



FEMA

FEMA Announces Assistance to Firefighters

Grant Program Now
Accepting Applications



The Federal Emergency Management Agency (FEMA) has recently opened a grant opportunity to provide funding to fire departments for the purchase of fire trucks and equipment. The program, [Assistance to Firefighters Grant](#), began accepting applications on Monday, November 4 and **will accept applications until Friday, December 6, 2013 at 5:00PM EST.**

For more information on the AFG, please [visit FEMA's website](#). The website contains several helpful links including:

- [frequently asked questions](#);
- guidance on writing the application narrative;
- evaluating the department for vehicle acquisition;
- and [workshop information](#) on completing the application.

To apply for this grant, the fire department must be registered with the System for Award Management (SAM), formerly known as CCR. [Register here with SAM](#) or get technical assistance with SAM by calling the Government Services Administration Federal Service Desk at (866) 606-8220.

County Spotlight

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Info to help you maintain proper records in your county office.

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Captain Anderson

Humphreys

County Seat: Waverly

Population: 18,274

Field Consultant:

[Marty Spears](#)

Tennessee has produced its share of naval heroes. One of them is William Robert Anderson, who was born in Humphreys County in 1921. A graduate of the United States Naval Academy, Anderson was the commanding officer of the USS Nautilus, the world's first atomic-powered submarine. In 1958 the Nautilus, under his command, left Hawaii heading north and didn't stop until it landed in England – thus becoming the first vessel to cross from the Pacific to the Atlantic by way of the North Pole.

For more information, visit
www.tnhistoryforkids.org

Records Management: The Basics

David Connor, Executive Director of the Tennessee County Commissioners Association, presented at the recent 45th Annual County Officials of Tennessee Conference in Murfreesboro about records management. His presentation is [available on the CTAS website \(on the Reference Materials page under Other Information\)](#) and important highlights are summarized below.



Managing County Records

Records management is the practice of preserving important county records. County records are considered public property and include:

All documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other material, regardless of physical form or characteristics made or perceived pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency.

Goals of a Good Records Management Program

A successful records management program achieves at least four goals: 1) preservation of important or permanent value records; 2) less essential records are destroyed in an appropriate manner when no longer needed or required to be kept; 3) records are properly cataloged and indexed to facilitate public access; and 4) appropriate conditions are maintained to enable long term preservation of vital records.

Retention Schedules

For every county office, a retention schedule exists that describes all of the major types of records to be maintained in that office and the length of time the records are to be kept. These schedules are [available in the CTAS electronic library, e-Li](#).

Additional Sources of Information

Below are some potentially useful resources to explore while developing or continuing your county's records management program:

- [The Office of Open Records Counsel](#)
- [The Tennessee State Library and Archives](#)

If you have any questions about records management, please contact your field consultant or CTAS directly at 615-532-3555.

Spotlight on CTAS Services



Debt Management Studies

One of the areas of technical assistance provided by CTAS is performing a debt management assistance for counties. A debt analysis is a report that shows the county's revenue requirements to support the existing debt obligations. CTAS performs debt analyses upon request for county mayors/executives, county commissions and budget and finance directors. The analysis includes debt payments on leases, notes and bonds issued by the county. In addition to analysis of existing debt, CTAS will also provide planning and prepare a pro forma plan for new debt which may include the issuance of new debt and possible refunding of existing debt .

1. To have a debt analysis performed for a county a simple request is made to the CTAS field representative or to the CTAS office.
2. A CTAS representative will come and collect the needed debt information from the finance director/budget office or county mayor's office.
3. After a few weeks a report is presented showing the financial debt status of the County.
4. The result may be that the county has sufficient revenue to cover their existing debt obligations, or additional revenue is needed.
5. If a county is planning to issue new debt, we can perform debt scenarios illustrating how it will add to the county's current condition. The result may illustrate sufficient revenue to cover the new and current debt obligations or the county may need additional revenue and or restructuring of existing debt.
6. The debt analysis will include a detailed multi-year debt spreadsheet that presents every debt instrument and the fiscal year it will be paid off.
7. A debt analysis includes measurements or benchmark ratios to gauge the soundness of the county's position and need for changes.

If the county mayor requests the debt analysis, he/she has the option of having the report presented to the county commission at their next meeting.

For more information about these services, please contact your field consultant or CTAS directly at 615-532-3555.

You may also visit the CTAS website to learn more <http://www.ctas.tennessee.edu>.



Upcoming Events

Dec 5, 6, 18, & 19 - Procrastination: Defeating the Thief of Productivity & Time

Dec 5 - TCHOA Region II (Noon @ Baxter)

Dec 10 - TCHOA Region III (Noon @ Columbia)

Dec 12 - TCHOA Region IV (Noon @ Jackson)

[CTAS Events Calendar](#) | [Training Homepage](#)

Clean Tennessee Energy Grants Cycle Now Open

Governor Haslam and the Tennessee Department of Environment and Conservation have officially announced the next cycle of Clean Tennessee Energy Grants. This grant program is open to local and quasi-governments only and provides an excellent opportunity to address energy issues such as:

- Cleaner Alternative Energy - biomass, geothermal, solar, wind
- Energy Conservation - lighting, HVAC improvements, improved fuel efficiency, insulation, idling minimization
- Air Quality Improvement - reduction in greenhouse gases, sulfur dioxide, volatile organic compounds, oxides of nitrogen, hazardous air pollutants



The maximum grant amount per project is \$250,000 and requires a match from the applicant. Grant applications are [available on TDEC's website](http://www.tn.gov/environment/grants_energy.shtml) and **will be accepted until January 31, 2014**.

Recipients are expected to be announced by late spring. Grant recipients will be selected with careful consideration given to the projects that meet the selection criteria and express the greatest need.

To learn more about the Clean Tennessee Energy Grant or to obtain an application, please visit www.tn.gov/environment/grants_energy.shtml or contact Kathy Glapa at (615) 253-8780 or kathy.Glapa@tn.gov.

THE UNIVERSITY of TENNESSEE 
COUNTY TECHNICAL ASSISTANCE SERVICE

The University of Tennessee
County Technical Assistance Service
226 Capitol Boulevard
Suite 400
Nashville, Tennessee 37219
<http://www.ctas.tennessee.edu>
615-532-3555 (main) | 615-532-3699 (fax)

TACIR Meetings Available Online

Did you know the Tennessee Advisory Commission on Intergovernmental Relations (TACIR) makes recordings of their meetings available online? Check out the website below to keep updated on TACIR's meetings and important intergovernmental information.

[TACIR Commission Meetings Archive](#)

County Officials E-News is published every month to bring important information to county officials. For any questions or comments about the newsletter, please send Liz Gossett, CTAS E-Media & Information Specialist, an email at liz.gossett@tennessee.edu.