

NYS Education Department RFP # 58
Local Government Records Management Improvement Fund (LGRMIF)
Time Period: 07/01/2025 – 06/30/2026

Institution: County Of Albany

Project Number: 0580-26-1461

Dear Ricardo Wright-Ramos,

After reviewing your proposal for a Local Government Records Management Improvement Fund (LGRMIF) grant, the New York State Archives, a unit of the NYS Education Department (SED) is pleased to inform you that it has awarded your organization a grant in the amount of \$138,834, contingent upon the final approvals listed below. There are several steps remaining prior to final approval of your grant and the issuing of your first payment:

- SED is required to obtain the approval of the Division of the Budget (DOB) and the Office of the State Comptroller (OSC).
- NYSED must review and approve your proposed budget, as well as your plan for meeting Minority and Women-Owned Business Enterprise (M/WBE) requirements. If NYSED contacts you with any questions about your budget or M/WBE documentation, please be sure to respond promptly to avoid or minimize delay in finalizing your award.
- You will receive a final approval notice from SED's Grants Finance Unit once we have received the approvals noted above and your award has been processed and approved for payment. No work on the project should be initiated until you receive this final notice of approval of your award.

All grants, regardless of type or dollar amount, are subject to further review, monitoring, and audit to ensure compliance. SED has the right to recoup funds if the approved activities are not performed and/or the funds are expended inappropriately. The grant resulting from this award will require that grantees accept electronic payments for amounts due. Additional information and authorization forms are available at OSC's website at <https://www.osc.state.ny.us/state-vendors>.

You will receive payment for this grant as follows:

- 50% of the award, which you should receive once we obtain the above approvals, including approval of your M/WBE document package.
- Up to an additional 40% of the grant will be released when you submit form FS-25/Request for Funds for a Federal or State Project to SED's Grants Finance Unit. Please note applicants must submit these requests based on anticipated expenditures for the next month only.
- The remaining 10% will be released when the project is completed and the Grant Project Final Expenditure Report (FS-10-F) Long Form and all eGrants reporting have been submitted to the Grants Administration Unit of the New York State Archives and approved by SED's Grants Finance Unit.

You must complete all project work and encumber all funds no later than June 30, 2026.

We look forward to working with you on this project. If you have any questions, please do not hesitate to contact me at (518) 474 - 6926 or archgrants@nysed.gov.

Sincerely,
Sarah E. Durling
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