

FY 2024

Missouri  
Local Records Preservation  
Electronic Records Initiative Grant



Guidelines

Project Year July 1, 2023 to June 30, 2024

Missouri  
Office of the Secretary of State

# Contact and Resource Information

## Contact information:

Local Records Program - Grant Administrator  
Local Records Grant Program  
600 W. Main  
PO Box 1747  
Jefferson City, MO 65102-1747  
Phone: 573.751.9047 (Local Records Main Line)  
Email: [local.records@sos.mo.gov](mailto:local.records@sos.mo.gov)

## FY 2024 Grant Program Timeline

November 15, 2022-January 15, 2023: Draft application review available from Local Records Office Staff

March 1: Application deadline; postmark or delivery date. This must be sent directly to the Local Records Contact listed above

May/June 2023: Missouri Historical Records Advisory Board meets to review grant applications

3 to 6 weeks after grant review session: Secretary of State distributes packets containing:

- Award letters and grant agreement forms
- Non-Award letters to un-awarded applicants

July 1, 2023: FY24 Grant Period begins [DO NOT start grant work until you receive notice to proceed]

January 15, 2024: Interim Report due [or Final Report in lieu of Interim Report]

May 31: Final Report due

June 30: closing date for the FY24 grant cycle

- Final Reports processed in order received
- Final grant payments disbursed

FY25 cycle begins with grant draft reviews in November 2023

## **Grant Administration**

### **General Information**

The Grant Program's *Administrative Rule* (Title 15, Division 30, Chapter 45, Section 030 et seq.) provides the operational basis for the Local Records Grant Program.

### **Statutory Obligations**

Application for and acceptance of grant project funds administered by the Office of the Secretary of State, Local Records Program, obligates the grant recipient to comply with:

- ◆ RSMo 109 (Public and Business Records)
- ◆ RSMo 610 (Open Meeting and Records)
- ◆ RSMo 34 and 50 (as applicable for purchasing procedures)
- ◆ Title VI of the Civil Rights Act, the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990

This is a pilot project, within the Local Records Grant Program, to assist local governments with the management of electronic records and/or public accessibility to electronic records through web portals.

Electronic Records Initiative (ERI) grants are designed to assist in the acquisition of specific hardware/software to:

1. Manage electronic records through their lifecycle;
2. Provide greater government transparency by improving response time to public records requests/making records available on websites/web portals

**Eligible grant items:**

- Software (including software as a service)
  - Enterprise content management (ECM) systems
  - Records request tracking
  - Redaction
  - Other
- Hardware—may include scanners if part of an overall ECM system [Note: this grant program does not include imaging grants, please see the Local Records Grant Program to apply for imaging grants]
- Consultant/training costs to implement

**Ineligible costs:**

- On-going costs—subscriptions, licenses, fees
- Upgrading or related fees of existing systems

**Cash Match:**

- There is no cash match for this pilot grant
  - Agencies must agree to continue to operate any system developed under this grant (or an upgrade of the system acquired through the grant) for a minimum of five (5) years. Failure to continue may result in a demand for the return of 100% of grant funds.

**Reimbursement:**

- Grant funds will be provided on a reimbursement basis, up to the awarded amount

**Eligible Applicants for the ERI pilot grant:**

- Local Government
  - County offices
  - Municipalities
  - School Districts
- No other applicants will be considered at this time

### **Funding Level:**

- ERI grants are capped at \$30,000 [as these are considered enterprise-level grants, only one grant application per jurisdiction will be considered]
- There will be a maximum of five (5) grants awarded as part of this pilot

### **Application Deadline:**

Applications must be postmark or emailed by **March 1, 2023**

Applications may be mailed to:

Local Records Grant Administrator  
Electronic Records Grants  
600 West Main  
Jefferson City, MO 65101

Emailed applications must have the subject line: "Electronic Records Grant - "XXXX" County/City/School District"

For example: Electronic Records Grant - Exeter County  
Electronic Records Grant - City of Faurot  
Electronic Records Grant - Sonata R-2 School District  
Etc.

