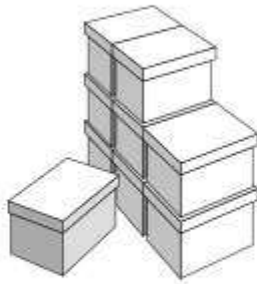


BRUCE A. HIDLEY
COUNTY CLERK



ALBANY COUNTY
HALL OF RECORDS
ALBANY COUNTY CLERK

CRAIG A. CARLSON
DEPUTY COUNTY CLERK

Interoffice Memorandum

To: Hon. Dan McCoy, County Executive
Hon. Andrew Joyce, Chair, County Legislature
From: Bruce A. Hidley, County Clerk
Subject: Request for permission to apply for the New York State Local Government Efficiency Grant
Date: June 7, 2023

The County Clerk and the Albany County Hall of Records, in partnership with the City of Watervliet, are looking to apply for the New York State Local Government Efficiency Grant for the period January 1, 2024 thru December 31, 2029. The New York State Department of State is funding this grant that will make available up to \$400,000 total, with a 10% project match, to be split between the participating agencies.

We have received a number of these discretionary grants since 1989, most recently for funds to help finance the capital costs associated with the digitizing and indexing of the Albany County Clerk's Office's Pistol Permits and Appropriation Maps, the digitizing and indexing of the Town of Colonie's Vital Records, Contracts, and Payroll Records, and the digitization and indexing of the Town of Guilderland's Vital Records, Town Board Meeting Minutes, and Payroll Records.

The Albany County Hall of Records, in partnership with the County's IT Department, and the City of Watervliet, will be utilizing this grant money to assist with the digitization and indexing of the Albany County Deed Books, along with the Vital Records, Oaths of Office, Ordinance Books, and City Council Meeting Minutes for the City of Watervliet. The newly digitized records will be stored on Albany County's Laserfiche Rio Electronic Content Management System. This will result in greater efficiency, security, and ease of access for and to these essential records as Albany County continues to fulfill its commitment to Shared Services.

We are seeking the authorization to develop a grant application, as well as the pledged support of the Albany County Legislature in this endeavor, as we continue to expand Albany County's Digital Shared Services Program.

Thank you for your attention to this matter and please feel free to contact me if I can provide any further information.

cc: Dennis Feeney, Majority Leader, Kevin Cannizzaro, Counsel
Frank Mauriello, Minority Leader, Arnis Zilgme, Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-4345, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Request for Permission to Apply for the New York State Local Government Efficiency Grant

Date: 6/7/2023
Submitted By: Bruce Hidley
Department: County Clerk and Hall of Records
Title: County Clerk
Phone: 518-487-5115
Department Rep.
Attending Meeting: Ricardo Wright-Ramos

Purpose of Request:

- ☐ Adopting of Local Law
- ☐ Amendment of Prior Legislation
- ☐ Approval/Adoption of Plan/Procedure
- ☐ Bond Approval
- ☐ Budget Amendment
- ☒ Contract Authorization
- ☐ Countywide Services
- ☐ Environmental Impact/SEQR
- ☐ Home Rule Request
- ☐ Property Conveyance
- ☐ Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):

- ☐ Contractual
- ☐ Equipment
- ☐ Fringe
- ☐ Personnel
- ☐ Personnel Non-Individual

☐ Revenue

Increase Account/Line No.: Click or tap here to enter text.
Source of Funds: Click or tap here to enter text.
Title Change: Click or tap here to enter text.

CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:

- ☐ Change Order/Contract Amendment
- ☐ Purchase (Equipment/Supplies)
- ☐ Lease (Equipment/Supplies)
- ☐ Requirements
- ☐ Professional Services
- ☐ Education/Training
- ☒ Grant

New

Submission Date Deadline 7/28/2023

- ☐ Settlement of a Claim
- ☐ Release of Liability
- ☐ Other: (state if not listed) Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address):
New York State Department of State

Additional Parties (Names/addresses):
Click or tap here to enter text.

