



# The CONNservator

Newsletter of the Office of the Public Records  
Administrator

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## Grant Program Staff

- LeAnn Power, Public Records Grant Program Specialist
- Lizette Pelletier, Public Records Archivist and Editor
- Kathy Makover, Field Archivist

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## 2007 Cycle 2 Grant Recipients

The Office of the Public Records Administrator announces forty-eight grants totaling \$381,000 from the Historic Documents Preservation Grant Program. This year's grants range from \$7,000 to \$17,000. The awards consisted of \$139,285 for Inventory and Planning grants to conduct records management, preservation or disaster planning surveys; \$152,030 for Organization and Indexing grants to improve indexing or automate the retrieval process; \$157,980 for Preservation/Conservation grants; and \$51,705 for Storage and Facilities grants for upgrading records storage and environmental monitoring equipment.

For a complete list of grantees, please turn to page 2.

## Change and Evolution

Eunice G. DiBella, Public Records Administrator, Connecticut State Library

When I began setting up the grant program back in 2000, I knew that in order to be able to distribute grants in a timely fashion, the first round of grants had to be limited in scope and the application process as simple as possible. We were committed to making a grant available to each of Connecticut's 169 municipalities every year. We chose to offer "targeted" grants that addressed areas of specific need and to distribute the money on the basis of population. This makes our program different from any other local records grant program. Many of the categories that are now part of the targeted grant program are considered only for competitive grants in other states.

In addition, our program has not remained static. Over the years, we have increased the number of targeted categories to include inventory and planning, program development, organization and indexing and storage equipment. We have also expanded the types of surveys offered to include records management and disaster planning surveys. This fiscal year marked another significant milestone for the grant program as we were awarded our first competitive grants to nine municipalities. The

amounts ranged from \$12,350 to \$50,000.

The competitive component allows us to address areas not covered by targeted grants. A competitive grant may include eligible expenses from targeted grants, but only as a part of a more extensive town-wide records management or archival management project. Our intention in developing the competitive grant was not to create a super-sized targeted grant.

Based on the amount of competitive grants awarded last year, we have increased the set aside for this year's competitive grant awards from \$300,000 to \$400,000. The maximum competitive grant amount for each municipality remains at \$50,000.

This coming year, the application process for both the competitive and the targeted grant program has undergone a revision. This revision was initiated by the Office of the Attorney General as part of a general review of grants and contracts award procedures, and are not in response to any problems with the grant program.

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The grant application and the grant contract will be divided into two separate and distinct documents. Up to now the application and the contract were handled together. Now the grant application will be completed by the municipality and approved by the Public Records Administrator, and the grant contract will be acted upon after the grant is approved. Municipalities will be working with Sheila Mosman, our Grants and Contract Administrator in the second phase of the applica-

tion (contract) process. Sheila has worked on the grant program since its inception, and will now be more visible to you. For more detailed information, please read the article on page 3.

Change is sometimes difficult, but the State Library will continue to work with you so that we will continue to have success in the Historic Documents Preservation Grant Program, and a successful round of grants for FY' 08.

