



Clear Creek County Planning Commission Agenda

Virtual Hearing – see link information below

Wednesday, April 15, 2026 - 6:30 P.M.

Call To Order

Roll Call

Call For Public Comment On Non-Agenda Items

ACTION ITEMS

.I. None

Staff And Planning Commission Updates (As Needed)

.I. Introduction Of New Long Range Planner, Shweta Iyer

.II. Introduction Of New Planning Commission Member, Marilyn Quigley

.III. 2026 Planning Department Goals

Documents:

[DIVISION-GOALS-TEMPLATE-CLEAR-FOCUS-FOR-SUCCESS - PLANNING V2.PDF](#)

.IV. Prop 123 Grant Proposal And Award

Documents:

[PROP 123 GRANT PROPOSAL SUMMARY - CLEAR CREEK COUNTY.PDF](#)
[CLEAR CREEK COUNTY LPC AWARD LETTER 3.30.26 MDC SIGNED.PDF](#)

.V. SIPA Records Digitization Grant Proposal

Documents:

SIPA GOVGRANTS APPLICATION - CLEAR CREEK COUNTY - PLANNING AND PUBLIC LANDS RECORDS ACCESS INITIATIVE - SPRING 2026.PDF
SIPA GOVGRANTS BUDGET - CLEAR CREEK COUNTY - PLANNING AND PUBLIC LANDS RECORDS ACCESS INITIATIVE - SPRING 2026.PDF

Adjournment

Zoom Meeting Link

2026 Planning Commission Meeting

Join Zoom Meeting

[HTTPS://US06WEB.ZOOM.US/J/82307344870?](https://us06web.zoom.us/j/82307344870?pwd=MZBPKMKW5CNYXG5YSCRUAGEBAMBXOD.1)

[PWD=MZBPKMKW5CNYXG5YSCRUAGEBAMBXOD.1](https://us06web.zoom.us/j/82307344870?pwd=MZBPKMKW5CNYXG5YSCRUAGEBAMBXOD.1)

Meeting ID: 823 0734 4870

Passcode: 344784

One tap mobile

+13092053325,,82307344870# US

+13126266799,,82307344870# US (Chicago)

Join instructions

[HTTPS://US06WEB.ZOOM.US/MEETINGS/82307344870/INVITATIONS?](https://us06web.zoom.us/join/82307344870?signature=VSIUU3O9TGF5TZOJL9YAUXDAECCR5R3VMO-LN6Z4IVL8)

[SIGNATURE=VSIUU3O9TGF5TZOJL9YAUXDAECCR5R3VMO-LN6Z4IVL8](https://us06web.zoom.us/join/82307344870?signature=VSIUU3O9TGF5TZOJL9YAUXDAECCR5R3VMO-LN6Z4IVL8)

Note: This is a draft agenda for the next Planning Commission meeting.

This draft is subject to change before the actual meeting date. Should there not be a quorum at this particular meeting or should the meeting be cancelled, all Action items will be continued to the next regular meeting date at the same time of the day unless timely notice is given of a change.

Division Goals Card - Planning

Use this template to define your division's key objectives and their strategic importance. Each goal should be specific, measurable, and clearly linked to broader organizational success.

Goal Description	Why the Goal is important?
Prepare plan and scope for updating County Master plan, including incorporation of state mandated elements (water, strategic growth)	Last update in 2017, state statute requires new elements
Regulatory Updates, Round 1: Targeted changes	Need to reconcile contradictions, clarify ambiguities, address conflicts with state law, include elements required/encouraged by state law (ADU), review and improve processes, etc: Essentially a clean up to improve administration of codes (mostly zoning but also some subdivision)
Regulatory Updates, Round 2: Assess scope for more comprehensive updates, determine capacity needs	Make long-term plan for regulatory fixes needed to improve and streamline processes, explore consolidation and/or removal of zoning districts, update noticing provisions, provide administrative flexibility, clarify application submittal standards, improve definitions, reorganize document in more logical way, etc.
Incorporate other land use regulations into zoning	Steps toward a unified code
Complete and incorporate County Land Access Regs into zoning	Addresses a missing need for access requests across County property
Review and provide suggested updates to 1041 Regulations	Last revised in 2012. New LR planner has the skills and capacity for this.
Prop 123 and SIPA micro grants	State money for housing-related code updates/other department needs
Better understand and explore development of Fiscal Impact Tool	Stated as a goal in Master Plan
Review, identify, and select DLD Subarea Action Plan items	Progress toward goals list in DLD plan

Prop 123 Grant Proposal Summary

Regulatory Audit and Amendments to Advance Housing Production

Project Overview

Clear Creek County seeks Prop 123 funding to conduct a comprehensive regulatory audit of its zoning and subdivision codes to identify and implement targeted amendments that remove barriers to and identify opportunities for additional housing development.

