



**HRAB  
LOCAL RECORDS  
PRESERVATION  
GRANT APPLICATION**

<b>ADAH Use Only</b>	
Application #:	_____
Award #:	_____

Agency/Entity Applying: City of Red Bay

Federal Employee Identification (FEIN) Number: [REDACTED]

**Project Director:**

Name/Title: Linda B. Holcomb, City Clerk E-Mail Address: rbclerk@ms.metrocast.net

Address: PO Box 2002/203 4<sup>th</sup> Ave SE Telephone No.: 256-356-4473 ext. 4

City/State/Zip: Red Bay, AL 35582 Fax No.: 256-356-3105

**Description of Grant Project:**

Title of Project: City Map Preservation Project

Starting Date: January 10, 2011 Ending Date: April 30, 2011

Summary Description of Project (use only space provided; form has space later for project narrative):

**Funding Required for Project:**

Grant Funds: \$2999.99 Local Funds: \$3000.01 Total Cost: \$6000.00

**CERTIFICATION OF AUTHORIZATION**

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.

Signature of Authorizing Individual: Linda B. Holcomb

Name/Title of Authorizing Individual: Linda B. Holcomb, City Clerk Date: 9-22-10

Send the completed form (including narrative) to:

Government Records Division  
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](mailto:records@archives.alabama.gov). Questions? Contact Tom Turley or Tracy Berezansky at (334)242-4452.

### 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).

Name/Title	Grant Funds	Local Funds	Total
Linda Holcomb/City Clerk	56.26	56.27	112.53
Melody Pearson/clerical	96.00	96.00	192.00
Subtotals:	152.26	152.27	304.53

**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
(5) Safeco 4994 G-RA 5 drawer Steel Flat File 40-3/8" x 29-3/8" x 16-1/2" Lab	2523.71	2523.71	5047.42
(1) Extech 407445-NIST Heavy Duty Hygro Thermometer with PC Interface and NIST Certificate	152.50	152.49	304.99
(1) Extech Ex542 12 Function True RMS Data Logger	149.99	150.00	299.99
Subtotals:	2826.20	2826.20	5652.40

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

Item	Grant Funds	Local Funds	Total
shipping	21.53	21.54	43.07
Subtotals:	21.53	21.54	43.07

**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.

Item	Grant Funds	Local Funds	Total

Subtotals:			

**SUMMARY BUDGET:**

Add subtotal lines to obtain summary budget figures. (All projects require a 50% 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 and Wages	152.26	152.27	304.53
Equipment, Supplies, Materials	2826.20	2826.20	5652.40
Services	21.53	21.54	43.07
Travel			
<b>TOTAL GRANT COST:</b>	<b>2999.99</b>	<b>3000.01</b>	<b>6000.00</b>

**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/Title: Linda B. Holcomb / City Clerk E-Mail Address: rbclerk@ms.metrocast.net  
 Address: 203 4<sup>th</sup> Ave. S.E. / PO Box 2002 Telephone No.: 256-356-4473 ext 4  
 City/State/Zip: Red Bay, AL 35582 Fax No: 256-356-3105

**GRANT APPLICATION NARRATIVE**

Review the instructions in the application guidelines before completing this section. The narrative should be no longer than five (5) double-spaced, typewritten pages (8 1/2 x 11" paper) and should be attached to this application form.

If you have any questions about the application process or need assistance during your grant project, please contact Tom Turley, Local Government Records Archivist, or Tracey Berezansky, HRAB Deputy Coordinator, at:

Government Records Division  
 Alabama Department of Archives and History  
 P.O. Box 300100  
 Montgomery, AL 36130-0100

**Telephone:** (334)353-4607 (Tom) or (334)353-4604 (Tracey)

**Fax:** (334)353-4321

**E-mail:** [Tom.Turley@archives.alabama.gov](mailto:Tom.Turley@archives.alabama.gov)

[Tracey.Berezansky@archives.alabama.gov](mailto:Tracey.Berezansky@archives.alabama.gov)

**HRAB website:** <http://archives.alabama.gov/hrb/hrbmainpage.htm>

City of Red Bay  
HRAB Grant  
Grant Application Narrative

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**Statement of the Problem**

