


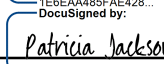
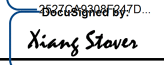
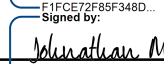
FY25 Grants Budgetary Information

Document Type: Award X Amendment Other

General Information			
Agency Name:	Office of Records Compliance	Grant Period:	4/29/2025 - 12/31/2025
Award Name:	Local Records Emergency and Disaster Assistance Grant	ALN:	NA
Award ID:	TBD	Grantor Amount:	\$21,100.00
LMG Match Cost Center:	N/A	LMG Match Amount:	\$ -

Budget Detail for Awarded Grants
Fill in the "Existing or Anticipated Grant Amount" column if this grant was included on the FY25 Listing of Existing or Anticipated Awards in the FY25 operating or capital ordinance. If the new award amount is greater than the amount authorized in the ordinance, an A/R memo will need to be drafted by the Budget Division and circulated for approval. This process takes approximately two weeks. *Note new grants that were not included on the FY25 Listing of Existing or Anticipated Awards in the FY25 operating or capital ordinance require a resolution, drafted by the Budget Division, to be approved by the Metro Council. This legislative process takes approximately four weeks.

Grant Name	Existing or Anticipated Grant Amount	Total Amount Awarded	Current Workday Budget	Workday Budget Change
Amended Award	\$ -	\$ -	\$ -	\$ -
Unbudgeted Award	\$ -	\$ 21,100.00	\$ -	21,100.00
Anticipated Award	\$ -	\$ -	\$ -	-
Underbudgeted Award	\$ -	\$ -	\$ -	-
				-
				-
				-
				-
				-
				-
Totals	\$ -	\$ 21,100.00	\$ -	21,100.00

Routing Information			
Grant Accountant:	Cindy Hicks	Signature: 	Date: 5/6/2025
Grants Supervisor:	Trish Jackson	Signature: 	Date: 5/6/2025
Fiscal Coordinator:	Xiang Stover	Signature: 	Date: 5/6/2025
Budget Analyst:	John Morris	Signature: 	Date: 5/7/2025



DOCUMENT APPROVAL FORM

THIS FORM MUST BE ATTACHED TO ALL DOCUMENTS SUBMITTED FOR THE MAYOR'S SIGNATURE, ROUTE AS LISTED BELOW.

THIS DOCUMENT RECOMMENDED FOR MAYOR'S SIGNATURE

ORIGINATOR OF DOCUMENT

Cindy Hicks

SIGNATURE APPROVALS

AGENCY/DEPARTMENT DIRECTOR

Robin Berry

DocuSigned by:

Robin Berry

5/12/2025

CHIEF FINANCIAL OFFICER

Angela Dunn

Signed by:

Angela Dunn

5/12/2025

COUNTY ATTORNEY

Natalie Richards

DocuSigned by:

Natalie Richards

5/12/2025

DEPUTY MAYOR

David James

DocuSigned by:

David James

5/12/2025

DOCUMENT NAME

FY25 Local Records Emergency and Disaster Assistance Grant

SUMMARY OF DOCUMENT

Water damage and mold remediation of two Tax Assessor Plat Books (1875-1910 and 1876-1900) that were damaged by burst water main flood in January 2000.

CONTACT PERSON:

Cindy Hicks

TELEPHONE: 574-3819

DATE NEEDED: **ASAP**

FOR DOCUSIGN

DATE APPROVED BY MAYOR

INSTRUCTIONS FROM THE MAYOR

KENTUCKY DEPARTMENT FOR LIBRARIES & ARCHIVES

Local Records Emergency and Disaster Assistance Grant

Who is eligible to apply: Any Kentucky local government agency that has suffered damage which endangers public records or access to those records as a result of an emergency, disaster, or ongoing climate crisis.

Use of funds: Grant funds may be used for the recovery of damaged or at-risk local public records from disasters or ongoing emergency issues so that the local governmental office can continue or resume operations. Priority will be given to the preservation, conservation, restoration of permanent and/or vital records. Grant funds will not be used for non-urgent items that may be funded by the Local Records Grant Program. Emergencies can include burst pipes, failed climate control, or discovery of mold. Examples of disasters include fire, flood, tornado, mudslide, severe storms, windstorms, or lightning. Climate crisis can include at-risk records due to increased and sustained changes in climate. If you have any questions, please consult your Regional Administrator (RA).