The project has 3 main outcome objectives:

- 1) Streamline development review and permitting processes.
- 2) Modernize development standards that constrain housing production.
- 3) Identify opportunities to expand residential uses in appropriate commercial districts.

The effort will ensure alignment with state housing laws and best practices, improve clarity and predictability for applicants, and reduce unnecessary costs and delays.

Project Objectives

1. **Streamline Planning Reviews and Permitting for Housing**
 - Evaluate current residential review procedures.
 - Improve interdepartmental coordination and permitting processes with Building, Site Development, and other internal agencies.
 - Review current subdivision processes that are unnecessarily burdensome for residential development and reduce barriers. (Requiring subdivisions for all condominiums and building envelope modifications are examples of current barriers)
 2. **Remove Burdensome Zoning and Subdivision Development Standards**
 - Evaluate and revise ADU standards to reduce barriers to construction.
 - Review setbacks, lot coverage, height limits, density controls, parking requirements, and other land use standards that potentially unnecessarily constrain housing development.
 3. **Explore Residential Opportunities in Commercial Districts**
 - Evaluate commercial zoning districts for potential residential or mixed-use integration.
 - Propose residential uses by right in appropriate commercial and corridor zones.
 - Create mixed-use standards that support low-impact retail and neighborhood-scale commercial uses alongside housing.
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Scope of Work

Phase 1: Groundwork

- Comprehensive review of zoning and subdivision regulation permitting procedures.
- Gap analysis for compliance with current state housing laws.
- Benchmarking against peer jurisdictions with effective pro-housing policies.
- Stakeholder outreach (developers, real estate, CCRHA, boards, residents).
- Identification of barriers or red flags or community pushback.

Phase 2: Draft Procedures and Amendments

- Create clear administrative procedures and review timelines.

- Prepare code amendments/code recommendations.
- Legal review of proposed policy changes and amendments.
- Joint workshop w PC & BOCC (and BOA?)

Phase 3: Public Engagement & Adoption

- Stakeholder outreach, round 2.
- Planning Commission hearing(s).
- BOCC hearing(s) and adoption.

Expected Outcomes

- Reduced permitting timelines for housing projects.
- Clear and objective standards for residential development.
- Improved compliance with state housing requirements.
- Lower regulatory burdens and, in turn, development costs.
- Increased feasibility of housing projects (and affordable/attainable housing).
- Expanded residential opportunities in commercial corridors.

Deliverables

- Public Engagement/Stakeholder Plan at the beginning of project
- Regulatory Audit and State Law Compliance Reports (Phase 1)
- Draft Zoning & Subdivision Code Amendments (Phase 2)
- Final Adoption Package (Phase 3)

Budget Summary

Funding will support consulting services for:

- Regulatory audit and background research
- Code drafting and adoption support
- Public engagement/stakeholder facilitation

Conclusion

This project will improve County review processes, reduce barriers in the County's regulatory framework, and introduce new opportunities for housing development. These are all necessary and important steps to allow for and encourage housing development in a County that has extremely limited land availability due to constraints from the I-70 corridor, public lands, and unsuitable topography.



COLORADO
Department of Local Affairs
Division of Local Government

March 30, 2026

The Honorable Rebecca Lloyd, County Commissioner
Clear Creek County
PO Box 2000
Georgetown, CO 80444

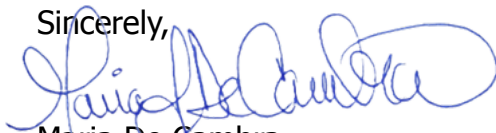
RE: LPC Grant Award #IN-912 Clear Creek County Regulatory Audit and Amendments to Advance Housing Production

Dear Commissioner Lloyd:

Congratulations! Early adoption of the Proposition 123 fast track requirement has qualified Clear Creek County for this incentive award of \$50,000 which will be disbursed as a grant from the Local Planning Capacity grant program. This award will support the "Clear Creek County Regulatory Audit and Amendments to Advance Housing Production" project. This program supports local governments' capacity to achieve affordable housing goals and maintain eligibility for Proposition 123 funding.

