

49825

DATE: December 2, 2015

TO: Board of Acquisition and Contract

FROM: John B. McCaffrey, Chief Information Officer

RE: AUTHORIZATION TO ENTER INTO A GRANT AGREEMENT WITH THE STATE OF NEW YORK IN ORDER TO ACCEPT A GRANT AWARDED TO THE COUNTY UNDER THE NEW YORK STATE DEPARTMENT OF EDUCATION'S LOCAL GOVERNMENT RECORDS MANAGEMENT IMPROVEMENT FUND, IN THE AMOUNT OF \$34,440, FOR THE PERIOD FROM JULY 1, 2015 THROUGH JUNE 30, 2016 (Grant Project No. 0580-16-6019).

BACKGROUND:

DoIT has been notified that it has been awarded a grant from the New York State Department of Education's Local Government Records Management Improvement Fund. The grant, Project Number 0580-16-6019, for the period July 1, 2015 to June 30, 2016, will provide up to \$34,440 in funding to be used for a Document Conversion and Access Project to digitally image property acquisition maps, real estate files, and index cards that are historically significant and used regularly for litigation purposes and when conducting County real estate transactions. The grant award will allow the County Archives to (a) enter into a contract with Imaging and Microfilm Access, Inc. (IMA) in an amount up to \$24,250 to perform the required scanning services, and (b) to purchase archival map cases and other archival supplies in the amount of \$10,190 from Gaylord Archival. The County will be reimbursed in accordance with an approved budget. No County match is required for this grant.

I certify that my department, a) has copies of, or access to, all applicable laws, rules, regulations, grant applications, and grant agreements (including any master grant agreement), as well as any guidance or instructions received from the agency making the grant (the "Grant Terms"), b) has reviewed the Grant Terms, c) is aware of and understands all of the Grant Terms, and d) can and will comply with all of the Grant Terms.

ACTION REQUESTED:

- Authorization to enter into an agreement with the State of New York to accept a Local Government Records Management Improvement grant in the amount of \$34,440 for the period July 1, 2015 to June 30, 2016.

Accordingly, the attached resolution is submitted for your consideration.

John B. McCaffrey, Chief Information Officer
Department of Information Technology

Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/07/2016 - JOAN COCCIARDI, SECRETARY

RESOLUTION

UPON A COMMUNICATION FROM THE CHIEF INFORMATION OFFICER,
DEPARTMENT OF INFORMATION TECHNOLOGY, BE IT HEREBY

RESOLVED: that the County of Westchester is hereby authorized to enter into a grant agreement with the State of New York, whereby the State will provide up to \$34,440 for the Active Records Project (Grant Project Number 0580-16-6019), for a twelve month period commencing on July 1, 2015 and terminating on June 30, 2016, for a total not to exceed amount of \$34,440; and be it further

RESOLVED, that the County Executive or his duly authorized designee is hereby authorized to execute and deliver any and all documents and to take all action necessary and appropriate to effectuate the purposes hereof.

John B. McCaffrey, Chief Information Officer
Department of Information Technology

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
263	16	518Q	9854	T518	\$34,440

Budget Funding Year(s): 2015-2016
(must match resolution)

Start Date: July 1, 2015

End Date: June 30, 2016

Funding Source

Tax Dollars: _____

State Aid \$34,440

\$34,440 (revenue)

Federal Aid _____

(must match resolution)

Other: _____