What is Eligible: Eligible items or services include but are not limited to: services such as freeze drying, storage, transportation of materials; supplies including acid-free boxes and folders, storage cartons, dehumidifiers, climate control monitors, cleaning materials, plastic milk crates, and protective gear; or professional services acquired to mitigate damage, including preservationists, conservationists, or restorationists. Other items or materials will be considered on an individual basis and an eligibility determination made by the Local Records Branch and the Commissioner.

Amount of funding available: Awards are subject to available funds and project urgency. Each local agency may request a maximum of \$40,000 per application. The exact amount available to each awardee will be determined as grant applications are evaluated and approved. Applicants should submit an application to the Local Records Branch. Once reviewed, awards will be made by the Commissioner.

Disbursement of funds: Once the award recommendation list has been generated, the requests for payment will be processed through the Kentucky Finance and Administration Cabinet.

Reporting: Recipients will be asked to provide a brief narrative outlining the use of the funds, a listing of funds expended, and if available, any photos of the tangible items or space.

Application: The Application is available online. If the Applicant has any issue with accessing the application, they should contact the Local Records Branch. Applications will be accepted as needed. Applications can be submitted by email, mail, or courier, and must be signed by appropriate agency official.

KENTUCKY DEPARTMENT FOR LIBRARIES & ARCHIVES**Local Records Emergency and Disaster Assistance Grant**

Please provide as much detail as possible. Descriptions of the damaged materials (including quantities) are essential for us to understand the needs of the organization. It is also helpful to know what action, if any, has already been taken. Please provide photos.

Name of Agency: Louisville Metro Archives

Address: 635 Industry Road

City: Louisville State: KY Zip Code: 40208 County: Jefferson

Phone Number: 502-574-2554 Fax: _____ Email: david.morgan@louisvilleky

Head of Organization: Robin Berry Title: Director/Records Retention

Phone Number: 502-574-5075 Fax: _____ Email: robin.berry@louisvilleky.go

Records Official: David Morgan Email: david.morgan@louisvilleky

Brief description of the emergency, disaster, or climate crisis. Where and when did this occur? Is this an active emergency or disaster?

In January 2000, a water main burst and flooded the City of Louisville Archive, which was in the basement of Memorial Auditorium at Fifth and Kentucky streets. The books in the application were partially submerged or dampened by the flood.

Brief description of damage to the affected collection(s). What records are damaged? How much material is damaged (percentage of collection or number of cubic feet, etc.)? What kind of damage was incurred (water, mold, dirt, contaminants, contents scattered, etc.)?

The following records were among the ones flooded and water damaged:

Tax Assessor Plat Book (1), 1875-1910: Heavily damaged by water and extensively contaminated with mold. Pages are crumbling from water damage. Linen dividers to which the pages are adhered are contaminated.

Tax Assessor Plat Book (2), 1876-1900: Heavily damaged by water and extensively contaminated with mold. Pages show greater deterioration than the other books in this application.

Books are so heavily damaged that it is difficult to determine the number/letter and date spans.

Proposed plan of work. Please describe your anticipated plan for the recovery of your documents and how grant funds will be used.

Grant funds will be used to disbind the books for mold remediation of each page containing data. Blank pages will be destroyed and replaced with clean pages if necessary. For pages that are interspersed with pages containing data.

Each page will be treated for mold to ensure that the contamination is eliminated.

Each page will be cleaned, mended (where needed), and will be reinforced with acid free archival paper.

Each page will be scanned into PDF images compatible with the Archives' retrieval system.

Sheets will be deacidified and placed into acid free Mylar sleeves.

Sleeves will be placed into a post-bound book with plastic spines and covers.

Spines will identify the city, record series, book number or letter, and date span.

Are other agencies or records affected?

No other agencies are affected; however, Louisville Metro Archives serves all the agencies of metro government, which serves a population of over 700,000 people. Archives stores a wide range of permanent, vital records in its facility of over 33,000 square feet of storage. Mold contamination poses a threat to other records in the archive.

Estimated Total Requested from KDLA (not to exceed \$40,000)

Supplies	\$
Professional Services	\$ 21,100.00
Equipment	\$
Other (explain)	\$ Shipping and handling included
TOTAL	\$ 0

Is there any additional information you would like to include? Are photos provided or available?