DOLA program staff will provide guidance on the next steps of the contracting process. Please refrain from spending grant funds until a grant agreement is fully executed. Activities that occur prior to grant execution cannot be reimbursed. Thank you for advancing efforts to build more attainable and affordable housing across the state. I wish you success with your project.

Sincerely,



Maria De Cambra
Executive Director

CC: Dylan Roberts, State Senator
Lesley Smith, State Representative
Colton Rohloff, County Administrator
Garrett McAllister, Planning Manager
Shweta Iyer, Long-Range Planner
Donnelle Johnson, Senior Accountant
Todd Leopold, DLG Regional Manager



SIPA GovGrants Program Application 2026: Clear Creek County Planning and Public Lands Records Access Initiative

SECTION 1. APPLICANT INFORMATION

Organization/Government Entity: Clear Creek County, Strategic & Community Planning Division

Government Type: County

Project Name: Clear Creek County Planning and Public Lands Records Access Initiative

Eligible Government Entity (EGE) agreement with SIPA: Clear Creek County has an active Eligible Government Entity (EGE) agreement with SIPA.

SECTION 2. PROPOSAL NARRATIVE

2.1 Mission and Vision

To establish a structured, digital, searchable system for managing and accessing high-value planning and public lands records, transforming how information is stored, organized, retrieved, and used. This initiative advances a more transparent, consistent, and accessible approach to land use information, allowing community members and County staff to engage with planning and public lands processes and information more effectively. By creating a standardized and scalable records system, the County will lay the foundation for improved service delivery, informed decision-making, and long-term access to critical data.

2.2 Project Purpose

Clear Creek County proposes a Planning and Public Lands Records Access Initiative to address a critical gap in how planning and public lands records are managed. As growth and development activity increases across the County, demand for planning and land use information continues to rise. However, current reliance on manual retrieval of physical files limits consistency, slows response times, and constrains timely access for residents, applicants, and County staff.

This project will implement a standardized approach for organizing, storing, and retrieving records using consistent metadata and indexing. Transitioning from a fragmented, manual, hardcopy file-based process to a consistent, structured, digital records management system will result in more reliable internal access to information and improve how records are stored, retrieved, shared, and utilized.

2.3 Audience and Problem Statement

Clear Creek County serves approximately 9,000 residents, including property owners, business owners, and developers, who rely on timely access to land use, including planning and public lands information to make informed decisions. To support property research, development decisions, and real estate transactions, these users often seek records related to zoning, subdivision, and other land use applications, as well as various long-range planning and policy documents.

Currently, many planning, zoning, and public lands records are only available in physical format at the County office. Accessing these records requires in-person visits or staff-assisted requests, resulting in inconsistent response times and limited ability for the public to obtain information.

County staff regularly receive both CORA (Colorado Open Records Act) and non-CORA records requests that require manual retrieval of physical files, increasing staff time spent assisting with routine information access. As demand for accessible information continues to increase, the current system is not sustainable and will continue to strain both residents and County staff. Improving digital access to planning records is necessary to strengthen efficiency, consistency, and access to County services.

2.4 Project Approach

In alignment with the County's Supplemental Records Retention Policy and Schedules (2018), the project will prioritize records that require permanent retention, ensuring long-term preservation and accessibility. This initiative will establish a consistent framework for organizing and accessing records under the ownership of the Planning and Public Lands Departments, both part of the Strategic & Community Planning Division, across the following categories:

- **Governance and Decision-Making (Planning and Public Lands)**
 - Meeting minutes, agendas, bylaws, member lists, annual reports, and other key documents associated with the Clear Creek County Planning Commission, Board of Adjustment, and Open Space Commission.
- **Long Range Planning and Policy Documents (Planning and Public Lands)**
 - *Planning*: Master plans, subarea plans, transportation plans, reports, studies, and other policies and/or supporting documents
 - *Public Lands*: Open space management plans and program records, associated maps and spatial documentation related to Water Resources and Special Projects, and supporting analyses related to land use, conservation, and resource management
- **Regulations (Planning)**
 - Zoning regulation records, zoning maps, zoning determinations/interpretations, subdivision regulation records, transfer of development rights regulations, floodplain regulations and maps, 1041 regulations.
- **Land Use Records (Planning)**
 - Plats, site plans, engineering/construction plans, staff reports, resolutions, and other key documents related to various planning case types.
- **Public Land Records (Public Lands)**
 - Water Resources / Special Projects
 - Water rights documentation, agreements, and legal instruments
 - Augmentation plans and supporting technical documentation
 - Reservoir and storage-related records (e.g., Guanella Reservoir)

