

Important news about PARIS, Program Year 2009/2010:

Information on:

- Public Notice, setting funding priorities and levels
- Recap regarding status of program year 2009/2010 available funding
- Time-line summary
- Implementation of SAGE in PARIS
- Some suggestions for next steps

Attached is the Public Notice approved by the State Records Committee. As with past years, this Public Notice establishes funding priorities and categories for the upcoming PARIS grant cycle, program year 2009/2010.

As mentioned in a previous portal blast the state's fiscal year 2009 budget calls for the full 40% to be allocated towards PARIS (as compared to last year when it was 40% *less* \$10 million). With the real estate market still in a downswing the amount available for award will still be less than PARIS's first few years: an estimated \$16 to \$20 million. The full amount available will not be known until June of 2009 when the awards are made.

Competition will still be heavy as 510 municipal governments will be eligible for funding in program year 2009/2010, compared to 310 in program year 2008/2009. Due to the expected heavy competition, anticipated cuts, reduction in fees collected and increase in eligible applicants, funding levels for most categories is lower than compared with previous years.

Here are some important dates from the Public Notice:

- **Announcement of specific project areas eligible for funding for fiscal year (September 1, 2009 to August 31, 2010) – August 2008.**
- Availability of adopted PARIS grant applications, guidelines and training opportunities –December 2008.
- **Deadline for submission of letter of intent, January 16, 2009 (via SAGE).**
- Deadline for local governments to have records management needs assessment, inventory and strategic plan accepted by the State Records Committee – Thursday, 15 January 2009.
- **Deadline for receipt of completed PARIS grant applications from municipalities and counties – 12:00 noon, Monday, March 16, 2009 (via SAGE).**

- Orientation for professional reviewers – March 20, 2009.
- Professional reviewers submit draft scores for applications – May 22, 2009.
- Panels of professional reviewers meet for scoring of applications – June 1, 2009.
- **State Records Committee announcement of grant awards – Thursday, June 18, 2009.**
- Date for start of PARIS grant projects – September 1, 2009.
- Deadline for completion of PARIS grant projects – August 31, 2010.
- Deadline for receipt of completed final reports on grant projects – 12:00 noon, February 26, 2011.

You will receive an invitation to attend training which will be scheduled for early December. You will also receive the PARIS guidelines, to help assist in planning your grant proposals.

NOTE: Governor Corzine in conjunction with the Office of Information Technology (OIT) is rolling out SAGE throughout state government. SAGE is System for Administering Grants Electronically. PARIS is the pilot for the Department of State and will be used for submission of all program year 2009/2010 applications. Training in the use of SAGE will be provided by the vendor as part of the training offered in December. Do not start writing your application until you receive SAGE instruction in December.

What can you do now to get ready for program year 2009/2010?

- Start thinking about project ideas, based on the funding priorities established in the public notice.
- Start brainstorming with other communities about possible shared services and leveraging projects. NOTE: nearly 100% of the non-staff projects funded last year were shared services projects. Communities who already secure leveraging agreements may choose not to attend training.
- Make sure you are eligible based on the eligibility criteria listed in the public notice. Are your electronic systems certified? Do you have a records committee?

Some ideas for shares services projects to think about:

- **County-sponsored purging and reorganization project:** most needs assessment demonstrate the need for records organization. This type of project usually includes the further inventorying and organization of ALL records within a given government, including full labeling and reboxing. Those records identified as being past retention are segregated, and permission is sought for their

destruction. This allows each participation to “catch up” when it comes to records retention, and further identifies the inventory. Most of our reviewers will not look favorably on other projects until inventory control is demonstrated.

- **County-sponsored microfilming:** Many vital records, including minutes, vital statistics and resolutions, have no disaster-recovery back-up. Microfilming and/or imaging of these records allow a copy to be stored off-site and/or allow access through the microfilm so that the delicate originals can be retired.
- **County-sponsored disaster planning:** most communities are lacking disaster plans. These documents will assist the participating communities in avoiding, preparing for, and recovering from a disaster. Projects may also include the implementation of data recovery sites, where electronic records are backed up for all participates in an appropriate central location.
- **Facility planning:** most assessments demonstrate the need for proper records storage, especially for inactive and historical records. PARIS/DARM/SRC highly encourages counties to conduct a feasibility study for constructing/retrofitting a central facility to meet the storage needs of the county and its municipal governments. Training will include information on the new PARFAC program, which sets aside additional money for actual construction.

Please contact your PARIS liasion with any questions.

Invitation for training are scheduled to go out in mid-September.

Thank you!