## 2007 Cycle 2 Grant Recipients

TOWN	CATEGORY	AMOUNT	TOWN	CATEGORY	AMOUNT
<b>Andover</b>	Organization and Indexing Preservation/Conservation Storage and Facilities	\$7,000.00	<b>Middletown</b>	Inventory and Planning Storage and Facilities	\$12,000.00
<b>Ansonia</b>	Organization and Indexing	\$7,000.00	<b>New Hartford</b>	Organization and Indexing	\$7,000.00
<b>Bethlehem</b>	Organization and Indexing Storage and Facilities	\$7,000.00	<b>New Haven</b>	Preservation/Conservation	\$17,000.00
<b>Bridgewater</b>	Organization and Indexing Preservation/Conservation	\$7,000.00	<b>North Haven</b>	Preservation/Conservation	\$7,000.00
<b>Burlington</b>	Organization and Indexing	\$7,000.00	<b>Pomfret</b>	Organization and Indexing	\$7,000.00
<b>Chaplin</b>	Organization and Indexing	\$7,000.00	<b>Putnam</b>	Organization and Indexing	\$7,000.00
<b>Colchester</b>	Organization and Indexing Storage and Facilities	\$7,000.00	<b>Roxbury</b>	Organization and Indexing Preservation/Conservation	\$7,000.00
<b>Columbia</b>	Preservation/Conservation	\$7,000.00	<b>Roxbury</b>	Organization and Indexing Preservation/Conservation	\$7,000.00
<b>Danbury</b>	Organization and Indexing	\$12,000.00	<b>Salem</b>	Organization and Indexing	\$7,000.00
<b>Deep River</b>	Preservation/Conservation Storage and Facilities	\$7,000.00	<b>Salisbury</b>	Organization and Indexing Preservation/Conservation	\$7,000.00
<b>Durham</b>	Organization and Indexing	\$7,000.00	<b>Sharon</b>	Preservation/Conservation Storage and Facilities	\$7,000.00
<b>East Haddam</b>	Preservation/Conservation Storage and Facilities	\$7,000.00	<b>Simsbury</b>	Preservation/Conservation	\$7,000.00
<b>East Lyme</b>	Organization and Indexing	\$7,000.00	<b>Southbury</b>	Organization and Indexing	\$7,000.00
<b>Eastford</b>	Inventory and Planning	\$7,000.00	<b>Sterling</b>	Inventory and Planning Storage and Facilities	\$7,000.00
<b>Ellington</b>	Organization and Indexing	\$7,000.00	<b>Suffield</b>	Storage and Facilities	\$7,000.00
<b>Fairfield</b>	Preservation/Conservation	\$12,000.00	<b>Trumbull</b>	Preservation/Conservation Storage and Facilities	\$12,000.00
<b>Goshen</b>	Organization and Indexing	\$7,000.00	<b>Voluntown</b>	Preservation/Conservation	\$7,000.00
<b>Granby</b>	Organization and Indexing	\$7,000.00	<b>Washington</b>	Organization and Indexing Preservation/Conservation Storage and Facilities	\$7,000.00
<b>Hampton</b>	Organization and Indexing Preservation/Conservation Storage and Facilities	\$7,000.00	<b>Waterbury</b>	Preservation/Conservation	\$17,000.00
<b>Harwinton</b>	Preservation/Conservation	\$7,000.00	<b>Watertown</b>	Preservation/Conservation	\$7,000.00
<b>Kent</b>	Organization and Indexing	\$7,000.00	<b>Westbrook</b>	Preservation/Conservation Storage and Facilities	\$7,000.00
<b>Killingly</b>	Organization and Indexing	\$7,000.00	<b>Weston</b>	Preservation/Conservation	\$7,000.00
<b>Lebanon</b>	Preservation/Conservation Storage and Facilities	\$7,000.00	<b>Wolcott</b>	Preservation/Conservation	\$7,000.00
<b>Meriden</b>	Storage and Facilities	\$12,000.00	<b>Woodbridge</b>	Organization and Indexing	\$7,000.00
			<b>Woodbury</b>	Organization and Indexing	\$7,000.00
			<b>Total</b>		<b>\$381,000.00</b>

## New Grant Procedures for FY2008

LeAnn Power, Public Records Grant Program Specialist

The grant staff recently held training sessions on January 11<sup>th</sup> and 18<sup>th</sup> at the Van Block facility for potential grant applicants. The sessions included targeted grants as well as competitive grants in order to inform everyone about the new grant application procedures for FY2008. For those who did not attend the training, I would like to explain the new system now in place. Failure to properly follow the new procedures could result in unnecessary delays for your grant.

These new procedures resulted from a review of our grant application process by the Attorney General's office. This review was part of an ongoing process by the state to strengthen the way grants and bid applications are processed and approved and contracts awarded.

**Now, the grant application and the grant contract will be separated into two documents and the procedure will occur in two steps. Please note that the certified resolution is now part of step two.**

In the past, the grant application and contract were included in one document and the process was one step. Now, the grant application and the grant contract will be separated into two documents and the procedure will occur in two steps. Please note that the certified resolution is now part of step two.

In step one, the Municipal Chief Executive Officer (MCEO) or his designee will apply for the grant. Once an application has been reviewed and approved, the Public Records Administrator will sign off on the application. The grantee will receive a grant award letter in the mail. Along with the grant award letter, the grantee will receive a grant contract and instructions for completing the contract, including the procedures for the certified resolution. Please read the materials carefully. **Only the MCEO may sign the contract.**

Because of the new procedures, the staff will be processing applications as they come into the office. Award letters will no longer be mailed as a group in early July for Cycle 1 or late December for Cycle 2. Receipt of the award letter **does not** authorize the grantee to begin work. The grantee **must** have a signed contract from the State Library to begin work. The signed contract will include the signatures of the State Librarian and a representative of the Attorney General's office.