Photos are included in a Photo Appendix provided.



The Tax Plats in the proposal are a wealth of historical, genealogical, and management information. Each book contains information regarding the placement of streets, historical locations of the city limits, names and addresses of property owners, and grantor/grantee information for real estate transfers.

They are hazardous to users in their current condition, and handling jeopardizes the brittle, fragile pages.

Signed: Robin Berry Title: Executive Director Date: 4/18/25

Return this form via email, mail, or courier. Via email to: LRB.Application@ky.gov. Please include "Emergency and Disaster Grant" and the agency name and county in the subject line.

Via mail or courier to: Local Records Emergency and Disaster Assistance Grant
Kentucky Department for Libraries and Archives
P.O. Box 537, 300 Coffee Tree Road, Frankfort, KY 40602-0537

KDLA USE ONLY			
Approved	Not Approved	Amount Awarded	Project Number
X		\$21,100.00	AY25LRE035
Local Records Branch Review			
		Commissioner's Signature 	

Proposal for: Government Records Preservation Services

Robin Berry, Executive Director/Records Retention Officer

Louisville Metro Archives

Water Damage and Mold Remediation

Conservation Preservation Digital Conversion

1010 North Sycamore St.
North Manchester, IN 46962
(800) 334-3628

1010 Arnold St.
Greensboro, NC 27405
(800) 444-7534

www.hfgroup.com

PREPARED BY:

Trace Kirkwood
tkirkwood@hfgroup.com
(502) 487-1813



Robin Berry, Executive Director
Louisville Metro Archives
635 Industry Road
Louisville, KY 40208

Dear Robin:

The proposal contained herein is for the treatment of the Louisville Metro Archive's historical records.

With decades of experience, HF Group has long been recognized as a leader in bookbinding, book and paper conservation, and digitization, for libraries, museums, archives, courts, and government offices. Our treatment methods and materials used for government record preservation are among the very best and make us uniquely qualified to meet your preservation goals.

Working in conjunction with numerous court and government offices, GRP has performed conservation treatments and digital reformatting for records dating as far back as the 17th century. We have the knowledge and experience to preserve these valuable records using sound archival methods and materials to ensure their continued accessibility.

HF Group’s highly skilled, professional staff of conservators and conservation technicians comply with the Code of Ethics and Guidelines for Practice of the American Institute for Conservation of Historic and Artistic Works.

We appreciate the opportunity to provide preservation services for the Louisville Metro Archive. Please contact me if you have any questions.

In This Document

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 Care for Your Materials 4

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Quotation 6

Acceptance

Scope of Services

HF Group offers the following services:

- Conservation and preservation
- Rehousing
- Digital conversion

Conservation and Preservation

Standard treatments include:

- Removal of all binding materials and fasteners, such as paper clips
- Surface-cleaning to remove surface dirt and dust
- Deacidification/alkalization of acidic papers
- Removal of non-archival mending tapes (as determined by book condition)
- Mending and repairs/stabilization

Additional services:

- Mold removal*
- Aqueous washing to remove ingrained dirt and to reduce acidity and stains *

Rehousing

Each sheet is encapsulated in two mil archival polyester and is housed in a new, archival-quality loose-leaf binder with a foil-lettered spine.

We also offer:

- A variety of custom-fit, archival-quality enclosures for both loose pages and bound volumes.
- Rebinding of historical bound books
- Canvas jackets

Digital Conversion

We employ a variety of state-of-the-art scanning technologies in order to produce the best possible digital images.

Conversion services include:

- Scanning at 300 dpi in color or grayscale
- Indexing/coding
- OCR
- Cropping
- Despeckling
- Deskewing
- Background removal
- Digital repair
- QC

(Digital Conversion, cont.)

Images are returned as a PDF on multiple media options,

Capabilities

We can process a variety of sizes of loose materials:

- 18" x 12"
- 18 ¼" x 12 ¼" up to 30 x 24
- Large format items such as newspapers, maps, plat books

We can also digitize **bound materials** without requiring them to be dis-bound.

In addition, we offer:

- Backfile scanning of historic documents and permanent records
- Conversion of microfilm images to digital images

Working with Us

Care for Your Materials

While in our care, your books are secure and are held in a climate-controlled environment.

Your records will be handled with utmost care. Our goal is to assist you in protecting your records for years to come.