Email applications to: [local.records@sos.mo.gov](mailto:local.records@sos.mo.gov)

### **Application Review and Award Process:**

The grant application process is competitive. Grant funds for this initiative are limited and will be awarded based on demonstrated need and how the system will improve the management of electronic records and public access to public records such as, but not limited to: Agendas, Minutes, Ordinances, etc.

The Missouri Historical Records Advisory Board (MHRAB) reviews applications and makes award recommendations to the Secretary of State. Projects will be awarded in full, or denied funding.

Award letters and agreements will be transmitted to the successful applicants. These agreements must be signed and returned. A Notice to Proceed will be given upon receipt of the signed agreement—this will mark the first date grant funds may be used on the project. Expenses incurred prior to the Notice to Proceed are ineligible for reimbursement.

### **Grant Payments**

Grant payments for awarded projects are made on a reimbursement basis. Grantees must submit invoices for goods or services before grant funds will be disbursed.

## **Reimbursement**

To receive reimbursement, the grantee must register as a vendor with the State of Missouri. If your office/county/city receives payments from state government, you have a vendor ID number.

All reimbursements are made through Electronic Funds Transfers (EFTs). You must fill out and submit the State of Missouri Vendor Input/ACH-EFT Application, if you do not already have an account with the state.

The first reimbursement to grantees can be made following receipt of the Notice to Proceed, with proper documentation indicating that no reimbursable expenses were incurred prior to the start of the grant period. Final reimbursement must be requested by May 31, 2024.

## **Project Bids and Expenditures**

Services, equipment and other project costs exceeding \$10,000 require bids, **unless your purchasing regulations requires a lower amount.** You must provide a basis for your grant request, so consulting with vendors is necessary for the completion of the application. If you do not seek formal bids during the application period, that process must be followed after the grant is awarded. All bid documentation collected before and after project approval must be retained. **Documentation of bid solicitation must be submitted prior to or along with the Final Report if documentation was not included with the grant application.**

## **Accounting and Auditing Requirements**

Grantees must maintain financial records in accordance with agreed upon accounting practices and Grantees must comply with the audit requirements set forth in Missouri statutes for local government units. These records are subject to inspection by Secretary of State staff during regular business hours throughout the grant period and for the time period allowed by the General Retention Schedule, GS 040 Grant Records.

If any litigation, claim, or audit is begun before the end of three (3) years, the records must be retained until such proceeding is resolved. Should any adverse finding occur, a copy of the audit, finding, and a report on final resolution must be forwarded to Local Records.

## **Project Progress Reports**

The Local Records Grant Program requires completion of a financial Interim and/or Final Report during the project period; this report is an outline of project progress:

- ◆ Only expenditures incurred within the inclusive dates of the awarded grant cycle and in the approved budget categories can be claimed.
- ◆ The application budget summary is based on approximated figures; however, the actual expenditure amounts must be used to complete the Interim and Final Financial Status Reports.
- ◆ A narrative Interim Report, explaining what has been done to complete the grant must be made, unless the project is complete.

The *Interim Report* is due on or before **January 15, 2024**. A Final Report may be submitted in lieu of the Interim Report if the project is completed by the Interim Report date.

The *Final Report* and payment request is due on or before **May 31, 2024**. Early submission of the Final Report is highly encouraged to avoid delay in reimbursements.

### **Project Extension**

No extensions will be granted.

### **Withdrawal of Awarded Grant Funds**

Grant recipients can voluntarily withdraw from the program at any time.

### **Default**

Failure to conform to the *following criteria can put a grantee in default status*:

- ◆ Adherence to the project parameters as awarded or amended and agreed upon.
- ◆ Follow the programmatic, fiscal or reporting requirements of the grant program as described in this *Guidebook and Application*.

Default status will result in the grantee being deemed ineligible for future Local Records grants.