Amount/Raise Schedule/Fee: \$400,000
Scope of Services: Digitization and Indexing of Albany County Deed Books and City of Watervliet Vital Records, Oaths of Office, Ordinance Books, and City Council Meeting Minutes per the terms of the 2023 Local Government Efficiency Grant should it be awarded.

Bond Res. No.: N/A
Date of Adoption: N/A

CONCERNING ALL REQUESTS

Mandated Program/Service: Yes ☐ No ☒
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes ☒ No ☐
Anticipated in Current Budget: Yes ☐ No ☒

County Budget Accounts:

Revenue Account and Line: A 1411 03040

Revenue Amount: \$400,000

Appropriation Account and Line: A 1411 44046

Appropriation Amount: \$20,000

Source of Funding - (Percentages)

Federal: Click or tap here to enter text.

State: 90%

County: 5%

Local: 5%

Term

Term: (Start and end date) 01/01/2024 - 12/31/2029

Length of Contract: Five Years

Impact on Pending Litigation

Yes ☐ No ☒

If yes, explain: Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: Resolution 493 of 2022

Date of Adoption: 12/05/2022

Justification: (state briefly why legislative action is requested)

The Albany County Hall of Records, in partnership with the County's IT Department, and the City of Watervliet, will be utilizing this grant money to assist with the digitization and indexing of the Albany County Deed Books, along with the Vital Records, Oaths of Office, Ordinance Books, and City Council Meeting Minutes for the City of Watervliet. The newly digitized records will be stored on Albany County's Laserfiche Rio Electronic Content Management System. This will result in greater efficiency, security, and ease of access for and to these essential records as Albany County continues to fulfill its commitment to Shared Services.



Division of Local Government Services

2023-24 Local Government Efficiency Grant Program Request for Applications RFA # 23 LGE-18 Grant Application and Instructions

Local Government Efficiency Grant Program

KEY DATES

Release Date:	Monday May 15, 2023
Questions Due Date:	June 16, 2023
Updates & Responses to Questions Posted Date:	July 7, 2023
Application Due Date:	Friday, July 28, 2023, at 4:00 PM
Applications must be submitted through the web-based Consolidated Funding Application.	

Contact:

New York State Department of State
Division of Local Government Services
Local Government Efficiency Program
RFA #23-LGE-18
One Commerce Plaza
99 Washington Avenue, Suite 1015
Albany, New York 12231

Application Submission:

Applications are being solicited through the New York
State Consolidated Funding Application (CFA)

Applications are available at:
<https://apps.cio.ny.gov/apps/cfa/>

STATE OF NEW YORK
DEPARTMENT OF STATE

ONE COMMERCE PLAZA
99 WASHINGTON AVENUE
ALBANY, NY 12231-0001
WWW.DOS.NY.GOV

KATHY HOCHUL
GOVERNOR

ROBERT J. RODRIGUEZ
SECRETARY OF STATE

I. Local Government Efficiency Grant Program

Introduction

The Local Government Efficiency (LGE) Grant program is intended to incentivize new actions between local governments that will reduce the cost of municipal operations and modernize the delivery of local services, thereby limiting growth in property taxes. Applicants must illustrate significant commitment to project completion and clearly demonstrate, through financial estimates and performance measures, the long-term benefit to New York taxpayers.

II. LGE Application Information

Eligible Applicants

Eligible local government entities are counties, cities, towns, villages, special improvement districts, fire districts, public libraries, association libraries, public library systems (if they advance a joint application on behalf of member libraries), water authorities, sewer authorities, regional planning and development boards, school districts, and Boards of Cooperative Educational Services (BOCES). A board of cooperative educational services will be considered a municipality only in instances where such board of cooperative educational services advances a joint application on behalf of school districts and other municipalities within the board of cooperative educational services region, but any agreement with a board of cooperative educational services:

1. Will not generate additional state aid;
2. Will be deemed not to be a part of the program, capital and administrative budgets of the board of cooperative educational services for the purposes of computing charges upon component school districts pursuant to Education Law § 1950(1)(4)(b)(7) or §1951(1); and
3. Will be deemed to be a cooperative municipal service for purposes of Education Law § 1950(4)(d)(2).

