

ANALYSIS

Item 2: Secretary of State

State and National Archival Partnership (SNAP) Grant

Analyst: Steven Bender

Request: Approve, retroactively, the submission of a federal grant application to the National Historic Publications and Records Commission (NHPRC) in the amount of \$43,696 for two years, for funds available under the State and National Archival Partnership (SNAP) program.

Recommendation: Approve the request.

Analysis: The Archives Division in the Secretary of State submitted a federal grant application on August 27, 2014, and requests retroactive approval of the grant application submission. Although the grant deadline required the application to be submitted prior to this Emergency Board meeting, the agency did provide 10-day prior notification to the Emergency Board Co-Chairs before submitting the application.

The grant would provide \$43,696 for a two-year period, if awarded. These funds would be used for two purposes: approximately \$10,000 would fund the administrative costs of Oregon's State Historical Records Advisory Board (SHRAB); and the remainder, approximately \$30,000, would fund the activities of up to ten small-to-medium sized, volunteer-based historical repositories, specifically to support the digitizing and online publishing of their historic records. The funds would be used to provide the repositories with training, equipment, and a two-year subscription to a web hosting service. The goal of this effort is to assist these institutions in expanding online publishing of Oregon's historic records. The grant includes a 25% cost sharing component, which will be met with in-kind staff and volunteer hours.

NHPRC will announce grant awards in December 2014. If the grant application is approved, the agency will return to either the Emergency Board this December, or to the Legislative Assembly in the 2015 session, to request a Federal Funds expenditure limitation increase to allow expenditure of the grant funds.

The Legislative Fiscal Office recommends approval of the request. The Archives Division will be able to meet grant match requirements with in-kind support, and the state is not obligated to continue funding any of the grant-supported activities after the grant expires.

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Secretary of State
Analyst: Clark

Request: Authorization to apply for a grant of \$10,000-\$40,000 for the State and National Archival Partnership Grant from the National Historic Publications and Records Commission.

Recommendation: The Secretary of State is not under executive budgetary authority.

Discussion: The Secretary of State requests retroactive approval for the Archives Division to apply for a grant from the State and National Archival Partnership (SNAP) from the National Historic Publications and Records Commission for a minimum amount of \$10,000 and a maximum amount of \$40,000.

The Secretary of State's objective in applying for the SNAP grant is to provide administrative support, at a cost of \$10,000 per year, to Oregon's State Historical Records Advisory Board (Board) by funding regular meetings as well as new or ongoing special projects that build on previous work. The administrative portion of this grant, \$10,000, has in the past been used to cover travel expenses for Board members to and from meetings, publication and production of the Archives Month poster, dues for the Society of American Archivists (SAA) and National Association of Government Archives and Records Administration (NAGARA), travel for the Deputy Director or the Coordinator to attend the annual meeting of SAA, NAGARA, or the Council of State Archivists (CoSA), and office supplies.

This grant also requests funding for a \$30,000 two-year project assisting small-to-medium sized, volunteer-based, historical repositories with providing access to historical documents online. The Board will select a regionally-balanced set of 10 repositories that have very little or no experience in online publishing of historical records and then train their volunteers in publishing historical documents online, purchase equipment to digitize their holdings, provide a two-year subscription to a web service, and provide on-site advice and assistance. To be selected for this project, each repository will commit to accomplishing the goals set by the Board. The goal of the Board and the grant is to create an ongoing, cost-effective program for small to mid-sized institutions to participate and expand Oregon history's online presence.

The SNAP grant requires a 25 percent match, which the Secretary of State will meet with in-kind staff and volunteer hours. The Secretary of State will not be required to continue to support any of the repositories selected to participate in this project after the grant monies are exhausted. Since the amount of the grant award will not be known until early November 2014, the Secretary of State is not requesting additional Federal Funds expenditure limitation at this time.

KATE BROWN
SECRETARY OF STATE

ROBERT TAYLOR
DEPUTY SECRETARY OF STATE



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August 22, 2014

The Honorable Peter Courtney, Co-Chair
The Honorable Tina Kotek, Co-Chair
State Emergency Board
900 Court Street NE
H-178 State Capitol
Salem, OR 97301-4048

Dear Co-Chairpersons:

Nature of the Request

The purpose of this letter is to request retroactive approval for the Secretary of State's Archives Division to apply for a grant from the State and National Archival Partnership (SNAP). This is a continuing grant currently funded for \$30,000 per biennium. On August 15, 2014, we sent a notice of intent to apply for the grant to the President of the Senate and Speaker for the House, through the Legislative Fiscal office. We will be submitting an application by the deadline of August 27, 2014.

Agency Action

This is a State and National Archival Partnership (SNAP) Grant from the National Historic Publications and Records Commission (NHPRC). The objective of our SNAP Grant is to provide administrative support, with a cost of \$10,000 per year, to Oregon's State Historical Records Advisory Board (SHRAB) by funding regular meetings and funding new, special projects and other projects that will build on previous work. In addition, this grant request will focus on a two year project, with a cost of \$30,000 per year, in which the increasing citizen expectation that historical records be available on the public internet can be met by small-to-medium sized, volunteer based, historical repositories. The Board will select 10 repositories that currently have a minimal or nonexistent web presence and very little or no experience in online publishing of historical records. If we are successful in receiving grant funding, the Board will train the volunteers of these repositories, purchase the necessary equipment to digitize their holdings, provide a two-year subscription to a web service and provide substantial on-site advice and assistance. Our selections of historical institutions will also be regionally balanced, with each region of the state being equally represented.

As part of the selection process, each participating organization will commit to accomplishing the goals set by the SHRAB, including completing training that covers proficiency in selecting and digitizing materials; online publishing of materials; and adding to and maintaining their institution's website. The Board will require project participants to commit to such things as attending the necessary training classes and scanning and placing online a minimum number of documents by the time the grant is completed. The ultimate goal of the Board and this grant is to create an ongoing, cost-effective program for these small to mid-size institutions to participate in and expand Oregon history's online presence.

Action Requested

The NHPRC only meets twice a year (fall and spring) to award grants and the grant requires a cost sharing from the recipient, which we will meet with in-kind staff and volunteer hours. The NHPRC has changed the amount of amount of the grant by giving a minimum of \$10,000 with a potential amount, if requested of \$40,000 per year.

We respectfully request the retroactive approval to apply for a \$40,000 per year SNAP grant from the NHPRC. Since we will not know the amount NHPRC will approve until early November 2014, we are not requesting a FF limitation increase at this time.

Legislation Affected

None.

Sincerely,

A handwritten signature in black ink, appearing to be 'RT', with a long horizontal flourish extending to the right.

Robert Taylor
Deputy Secretary of State