

## **Local Government Records Grant**

### **Frequently Asked Questions**

***Q: Does the grant application have to come from a county office that collects the \$1 records management fee?***

A: Yes. The office applying for the LGR Grant must be collecting the \$1 records management fee.

***Q: How many applications can a county send?***

A: Applications for the LGR Grant should be limited to one application per county.

***Q: If more than one office in a single county wishes to apply for the grant, should applications be sent separately or together?***

A: County offices should apply for grant monies with one single application. Funds may be split among multiple offices, but each office must actively collect the \$1 fee.

***Q: Can municipalities apply for the Local Government Records Grant?***

A: No. At this time, only county offices who collect the \$1 records management fee and participate in the Local Government Records Program may apply for grant awards. Municipalities are not eligible at this time.

***Q: Can historical societies that hold county records apply for the grant?***

A: Yes. A historical society that holds county records may apply for the grant, but should do so in conjunction with a county office that collects the \$1 RM fee.

***Q: What are the eligible projects for reimbursement using LGR Grant funds?***

A: Eligible items/projects include the purchase/installation of powder-coated steel shelving, equipment for records digitization or storage, archival preservation supplies, book rebinding or repairs, UV film for windows/lighting, vendor digitization and indexing, and HVAC upgrades for areas where archival records are stored.

***Q: Can I receive reimbursement for a records management project completed before the grant application period?***

A: The grant **cannot** be used to reimburse expenses of work done before or after the period specified in the Memorandum of Agreement

***Q: Are archival file folders and storage boxes eligible for grant monies?***

A: Yes, file folders and storage boxes are eligible purchases for grant awards.

***Q: Is shredding an eligible expense for grant monies?***

A: No, at this time shredding is not an eligible expense for grant monies.

***Q: What is a CRI Report?***

A: A CRI Report is the "County Records Inventory" Report; in counties created before statehood it is called the "Territorial Records Inventory Project" Report. Between 2010 and 2016, the Local Government Records Office conducted an inventory of all county records dated 1920 and earlier and distributed reports to all the chancery and circuit clerks in the state. Not only is that inventory included in the report, but in Section 5 there is a list of recommendations for improvement in each county's records storage areas. Proposed projects should address these issues.

***Q: Does the grant project have to solely focus on CRI Recommendations? What if CRI Recommendations have already been addressed?***

A: Not necessarily. Counties should prioritize CRI recommendations for grant funds. If CRI recommendations have already been addressed, then a county can apply to use grant funds for other records management projects.

***Q: What name should I put under "Property Owner Information?"***

A: The Property Owner is whoever owns the property where the proposed project work is to take place. Most of the time, this will be the county.

***Q: Do applicants have provide a definitive start and end date of the project on the application?***

A: Applicants may provide an approximate start and end date. Work on projects may begin when counties are notified by MDAH that they have been selected for grant awards.

***Q: Can MDAH recommend specific vendors?***

A: No. As a state office, neither MDAH nor LGRO Staff may recommend specific vendors in their official capacity.

***Q: When will applicants know whether or not they have been selected for grant monies?***

A: The MDAH Board of Trustees will select grant recipients at their January meeting. Notification of grant awards will take place after that.