- Lake and water asset documentation (e.g., Green Lake files)
 - Water bank and allocation program records
 - Special project files related to water infrastructure, storage, and management
 - County-owned Property (Public Lands/Former Bureau of Land Management (BLM) Lands)
 - Parcel-level land files
 - Deeds, transfers, zoning history, lot combinations, and legislative records
 - Ownership and acquisition documentation tied to public lands
 - Maps and Survey Record
 - Land survey plats
 - Supporting mapping records pending verification with GIS/mapping department
- **High Value Correspondence (Planning and Public Lands)**
 - Correspondence with long-term legal, policy, administrative, or historical value.

2.5 Implementation Approach

The project will be completed by an external vendor, who will be managed by the Planning Department in coordination with the Public Lands Department.

As part of the procurement process, the County will solicit a minimum of three (3) bids from experienced vendors familiar with County records systems. Vendor selection will be based on a combination of technical capability, relevant experience, and overall cost-effectiveness to ensure the County achieves a high-quality outcome within the proposed budget and timeline. Leveraging experienced vendors reduces implementation risk and supports efficient project delivery.

Approximately 40,000 total pages of documents (~20,000 pages of Planning documents and ~20,000 pages of Public Lands documents) will be digitized and indexed. The project will continue using the County's existing systems and infrastructure, minimizing technical risk and avoiding the need for new platform development.

These records will be pre-sorted and prepared by Planning staff prior to vendor handoff to ensure efficient scanning and indexing. This preparatory work positions the County to begin implementation immediately upon grant execution, reducing startup time and ensuring timely project delivery.

The selected vendor will support the County through a structured two-step digitization and organization process:

- **Document Review and Scanning** - Physical records will be reviewed by Planning staff. Documents that are unnecessary for retention will be discarded, and files will be organized and packed into legal boxes. The boxes will be shipped to the vendor who will scan and convert the documents into digital files.

- **Organization and Indexing** - Scanned records will be systematically organized into digital folders and a master searchable spreadsheet will be developed. This spreadsheet will include, when applicable, key metadata fields like parcel identification number (PIN), property address, planning case number, property owner, date of decision, digital file location, and document type, allowing for improved searchability and efficient retrieval.

2.6 Outcomes and Success Measures

Ultimately, a successful outcome will result in improved access to County planning and public lands information by reducing reliance on in-person visits and staff-assisted retrieval of physical records. This will simplify and expedite access to information for residents, applicants, staff, decision-makers, and other stakeholders, supporting goals of improved customer service and record-keeping transparency.

More specifically, project success will be evaluated based on completion of the defined scope within the project timeline and within the approved budget. Additional measures of success include the completeness and quality of indexing, ensuring that digitized records are consistently organized and easily navigable for County staff.

In summary, the key measures of success include:

- Completion of digitization and indexing for all records within the defined project scope.
- Consistency and accuracy of indexed records, ensuring reliable organization and navigation.
- Ability for staff to retrieve records using standardized reference fields (e.g., parcel identification number, address, case number, etc)
- Elimination of reliance on physical file retrieval when responding to records requests.

2.7 Timeline and Procurement

The project will follow a phased timeline with defined milestones for preparation, digitization, and indexing, aligned with the SIPA GovGrants schedule and County procurement process.

A. Preparation Phase (March - August):

- **March - April:** Submission of SIPA GovGrants application and continued internal preparation, including identification, review, and prioritization of physical department records.
- **April - May:** SIPA staff and committee evaluation period. County continues records preparation and initiates procurement process to solicit bids from qualified vendors.
- **June:** SIPA Board approval of award recommendations and initiation of vendor selection by Clear Creek County in accordance with County procurement procedures.
- **June - August:** County staff to complete records preparation. Grant agreement execution and completion of procurement process, including evaluation of bids and contracting with selected vendor.

B. Implementation Phase (Three-Month Project Period: August - October):

- **August:** Finalize contracting, complete project setup, and prepare and transfer records for processing.
- **September - October:** Vendor-led digitization, organization, and indexing of records, with ongoing coordination and quality review by County staff.

This phased approach ensures that preparatory and procurement activities are completed in advance, allowing for efficient execution of the project within the defined three-month implementation period. The workflows (step-by-step processes for scanning, naming, organizing, indexing, and retrieving records) established through this project will be documented, maintained, and continued by Planning and Public Lands staff as part of ongoing records management practices.