Insurance

Certificate of insurance for standard coverage is available upon request.

Availability

For many customers in the Midwest and the Southeast, your materials are never more than a few hours away.

Scan-on-demand services are available if copies are needed in rush situations.

Standards

In accordance with international conservation standards and the Code of Ethics and Guidelines for Practice of the American Institute for Conservation (AIC), materials and techniques used are reversible.

Documentation

Treatments are documented with written and photographic records. Photo-documentation is provided to the client upon request.

Key to Treatments and Services

Please refer to this key to treatments and services as used on the quotation page.

Level 1 – Good Condition

Preservation only. Includes dis-binding, surface cleaning, de-acidification, mending and repairs/stabilization, archival polyester two mil encapsulation, new loose-leaf binder(s). Minimal tape removal.

Mold remediation not included.

Level 2 – Fair Condition

Preservation only. Includes dis-binding, surface cleaning, de-acidification, mending and repairs/stabilization, archival polyester two mil encapsulation, new loose-leaf binder(s). Moderate tape removal.

Mold remediation not included.

Level 3 – Poor Condition

Preservation only. Includes dis-binding, surface cleaning, de-acidification, mending & repairs/stabilization, archival polyester two mil encapsulation, new loose-leaf binder(s). Extensive tape removal.

Mold remediation not included.

Level 4 – Extremely Poor Condition

Preservation only. Please submit digital photographs and spec sheets for custom quotes based on book condition.

Prices will include tape removal as needed.

Mold remediation not included.

MR – Mold Remediation

Basic mold remediation

DC – Digital Conversion

Digital conversion for sheet sizes up to 18" x 24".

Larger sheet sizes, large format items, and bound items will be quoted upon request.

Quotation

The price quoted is based on estimated page counts. Final invoicing will be determined by page counts performed while processing.

QUOTE SCHEDULE					
RECORD SERIES	QUANTITY/DESCRIPTION	LEVEL (See key)	NOTES	RECORD TYPE	TOTAL
Tax Assessor Plat Book, 1875-1910	1	5	Mold contamination prevalent on every page of the two books	Tax Assessment	\$8,500.00
Tax Assessors Plat Book, 1876-1900 (2)	1	5	Books are oversized.	Tax Assessment	\$12,500.00
			Paper pages adhered to linen. Linen is heavily contaminated with mold.		
			An abundant amount of mending and stabilizing of damaged sheets will have to be done.		
			Books will be digitized as color PDF images.		
	Shipping and Delivery				\$100.00
PROJECT TOTAL					\$21,100.00



Acceptance

Terms:

CUSTOMER ACCEPTANCE

Signature of Authorized Official

Printed name of Authorized Official

Title of Authorized Official

Date

HF GROUP ACCEPTANCE

Signature of Authorized Official

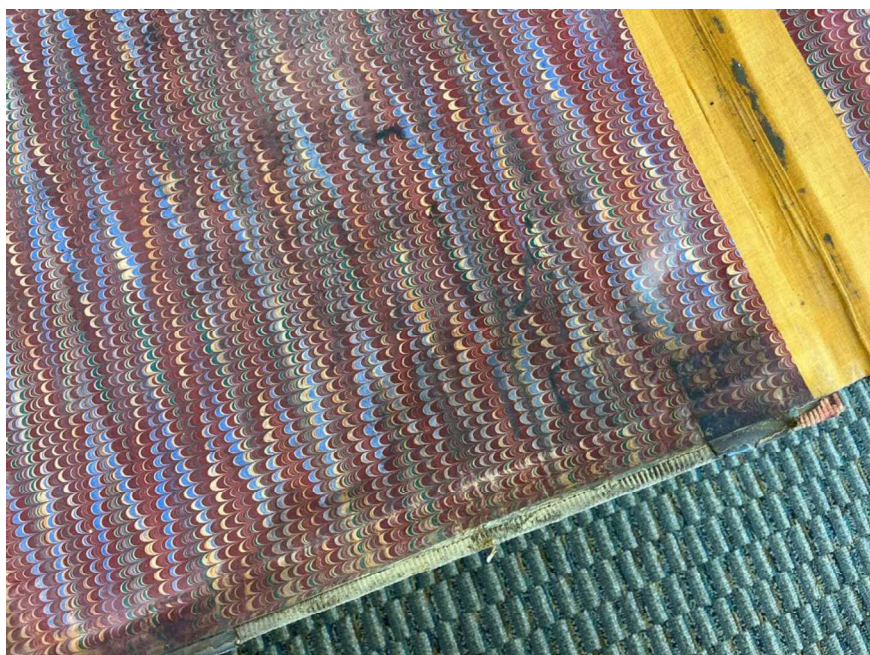
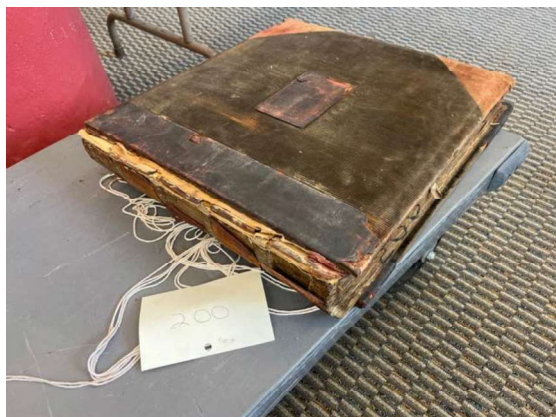
Printed name of Authorized Official

