

## 2016 ALABAMA REGRANT MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into as of the date last signed below, between the **Baldwin County Commission – Department of Archives and History** (Recipient) and the **Alabama Department of Archives and History (ADAH)**, on behalf of the **Alabama State Historical Records Advisory Board** (Board).

WHEREAS, the ADAH functions as the support agency for the Alabama State Historical Records Advisory Board and the Board received grant funds from the National Historical Publications and Records Commission (NHPRC) for a 2016 regrant program to support preservation and access to historical records across the state; and

WHEREAS, the Recipient applied for and was awarded a regrant from the State Historical Records Advisory Board for 2016 now

THEREFORE, the parties hereto agree as follows:

1. Purpose: This regrant is made for the purpose of:

- Inventory, scan, and enter document data into county PastPerfect software
- Make digitally formatted documents available to the public
- Establish procedure for care and maintenance of digital materials

The Project is to be performed in accordance with the Recipient's approved grant application, a copy of which is attached.

2. Award and Match: This regrant is awarded on a cost-share basis. The Recipient hereby pledges a cash and/or in-kind cost-share (*supplies purchased specifically for the project, for example, are a cash cost-share; a portion of an existing employee's/volunteer's time is in-kind cost-share*) of:

Grant Award Amount:                   \$ 1955.36

Recipient In-Kind/Cash Cost-share:   \$ 652.00

3. Cash and In-kind Cost-share Verification: The Recipient shall provide adequate proof of meeting the cash and/or in-kind cost-share requirement by providing documentation in its Final Report (see item 7) of the number of hours and amount paid to project staff; the salary and time that Recipient's staff devotes to the Project; and payments for Project materials and activities, as proposed in the approved application.

4. Project Period: The Project shall commence on September 1, 2016 and shall end on February 28, 2017, unless different dates are agreed to in writing by the ADAH and the Recipient.

5. Regrant Funds: Payment of the full amount of the grant award will be made to the Recipient as soon as the ADAH receives the funds from the NHPRC.

6. Supervision and Coordination: The Recipient shall designate a Project Administrator having the authority and responsibility to supervise the Project.

7. Plan and Reports: If significant changes in the Project occur from plans detailed in the Grant Application, the Recipient must notify the ADAH and receive written approval of the alteration. Within thirty days of conclusion of the Project, a detailed final report (the "Final Report") shall be submitted by the Recipient to the ADAH. The Final Report shall provide sufficient information and financial documentation for the ADAH to evaluate the results of the Project, including a summary of project activities, accomplishments, use of grant funds. In addition, as a requirement by NHPRC, the Recipient must include types of records and volume processed, preserved, and made accessible for public use and/or number of digital facsimiles made available for public use.

8. Compliance with Federal Laws: The Recipient shall comply with all federal laws, regulations, and executive orders as may apply to the administration of this Project and the conduct of the Project, including but not limited to:

(a) National Archives and Records Administration Regulations (36 Code of Federal Regulations Parts 1206 and 1207), and particularly Sections 1207.20, *et seq.* (financial management); Section 1207.35 (subawards to debarred and suspended parties); Section 1207.36 (procurement); and Section 1207.42 (retention and access requirements for project records); 36 CFR Part 1210 (as applicable), 36 CFR Parts 1208, 1209 and 1211;

(b) Fair Labor Standards Act of 1938, as amended;

(c) Title VII of the Civil Rights Act of 1964, as amended;

(d) Age Discrimination in Employment Act of 1976, as amended;

(e) Americans with Disabilities Act of 1990, as amended;

(f) Office of Management and Budget Circulars: A-87 - Cost Principles for State, Local, and Indian Tribal Governments & A-133 - Audits of State, Local Governments, and Non-Profit Organizations; National Historical Publications and Records Commission's Guidelines.

(g) Include your DUNS number on the line provided below. The Data Universal Numbering System is a means of identifying entities on a location-specific basis. If you do not have a DUNS number, your organization may obtain one for free through the following website. <http://www.dnb.com/get-a-duns-number.html>.



9. Liability: The Recipient agrees not to hold the Board or the ADAH liable for any damage or injury to persons or property that may arise out of the planning, administration, or conduct of the Project.

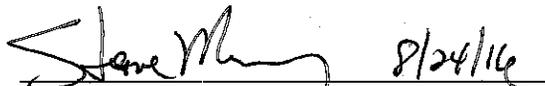
10. Signatures: Please return one copy of the signed agreement to ADAH by September 2, 2016.

The signatures of the parties below indicate their respective acknowledgment of the terms outlined in this Agreement.