SECTION 3. BUDGET PROPOSAL

The proposed **\$86,645** SIPA grant budget is aligned with a clearly defined scope of work and focuses on activities required to process, organize, and retrieve records efficiently.

The majority of the funding (approximately **\$68,000 - Scanning and indexing**) is allocated to vendor-supported digitization and indexing services, based on standard industry pricing models structured on a per-page and per-document basis. These unit costs include all vendor labor, equipment, and overhead required for scanning and initial processing, allowing expenditures to scale directly with the volume of records processed. Vendor document preparation, like sorting, batching, and labeling is budgeted separately as hourly staff time, with contingency included to account for variability in document condition and complexity. Additional costs, including record shipment and data storage, support the secure handling and delivery of digitized records.

Internal county staff time required for project coordination, preparation, and document handling will be provided as in-kind support. These hours are not included in the funding request to maintain a clear distinction between internal operational efforts and external vendor costs. All requested funds reflect direct, billable expenses necessary for successful project delivery

Cost estimates are informed by prior vendor experience with Clear Creek County and comparable projects and reflect the anticipated volume and complexity of records included in this initiative. Through a competitive procurement process, the County will solicit proposals from qualified vendors and select a provider based on cost, experience, and technical approach. While final costs will be determined through this process, the County is requesting **\$86,645** based on current pricing assumptions.

The proposed budget does not include ongoing operational costs or new system development. All work will be completed using existing County systems and workflows. County staff will provide in-kind support for coordination, record preparation, and quality review.

A portion of the budget (approximately **\$9,000**) is reserved as contingency to account for variability in document volume, condition, and indexing complexity, including multi-page files and non-standard formats. This ensures that the full scope of records can be completed within the project timeline.

Clear Creek County would accept partial funding of approximately **\$55,000** to support a scaled implementation of the project. This level of funding would allow for digitization and indexing of approximately 25,000 records, representing roughly 60-65 percent of the total project scope. This prioritizes high-value and high-use records while allowing the County to implement a substantial portion of the system within the initial phase. The remaining records can be completed in a subsequent phase as additional funding becomes available.

SECTION 4. TEAM COMPOSITION

The Planning Department will lead implementation of the Planning Records Access Initiative in coordination with the Public Lands Department and the County's Finance team. The project team is structured to support strategic oversight, day-to-day management, and administrative coordination.

Product Owner / Product Manager / Data Monitoring / Reporting Contact

- Shweta Iyer, Long Range Planner (Planning Department) - *Grant Writer and Project Lead*
Provides overall project leadership, including overseeing implementation, coordinating across departments, and ensuring alignment with project goals and deliverables.
siyer@clearcreekcounty.us | (303) 679-2471

Executive Sponsor / Data Monitoring / Reporting Contact

- Garrett McAllister, Planning Manager (Planning Department) - *Project Manager*
Responsible for day-to-day project management, including coordination with the selected vendor, procurement support, timeline tracking, and ensuring successful delivery within scope, schedule, and budget.
gmcallister@clearcreekcounty.us | (303) 679-2344

IT Director or Equivalent - The project will utilize existing County systems and does not require direct IT system development or integration.

- Colton Rohloff, Clear Creek County, County Manager
crohloff@clearcreekcounty.us

Departmental Coordination

- Alexis Sohlden, Public Lands Manager (Public Lands Department)
Supports identification, prioritization, and preparation of public lands records, and ensures alignment with departmental needs and priorities.
asohlden@clearcreekcounty.us | (303) 679-4238

Finance Contact

- Donnelle Johnson, Senior Accountant (Finance Division) - *Budget Manager*
Provides financial oversight for the project, including budget tracking, grant compliance, and coordination of financial reporting requirements.
djohnson@clearcreekcounty.us | (303) 679-4433

Vendor / Consultant - To be determined through procurement.

SECTION 5. GRANT AGREEMENT

Please ensure that you have reviewed the SIPA GovGrants Template Grant Agreement. If you are requesting any exceptions to the template agreement, you may provide them in a separate document showing your requests as redlines.

Exceptions or redlines must be submitted in a Word document format with changes tracked. Please use the space below to provide any explanations or details about your requested changes, or indicate that you accept the template agreement without exceptions.

Response: Clear Creek County has reviewed the SIPA GovGrants Template Grant Agreement and accepts the terms and conditions without exception.

