award requires a ten percent cash match for all budgeted funds awarded by the board.

Signature of County Commission President \_\_\_\_\_

**(Blue Ink Required)**

Signature of Specific Elected Officer for each specific project

**(Blue Ink Required)**

Assessor \_\_\_\_\_

Circuit Clerk \_\_\_\_\_

County Clerk \_\_\_\_\_

Prosecuting Attorney \_\_\_\_\_

Sheriff \_\_\_\_\_

County \_\_\_\_\_

Date \_\_\_\_\_