Baldwin County Commission –  
Department of Archives and History

Alabama Dept of Archives & History

  
Signature Date

  
Signature Date

Name: Felisha Anderson

Name: Steve Murray

**Board Contact Information:**

FAX: 334-353-4321

Telephone: 334-242-4452

Mailing Address:

SHRAB

Alabama Department of Archives and History

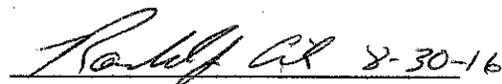
P.O. Box 300100

Montgomery, AL 36130-0100

  
Signature Date

Name: J. Tucker Dorsey

Chairman

  
Signature Date

ATTEST:

Name: Ronald J. Cink

County Administrator/Budget Director



**STATE HISTORICAL RECORDS ADVISORY BOARD**  
**LOCAL RECORDS PRESERVATION REGRANTS**  
**2016 GRANT APPLICATION**



**Applicant Information**

Agency/Entity Applying: Baldwin County Commission/Department of Archives and History  
 Federal Employer Identification (FEIN) #: [REDACTED] DUNS #: [REDACTED]  
 Project Director Name: Felisha Anderson Title: Director/County Archivist  
 Email address: fanderson@baldwincountyal.gov Phone: (251) 580-2572  
 Address: 312 Courthouse Square, Suite 12  
 City: Bay Minette State: Alabama ZIP Code: 36507

**Grant Project Information**

We are applying for a:  Mini Grant  Major Grant  STEPs Grant  
 Grant Project Title: Records Inventory Project  
 Project Start Date: September 1, 2016 Project End Date: February 28, 2017  
 Brief Description of Grant Project:

Grants Funds Requested: \$1,955.36	Local Match: \$652.00	Project Total: \$2,607.36
<b>Grant Calculator:</b>	Funds Requested:	\$1,955.36 Local: \$651.79
*Enter \$ amount in left field, and a Local, Funds Requested or Total amount will show in the right field	Local Match:	\$652.00 Funds: \$1,956.00
	Total:	\$2,607.36 Local: \$651.84

Materials worked on as part of this grant will be open to the public and available for research use:  
 Yes  No

A copy of our collections inventory is attached or is available for viewing at:

**Certification of Authorization & Signature**

To the best of my knowledge and belief, all information on this form and in the narrative is accurate and complete. The document has been duly authorized by the applicant's governing body, and the applicant will comply with all terms and conditions of the grant if funds are awarded.

Name of Authorizing Individual: Tucker Dorsey  
 Title: Chairman Phone: (251) 972-8502  
 Signature of applicant:  Date: 8/30/16

Send the completed form (including narrative) to: SHRAB, Alabama Department of Archives and History, P.O. Box 300100, Montgomery, AL 36130-0100 or submit form by fax to (334) 353-4321, or by e-mail (as a PDF attachment) to: records@archives.alabama.gov.

Questions? Contact Becky Hébert (334-353-5039 or becky.hebert@archives.alabama.gov), Cole Smith (334-353-4605 or coleman.smith@archives.alabama.gov) or Tracey Berezansky (334-353-4604 or tracey.berezansky@archives.alabama.gov).

# Budget Form

**Salaries and Wages:** List names/titles of all project staff, volunteers, and consultants; their payment during the project; and the source of the payment (grant or local funding).

Position (Name/title if known)	Grant Funds	Local Funds	Total
Special Projects Temporary Position	\$1,955.36	\$652.00	\$2,607.36
(@248 Hours x \$10.50 salary)			\$0.00
			\$0.00
			\$0.00
			\$0.00
<b>Subtotals:</b>	\$1,955.36	\$652.00	\$2,607.36

**Equipment, Supplies, Materials:** List equipment, supplies, and materials to be purchased for the project. Include specifications and vendor price quotations with application.

Item	Grant Funds	Local Funds	Total
N/A			\$0.00
			\$0.00
			\$0.00
			\$0.00
<b>Subtotals:</b>	\$0.00	\$0.00	\$0.00

**Services:** List costs of any vendor-provided services or activities not shown under other budget categories.

Item	Grant Funds	Local Funds	Total
			\$0.00
			\$0.00
			\$0.00
			\$0.00
<b>Subtotals:</b>	\$0.00	\$0.00	\$0.00

**Travel:** If travel is part of the project, list anticipated number of trips, number of people participating, and estimated cost. Include per diem, room and board, and travel reimbursement rates, as applicable. (Attach extra page if needed.)

Item	Grant Funds	Local Funds	Total
N/A			\$0.00
			\$0.00
			\$0.00
			\$0.00
<b>Subtotals:</b>	\$0.00	\$0.00	\$0.00

**SUMMARY BUDGET:** Add subtotal lines to obtain summary budget figures. (All projects require a 25% cost-share of the total project budget from the grant recipient. Cost-sharing can be either cash or in-kind contributions.)

	Grant Funds	Local Funds	Total
Salaries & Wages	\$1,955.36	\$652.00	\$2,607.36
Equipment, Supplies, Materials	\$0.00	\$0.00	\$0.00
Services	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
<b>TOTAL GRANT COST:</b>	\$1,955.36	\$652.00	\$2,607.36

**Financial Administrator of Grant:**

This person is responsible for actual financial administration of the grant, for ensuring compliance with its terms and conditions, and for preparing financial documentation and reports.

Name: Ron Cink

Title: County Administrator/Budget Director

Email address: rcink@baldwincountyal.gov

Phone: (251) 580-2550

Date: 8/26/16

**GRANT APPLICATION NARRATIVE**

Review the instructions in the application guidelines before completing the narrative. The narrative should be no longer than five (5) double-spaced, typewritten pages (8½ x 11" paper) and should be attached to this application form.