Title of Authorized Official

Date

LOUISVILLE METRO ARCHIVES PHOTO APPENDIX DISASTER RECOVERY GRANT APPLICATION

TAX ASSESSOR PLAT BOOK, 1875-1910 (2)



TAX ASSESSOR PLAT BOOK, 1876-1900 (2)



From: [Wixom, Brian \(ELC\)](#)
To: [Hicks, Cynthia](#)
Cc: [Berry, Robin](#)
Subject: RE: Local Records Emergency & Disaster Assistance Grant - Louisville Metro Archives AY25LRE035
Date: Thursday, May 1, 2025 9:24:30 AM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

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Cindy Hicks
Louisville Metro Office of Management and Budget

Ms. Hicks:

Thank you for contacting KDLA. You asked:

- Do funds need to be spent by a certain date?
 - There is no specific date for spending awarded funds. We highly recommend that funds should be paid to vendors only after work is complete and in agency possession. Grants can only be closed out after funds are spent or returned to KDLA. A new grant cannot be awarded until the old grant is closed.
- Also, can you please confirm that these funds are not from a federal source?
 - Confirmed. KDLA grant funds are state sourced.

Please email if we can address any further questions or concerns.

Sincerely,

Brian Wixom
North Central KY Regional Administrator
[KDLA Local Records Branch](#)

From: Hicks, Cynthia <Cynthia.Hicks@louisvilleky.gov>
Sent: Wednesday, April 30, 2025 3:28 PM
To: Wixom, Brian (ELC) <brian.wixom@ky.gov>
Cc: Berry, Robin <Robin.Berry@louisvilleky.gov>
Subject: FW: Local Records Emergency & Disaster Assistance Grant - Louisville Metro Archives AY25LRE035

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

Hello Brian,

I'm reaching for clarification on the award period for this grant. Do funds need to be spent by a certain date? Also, can you please confirm that these funds are not from a federal source?

Thank you for your assistance!



Cindy Hicks

**Supervisor
Grants Management**

Louisville Metro Government

Office of Management and Budget

502-574-3819

cynthia.hicks@louisvilleky.gov



www.louisvilleky.gov

611 W. Jefferson Street • Louisville, KY 40202

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From: Preston, Andrew D (ELC) <andrewd.preston@ky.gov>

Sent: Tuesday, April 29, 2025 12:00 PM

To: Berry, Robin <Robin.Berry@louisvilleky.gov>

Cc: Wixom, Brian (ELC) <brian.wixom@ky.gov>

Subject: Local Records Emergency & Disaster Assistance Grant - Louisville Metro Archives AY25LRE035

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Robin Berry:

The Emergency & Disaster Recovery Assistance Grant for the Louisville Metro Archives' office was approved for funding for \$21,100.00. Funding will cover the costs of services indicated in the approved grant application. The corresponding application is attached.

If you have any questions about your grant project, please email your Regional Administrator, Brian Wixom at Brian.Wixom@ky.gov.

Drew Preston

Manager, Local Records Branch
Archives and Records Management Division
KY Department for Libraries and Archives
Phone: (502)330-4986
Fax: (502)564-5773

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