



November 14, 2025

San Juan County  
117 South Main St. PO Box 817  
Monticello, UT 84535

Dear Marty Shupe:

I am pleased to award a Utah State Historical Records Advisory Board (USHRAB) grant to the Utah Heritage Foundation in the amount of \$7,200.00 for your project "Organizational Historical Records Inventory and Rehousing Project." We look forward to partnering with you in preserving Utah's history.

While discussing your project, the Board decided that they want you to include an explanation in your interim report for how the metadata will be created for the digital objects and how your staff will be able to search that metadata to find specific records. If you would like more clarification on this point, please reach out to the Executive Secretary.

In order to implement the grant, we must prepare a contract between your institution and the USHRAB. USHRAB Archival Project Grant awards are contingent on the receipt of State Board Programming Grant funds awarded to USHRAB by National Historical Publications and Records Commission (NHPRC). USHRAB normally receives a notice of grant award in early December. However, the recent federal government shutdown will likely delay this notification. USHRAB cannot prepare a contract until we receive confirmation that we will be able to honor the award with federal grant funds.

Please note that this is a reimbursement award and receipt of grant funds is contingent upon successful completion of the steps that will be outlined in the contract. Additionally, we will be requiring you to attend a virtual information session prior to the work period which will cover administrative processes and requirements, including the contract, reports, and publicity.

Please confirm with USHRAB Executive Secretary Gen Miller that you accept this funding award. Once we have confirmed that you will accept the award, Gen will work with you to set up the contract and schedule the virtual information session. If you have any questions in the

Hi Marty,

I'm OK guaranteeing the price (for the outlined services) through February 2026.

- scan up to 85 microfilm rolls (100', simplex)
- scan at 300dpi
- create bitonal (black/white) multi-page PDF files per roll
- create grayscale single-page PDF files per image, in roll-level folders
- name the files and folders by information on the roll label
- apply OCR to the images
- export images to encrypted USB
- return shipping included
- Project complete 2-4 weeks from receipt of material and Milestone 1 testing approval

Total for the above is \$5,750 for up to 85 rolls. For any rolls over 85 it'd be \$50/roll.

If we're selected to scan your film, I'll send you our work order agreement via DocuSign.

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State of Utah

SPENCER J. COX  
Governor

DEIDRE M. HENDERSON  
Lieutenant Governor

## Department of Government Operations Division of Archives and Records Service

MARVIN DODGE  
Executive Director

KENNETH WILLIAMS  
Division Director

### Performance Objectives: San Juan Historical Records Digitization Project.

*The USHRAB will evaluate your project's performance in terms of the accomplishment of these objects. Failure to achieve the majority of the objectives will result in your institution being considered less competitive for future grants and/or may require monitoring or other conditions on future grant projects that do receive approval.*

- 1) Submit complete reports in a timely manner.
- 2) Acknowledge the Utah State Historical Records Advisory Board (USHRAB) and the National Historical Publications and Records Commission (NHPRC) in all print and electronic products which result from grant support. The USHRAB has compiled a Publicity Guide, which includes logos, to aid with this. You can access it [here](https://ushrab.org/publicity-guide/) (<https://ushrab.org/publicity-guide/>).
- 3) Use the services of BMI Images to digitize the records in the project, approximately 100 reels of 35 mm film.
- 4) Perform quality control of digital files.
- 5) Promote the availability of the digitized records to the public in the local newspaper, county website, and social media.
- 6) Make a presentation upon project completion at a county commissioner's meeting.

You are required to submit an interim report by June 15, 2026 and a final summary and evaluation report by October 31, 2026. In each report, you will need to provide information about accomplishments and setbacks experienced on the project, evidence of publicity associated with your project, and quantitative metrics such as number of cubic/linear feet of records processed and/or digital assets created. Reports will be completed within the USHRAB's Grant Management Portal at: <https://ut-archivesandrecords.force.com/portal>. Reports will be accessible within the Portal approximately one month prior to the due dates. Further instructions on completing and submitting reports will be provided to project directors by Utah State Archives.

You are also required to publicize both your grant award and your project. We strongly encourage you to share updates throughout the work period. Publicity can be in the form of traditional press releases, social media, newspaper articles, community presentations, or other applicable outreach tool. Please see the attached Publicity Guide for more information. As part of publicity for the USHRAB, your project may be highlighted by the State Archives and/or on the USHRAB website.

## Attachment B: Scope of Work

### SAN JUAN HISTORICAL RECORDS DIGITIZATION PROJECT

The grant funds and matching local contributions will be used to accomplish the work items detailed in the Budget and Work Description sections that follow. The Division of State Archives and Records Service must approve any changes to this Scope of Work.

#### PROPOSED BUDGET\*

<b>1. Administration</b>	
Staff time	\$ 0
Other administrative costs (if applicable) (insert more lines as needed)	
Subtotal:	\$ 0
<b>2. Materials and Expenses</b>	
Archival Supplies	\$420
Storage costs	\$0
Digitization or other vendor costs	\$6500
Other materials and expenses (if applicable) (insert more lines as needed)	\$278
Subtotal:	\$7198.00
<b>Total project costs:</b>	<b>\$7198.00</b>

*\*Totals include grant amount and local match*

#### WORK DESCRIPTION

##### **1. Administration (\$): total administrative costs**

Administration expenses associated with the San Juan Historical Records Digitization Project.

Project Standards: Only expenses associated with the digitization, storage, and promotion of the records in this project are eligible. All expenditures must follow appropriate procurement standards in the Grant Budget Guidelines and be itemized on the reimbursement request forms provided by Utah State Archives.

##### **2. Materials and Expenses (\$): total materials and expenses cost**

Expenses associated with San Juan Historical Records Digitization Project.

Project Standards: Only expenses associated with the digitization, storage, and promotion of the records in this project are eligible. All expenditures must follow appropriate procurement standards in the Grant Budget Guidelines and be itemized on the reimbursement request forms provided by Utah State Archives.

#### REPORTS AND OUTCOMES