The completed contract items must be returned to:

**Sheila Mosman, Grants and Contracts Manager**  
Connecticut State Library  
Attn: Fiscal Office  
231 Capitol Avenue  
Hartford, CT 06106

After the State Librarian and a representative from the Attorney General's office have signed the contract, Ms. Mosman will return a copy of the signed grant contract to the town and submit a request for the grant payment. Once the grantee has received their copy of the signed contract, work may begin no earlier than July 1, 2007. We encourage you to submit Cycle 1 applications well before the April 30<sup>th</sup> deadline as we may begin to process the application as soon as we receive it.

Cycle 2 applications may be submitted anytime after April 30 and before September 30, 2007. Cycle 2 grants may begin as soon as the town receives its copy of the signed contract back from the State Library, but no earlier than July 1, 2007. One benefit will be that Cycle 2 grantees may have more time to complete their projects.

The closing date for all grants is June 30, 2008. Work must be completed by this time and funds expended or encumbered by the town fiscal office for final payment from FY2008 funds. And finally, all project evaluation/expenditure reports must be mailed early enough so that they are received in the grant office by September 1, 2008.



Town Clerks listen to the new application procedures during grant training on January 11, 2007.

### Site Visits Available

Kathy Makover, Field Archivist, is available to meet with you at your office to assist with grant, vault or records issues.

To schedule a site visit, please contact her at (860) 566-1100 x303 or [kmakover@cslib.org](mailto:kmakover@cslib.org).

**NEWSLETTER OF THE OFFICE OF THE PUBLIC RECORDS ADMINISTRATOR**

Connecticut State Library  
231 Capitol Ave.  
Hartford, CT 06106-1537  
Return Service Requested

Phone: 860-566-1100 x301  
Fax: 860-566-1118  
Email: [lpower@cslib.org](mailto:lpower@cslib.org)  
Web Site: [www.cslib.org/publicrecords/histdoc/](http://www.cslib.org/publicrecords/histdoc/)

Mailing Address Line 1  
Mailing Address Line 2  
Mailing Address Line 3  
Mailing Address Line 4  
Mailing Address Line 5

This newsletter is published semi-annually by the Office of the Public Records Administrator. Please send submissions to:

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231 Capitol Avenue  
Hartford, CT 06106-1537  
[lpelletier@cslib.org](mailto:lpelletier@cslib.org)

## Grant Funds Financial Report

### Historic Documents Preservation Fund

Receipts FY2007	\$ 846,789.59
Interest accrued FY2007	<u>\$ 64,184.77</u>
<b>Total income FY2007</b>	<b>\$ 910,974.36</b>
<i>(as of December 2006)</i>	

### Grants to Towns & Municipalities

Grant funds received (70% of income)	\$ 637,682.05
Grant balance carried from previous FY	<u>\$2,313,991.20</u>
<b>Total Grant Funds</b>	<b>\$2,951,673.25</b>
Grants Awarded FY2007	
<i>Targeted</i>	\$1,138,000.00
<i>Disaster Recovery</i>	\$ 0.00
<i>Competitive</i>	<u>\$ 337,670.00</u>
<b>Total Expended</b>	<b>\$1,475,670.00</b>

**Grant Funds Available FY2008** **\$1,476,003.25**

## Upcoming Events

Kathy Makover, Field Archivist

### *Emergency Preparedness with dPlan™*

Mark Thursday, June 7th on your calendars for the annual Historic Documents Preservation Program Workshop to be held at the Keeney Memorial Cultural Center in Wethersfield, CT.

Lori Foley, Director of Field Service, Northeast Document Conservation Center, will present a full-day workshop on emergency preparedness, with a focus on developing a disaster plan using dPlan™.

dPlan™ is a free, online tool providing an easy-to-use template for creating a customized plan, including:

- disaster response procedures
- salvage priorities
- preventive maintenance schedules
- current contact information for staff and emergency personnel
- sources of emergency supplies and services
- insurance checklists
- electronic data backup and restoration procedures

For a sneak peak, try a demo version or begin creating your actual plan at [www.dplan.org](http://www.dplan.org).

Look for your registration brochure in April. This workshop is offered free of charge to town clerks through the Historic Documents Preservation Program.