To be eligible for funding, past awardees must have demonstrated responsible contracting in any past or current Department of State (DOS) contract.

Eligible Projects

Two or more local governments are eligible to apply for funding assistance to plan for and implement shared services, functional consolidations and local government consolidations and dissolutions not eligible under the Citizens Reorganization and Empowerment Grant (CREG). (For more information about eligibility under the CREG program please contact the Division of Local Government Services at 518-473-3355.)

Applications are evaluated based on the potential municipal tax levy impact, project need, service delivery benefits, operational changes, local and regional capacity, project readiness (ability to complete the project in 5 years) and the comprehensiveness and specificity of the work plan and budget.

Project Funding

This year approximately \$3.6 million is allocated for implementation projects and approximately \$400,000 for planning projects. All awards are reimbursement grants to successful applicants.

The total maximum cumulative funding for an Implementation Grant is \$200,000 for each local government involved in the project, not to exceed \$1,000,000. The maximum funding for a Planning Grant is \$12,500 for each local government involved in the project, not to exceed \$100,000. Award limits apply to existing LGE awards that include a new phase of development but not new partners.

Project Match

Applicants are required to provide local cash matching funds for all projects.

- Implementation awards **require** local cash matching funds equal to at least 10% of the total project cost.
- Planning Grants **require** local cash matching funds equal to at least 50% of planning costs.
- In the event an applicant is implementing a project that the applicant developed through a

successfully completed planning grant funded under the Local Government Efficiency grant program or the Shared Municipal Services Incentive grant program, the local matching funds required shall be credited by the local matching funds required by such successfully completed planning grant up to the amount of local matching funds required for the implementation grant. To be considered a successfully completed planning grant, the grant must be completed and paid in full by September 29, 2023.

Example: The following chart shows what the state and local shares would be for different sized projects

Calculation of Match as per Local Government Efficiency Program				
Total Project Cost	Implementation Grant		Planning Grant	
	10% Local Share	90% State Share	50% Local Share	50% State Share
\$20,000	\$2,000	\$18,000	\$10,000	\$10,000
\$50,000	\$5,000	\$45,000	\$25,000	\$25,000
\$100,000	\$10,000	\$90,000	\$50,000	\$50,000
\$222,222	\$22,222	\$200,000		
\$400,000	\$40,000	\$360,000		
\$444,444	\$44,444	\$400,000		
\$1,111,111	\$111,111	\$1,000,000		

Eligible Expenses

Local Government Efficiency Grants may be used to cover costs integral to project implementation including, but not limited to:

- legal and consultant services;
- capital improvements and equipment; and,
- transitional personnel costs not to exceed three years.

Ineligible Expenses

- Recurring local government expenses such as salaries, utilities, and overhead, except for transitional personnel;
- Contingency expenses;
- Indirect expenses;
- Approved operating expense of the school district as defined in Education Law § 3602(1)(t);
- Any expenses not fully justified and deemed ineligible by DOS, which will be eliminated from the budget, thereby reducing the award amount;
- Any expenditures funded through the Local Government Efficiency Program (LGE), Citizens Reorganization Empowerment Grant (CREG), Financial Restructuring Board (FRB), Municipal Restructuring Fund (MRF), or any other New York State grant programs; and,
- Additional expenses including, but not limited to: alcohol, out-of-state or out-of-country travel, prizes and awards, honoraria, lobbying expenses, fund-raising events/expenses, grant writing costs, fines and penalties, taxes, deficit funding, religious activities and refreshments for meetings.