

Creative Funding 101...Continued

By Richard Winters
NYRWA Circuit Rider I



As you may recall from my previous article on this subject, the New York State Archives has been looking into some different avenues to use their available funding resources. I had mentioned that Mr. Andrew Raymond, the Regional Advisory Officer for Region 3 of the N.Y.S. Archives, was interested in hearing from anyone with an idea that would both help the system and stay within their criteria for their grant program. Below is a summary of one such grant provided to me from Mr. Raymond:

The Local Government Records Management Improvement Fund

The Local Records Management Improvement Fund Act (Chapter 78, Laws of 1989) established a dedicated fund to improve records management and archival administration in New York's local governments. The Local Government Records Management Improvement Fund (LGRMIF) is comprised of the fees collected by county clerks and the New York City Register for the recording of selected documents including deeds and mortgages, and the assignment by county clerks of index numbers for certain court cases. The primary purpose of LGRMIF grants is to help local governments establish records management programs or develop new program components. It does not support local records management programs indefinitely. Local governments are expected to assume primary responsibility for ongoing support of their programs by providing the resources to manage their records on a continuing basis.

The LGRMIF grant program is competitive, awarding grants based on the merits of applications. The amount of grant funding available each year varies depending on the number of documents recorded and index numbers sold. Every local government in New York State is eligible to apply for a LGRMIF grant if a) they have appointed a Records Management Officer (RMO) and b) adopted the appropriate records retention schedule issued by the State Archives. Applicants may submit a maximum of two applications including individual projects up to \$75,000, or as part of a cooperative project, up to \$125,000 involving two or more local governments. All applications must be postmarked no later than December 1, 2004. Awards will be announced in late June 2005, for the project period August 1, 2005 through July 30, 2006.

Applications may be submitted in five grant categories including: inventory/planning, active records, inactive records, historical records and educational use of

local government records. Records management can have the greatest impact when applied to active records. These are among the most important records held by a local government because they are the most frequently used, cost the most to maintain, and are essential to the day-to-day administration of public business. In recent years, these have included funding awarded to many fire districts and departments to purchase hardware and software used to automate incident reporting, equipment maintenance, personnel training and other essential record keeping functions. More recently, some water districts have received funding to automate the collection of water use data and billing functions. One village has also received a LGRMIF grant to help it meet an EPA/DEC mandate to continuously monitor its public water supply for turbidity, chlorine and PH levels. Although the LGRMIF does not support technology projects, it does support records management projects with a technology focus. This means that to be eligible for funding, a grant application must address how the local government will improve the management of the records created by the proposed electronic record keeping system.

For further information, go to the State Archives Website (www.archives.nysed.gov) or call 518-474-6926. The website also gives dates and locations for grant information sessions, which are open to the public at no cost, currently being offered throughout the state. Telephone and on-site assistance with grant development is also provided by nine regional offices located in Hauppauge, Poughkeepsie, New York City, Binghamton, Rochester, Utica, Buffalo, Albany and Queensbury.

Mr. Raymond can be reached at: 518-485-6233 or Fax 518-485-6236 and website (www.archives.nysed.gov). I want



Left: Andrew Raymond Region 3 Regional Advisory Officer-NYS Archives
Right: Keith Herbert Water Plant Operator Village of Woodridge



Part of Hach Equipment Being installed purchased with Grant Funds

to remind you that their grants are available to every system and are not based on Median Household Income levels or any other financial criteria. Keeping this in mind, one of the systems that benefited from the last innovative funding endeavor with the Radio-Read Metering Grant, came up with an idea that would help them stay in compliance with the Long Term 1 Enhanced Surface Water Treatment Rule (LT1ESWTR) and Stage 1 Disinfection / Disinfection Byproduct Rule (D/DBP Rule). Part of the Rule will require their system to meet the new Individual Filter Turbidity Monitoring levels as of January 2005. Systems with three or more filters will, as of this date, have to conduct continuous turbidity monitoring for each individual filter. Also, results of this monitoring have to be recorded every 15 minutes. Failure to meet this requirement can result in fines of up to \$2,000.00 a day.

The system referred to above is the Village of Woodridge, located in Sullivan County. The Water System's Supervisor, Keith Herbert, whom is an employee of a company called JCO Environmental, contracted by the Village, came up with the idea of approaching the New York State Archives in an effort to resolve their upcoming problem of staying in compliance with the new regulations. On December 16, 2003, he met with Mr. Raymond and Dominic Attardi, Regional Sales Manager of the Hach Company, to discuss the use of state-of-the-art equipment and technology that would monitor and record the turbidity, chlorine and pH levels in their water system. Mr. Raymond agreed with Mr. Herbert and added that the use of a standard Supervisory Control and Data Acquisition (SCADA) device would be able to generate a new kind of electronic record that can have a ten year to permanent retention period.

Having received what he perceived to be conceptual approval for this approach with the preliminary meeting with Mr. Raymond, Mr. Herbert convinced the Village to seek a grant from the New York State Archives Local Government Records Management Improvement Fund Active Records:

Records System to fund the project. The main components of the project would be as follows:

1. A Pentium 4 XP-Level Computer (To be supplied by the Village);
2. Turbidity Sensor: Model Number 1720E;
3. Turbidity Controller: Model Number SC-100 with MODBUS;
4. Turbidity Calibration Kit;
5. Turbidity Verification Kit;
6. PH Monitor, Model Number P53;
7. PH Sensor, Model PHD;
8. Chlorine Monitor, Model CL17;
9. Monitor Signal Converter (converts signal for use by the SCADA system), Acromag Model Number 913;
10. Signal Converter, RS232 to RS485 (connects directly to the computer);
11. SCADA Software Package (Genesis Iconics); and,
12. Alarm System Package for use with the SCADA System to alert Officials when problems occur with water quality, ect.

The total cost of the project is a little over \$31,000.00. Grants are available through the Archives for up to \$75,000.00.

On July 8, 2004, in a letter from the State Education Department / The University of The State of New York / Albany, NY 12230, the Village was notified by the Commissioner of Education, Thomas D. Noris, that they had been approved for a grant in the amount of \$31,125.00, that would become available to them as soon as either the State Budget or Emergency Appropriations are enacted by the State.

I would like to encourage as many of our readers as possible to take advantage of this funding source, and ask that if you have any ideas that might be applied to this type of grant source, to not hesitate to contact Mr. Raymond or the State Archives Office with at least an initial inquiry. ♠