The City of Red Bay has no storage facilities for the maps and architectural drawings of the City. A fire destroyed the first city hall building on May 13, 2006. At the time of the fire many maps were on the floor of a concrete vault inside city hall. A large number of the maps sustained water damage but were dried and are still legible. At present there are eighty-two (82) maps/drawings that when rolled up measure 2 inches by 25 inches. There are forty-eight (48) maps/drawings that when rolled up measure 3 inches by 38 inches. There are two maps that date back to the year 1907. All of the maps and architectural drawings are essential to the City of Red Bay. Maps included in the collection are: cemetery, streets, sidewalks, sewage lines and lagoon master plans, boundary validations for census, inert landfill, zoning, full city maps for various years, aerial views of the city for various years, maps of our subdivisions with utilities included, city parks, topographic maps from the United States Department of Interior, industrial parks, Tennessee Valley Watershed, and railroads and crossings. The maps and the information contained therein are priceless to the City. The City of Red Bay has possession of the maps and I, Linda Holcomb, as city clerk, have the responsibility of seeing that the maps are preserved for future use of the City. If the grant is approved I will do everything in my power to comply with all required aspects of the grant and see that the funds are spent in the manner intended for the preservation of the City of Red Bay maps and drawings.

### **Proposed Project**

My goals as city clerk is to preserve the documents by purchasing steel rolling cabinets with specialized compartments built specifically for maps and drawings. By placing the documents in compartments further damage to the maps will be prevented. I am concerned about the maps that have already sustained water damage but hope to preserve the life of the maps as long as possible. The maps are presently in large plastic tubs or wooden boxes with no tops for closure. The present storage system is not designed for maps and further damage will occur as time continues.

### **Plan of Work**

Last year the office staff of the City of Red Bay purchased cardboard map tubes and began a labeling system to identify each map. We hope to finish with this project by the end of September 2010. If the grant request is approved most of the maps will be removed from the tubs and placed flat in steel cabinets made specifically for map storage.

Mayor Bobby Forsythe has designated a portion of the council room inside the present city hall, located at 203 4<sup>th</sup> Avenue South East, Red Bay, Alabama, for the purpose of storing the steel rolling file cabinets. The council room is kept at a constant 72 degrees. This will insure that the maps are preserved.

If the grant is approved the following items will be purchased:

- (5) five SAFCO (4994 G RR) steel flat file five drawer cabinets measuring 40-3/8w x 29 3/8d x 16-1/2h

- (1) Extech 407445-NIST heavy duty Hygro-Thermometer with PC Interface and NIST Certificate
- (1) Extech EX542 12 Function True Heavy Duty RMS Data Logger

When ordered all three items will be delivered within six weeks. One salaried office staff member and one hourly clerical employee will install the cabinets, sort, file, and store the documents within the cabinets. Since most of the maps are already labeled and the entire labeling project is to be completed by the end of September 2010, the time estimated to complete the storage project after the grant is approved will be no more than seven weeks.



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ITEM DESCRIPTION	QTY	EACH	TOTAL
Safco® 4994GRR Five-Drawer Steel Flat File, 40-3/8w x29-3/8d x 16-1/2h, Gray	5	\$1,024.35	\$5,121.75
<b>Discount Level 1 [SAF4994GRR]</b>			<b>-\$76.83</b>

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## Notes:

- When purchasing items from **Multiple Manufacturers** items will split ship from each manufacturer. If you wish to only receive a single package please let us know by phone - this will add approximately 3-5 days to delivery.
- Extech Instruments** products must total a minimum of **\$79.99** - we cannot ship otherwise.
- Any product that includes **NIST Calibration Certificate** requires a lead time of 7-10 business days
- Monarch Instrument** products have a **\$25.00** fee for same day shipping.
- Monarch Instrument** has a **\$50.00** minimum purchase value on all orders.
- Inficon** products have a \$50.00 minimum purchase value on all orders
- Orders received after** 12:00 pm Eastern time may not ship same day. Call for clarification
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- FedEx Ground** is our default ground shipping method for business addresses within the United States
- FedEx Home Delivery** is our default ground shipping method for residential addresses within the United States
- International Orders (Including Canada) - Taxes, Tariffs, and Duties, if applicable, are Not Included in your order.**

	ITEM DESCRIPTION	QTY	EACH	TOTAL
<input checked="" type="checkbox"/>	 Extech 407445-NIST Heavy Duty Hygro-Thermometer with PC Interface and NIST Certificate	1	\$304.99	\$304.99
<input checked="" type="checkbox"/>	 Extech EX542 12 Function True RMS Industrial MultiMeter/Datalogger	1	\$299.99	\$299.99

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