SIPA GovGrants Program - Application Budget - Instructions

Select the 1-year or 2-year Budget Template:

This workbook has 3 sheets/tabs. After these instructions, there are two sheets labeled "Applicant Budget (1-year)" and "Applicant Budget (2-year)". **Select one** of the two budget templates to complete based on the length of your project. Do not fill in both templates. You may delete the unused sheet or leave it as is.

Budget Template Header Section:

- Applicant:** Enter the full legal name of your government/agency. You may include a department or division name, provided that the parent government/agency is stated first.
- Project:** Enter a descriptive name for your proposed project or program.
- Amount Requested:** This field will calculate via formula. Do not alter the content of this field.

Budget Table:

Enter each proposed grant expense using the following guidance:

- Expense Type:** Select the expense type from the drop down. Note that you may have multiple lines with the same type and you may not use all of the options in your budget.
- Description:** Enter a short descriptive name for the expense. For example, this could be a category of software or service, a position title, etc. The budget section of the narrative proposal should be used to provide any additional detail beyond this short description.
- Vendor/Payee:** If you know the manufacturer, vendor, or provider that you intend to use for an expense, enter that information here. If you don't yet know a specific payee, you may leave the field blank.

Expense Amounts by Quarter: Enter the amount of each proposed expense by the quarter in which you expect it to occur. **Start with Q1 of Project Year 1** as the first quarter in which your project would have expenses. Note that Q1 of the project may not be Q1 of the calendar or fiscal year.

Totals: Totals by line, quarter, and overall will calculate automatically by formula. You should not need to modify any of these fields.

Save the file for submission:

When you have entered all of the proposed expenses, save the file with the file name formatted as follows:

SIPA GovGrants Budget - [Agency] - [Project] - [Fall/Spring] [Year]

Example: "SIPA GovGrants Budget - City of SIPA - Unified Permitting Portal - Spring 2026"

SIPA GovGrants - Application Budget 2026

Applicant:	Clear Creek County, Strategic and Community Planning Division					
Project:	Planning and Public Lands Records Access Initiative					
Amount Requested:	\$ 86,645.00					
					Project Year 1	
Expense Type	Description	Quantity	Unit Cost	Total Cost	Q1	Line Total
Vendor Processing/ Vendor Service / Scanning (All documents)	Digitization of physical records (approximately 40,000 pages/documents). Vendor labor is included in the per-unit cost	40,000	\$0.20	\$8,000	\$ 8,000.00	\$ 8,000.00
Shipping / Logistics (Records to vendor)	Shipment of legal storage boxes (12 in x 15 in) to vendor. Cost per unit is based on approximately 25-30 lb at standard commercial rates. Shipping of high priority documents	20 boxes	\$50	\$1,000	\$ 1,000.00	\$ 1,000.00
Shipping / Logistics (Vendor to County)	Shipment of physical documents from the vendor back to Clear Creek County. The total number of boxes reflects expected increases in volume due to document reorganization, indexing, and packaging requirements during processing.	23 boxes	\$50	\$1,150	\$ 1,150.00	\$ 1,150.00
Document Preparation (internally by the vendor)	Digitization of records including sorting, batching, labelling (approximately 80 hours)	80 hours	\$40/hour	\$3,200	\$ 3,200.00	\$ 3,200.00
Indexing Process	Metadata creation This includes OCR, handling maps, larger sized documents, and file structuring	40,000	\$1.50	\$60,000	\$ 60,000.00	\$ 60,000.00
Verification + Quality Assurance (QA)	Enhanced QA is necessary to address common issues encountered in legacy records, including reduced document legibility, OCR inaccuracies, metadata inconsistencies, improper document grouping, and the presence of complex formats such as large maps and multi-page files. In addition, approximately 20% of documents will undergo enhanced verification and secondary QA review due to variability in document age, condition, and complexity.	8,000	\$0.50	\$4,000	\$ 4,000.00	\$ 4,000.00
Equipment + Shipping	Hard drives cost	1 shipment	\$250	\$250	\$ 250.00	\$ 250.00
Shipping cost for Hard drive (Vendor to County)		1	\$45	\$45	\$ 45.00	\$ 45.00
Contingency (15% volume and QA Buffer)	Additional boxes, and indexing variability, accounting for variability in volume and document complexity. Cost per unit is considered for added cost of indexing and verifying	Approximately 6,000 documents	\$1.50	\$9,000	\$ 9,000.00	\$ 9,000.00
Quarter Total					\$ 86,645.00	
Total Grant Amount Requested:					\$	86,645.00