

Nebraska State
Records Board
440 So. 8th, Suite 210
Lincoln, NE 68508
(402) 471-2745

John Gale
Chairman



**APPLICATION FOR STATE RECORDS BOARD GRANT
TO IMPROVE ACCESS TO PUBLIC INFORMATION**
(State Agency Grant Application)

State Agencies desiring grants from the Nebraska State Records Board for projects to improve access to state government information should complete this application and follow any procedures outlined in this application and any accompanying materials.

I. Grant Summary

1. **Name of agency applying for grant** Nebraska Accountability and Disclosure Commission (NADC)

2. **Title of project** On Line Campaign Statement Filings

3. **Brief Description of Project**

The Nebraska Accountability and Disclosure Commission has several forms which are filed with them at various times throughout the year. This project is intended to provide the ability to file both the Political Action Committee (PAC) forms, and the B-7 (Report of Political Contribution from Corporations, Unions, or Other Associations) online.

3. **Grant request amount** \$ 25,000

4. **Will there be a fee for accessing records associated with this project?** No

5. **If yes, provide any statutory reference or authorization for the fee** N/A

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II. Grant Detail

1. Please describe the project in detail (you may attach this description)

*Please see attached DESCRIPTION #1

2. Please describe whom the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service

*Please see attached DESCRIPTION #2

3. Timeline for implementation (specific completion date must be provided, grant funds

lapse if not expended prior to completion date).

It is intended that this project be launched on January 31st, 2008. This date will begin the next filing period for NADC forms to be submitted.

4. Agency contribution to project (labor, equipment etc.)

The NADC currently has an established database that will continue to be utilized as the main repository for data received electronically through the online submission of filing statements. In addition to the ongoing support of the database NADC also has committed to maintaining and providing the process for posting the information on their Web site. It will also continue to provide the personnel required to review and vet the information before insertion into the data base.

5. Has this project ever been submitted as a budget request (explain)?

No, The agency does not have a specific budget request set up at this time.

6. Does the project require additional statutory authority (explain)?

No (Statute 49-14, 141)

7. Why is the grant money needed for the project, and, if applicable, how will the service be sustained once the grant money is expended?

*Please see attached DESCRIPTION #3

8. Please describe how this project will enhance the delivery of state agency services or access to those services (you may attach a separate sheet if needed)

Please see attached DESCRIPTION #4

9. Please describe how this project will 1) Improve the efficiency of agency operations; 2) Facilitate collaboration among state agencies; 3) Facilitate collaboration between state agencies and other public institutions; Support public/private partnerships in the delivery of public services (you may respond to any or all of these criteria in your answer, attach additional pages if needed)

1. Improve the efficiency of agency operations:

Agency efficiency will be greatly improved through this project. Nebraska.gov has already provided adequate back end functionality to house this data but a significant limitation to getting this information is the large amount of manual intervention required to populate this data into the system. Currently the NADC personnel manually enter the information from these forms. With the potential of 2600 – 6000 filings received for just these two forms per year the agency is anticipating that these personnel resources will be able to be reallocated to other duties as necessary. This will greatly improve the NADC's efficiency with relation to this and other obligations to serve the public.

As previously stated this new online eGovernment service will allow this information to be processed much quicker than previously possible. This time savings is a critical step in improving NADC's ability to speak directly to the public's need for greater government transparency.

2. Facilitate collaboration among state agencies:

N/A

3. Facilitate collaboration between state agencies and other public institutions:

N/A

III. Technical Information

1. Describe the hardware, software, and communications needed for this project and explain why these choices were made.

N/A

2. Address any technical issues with the proposed technology including:

- **Conformity with generally accepted industry standards. Projects which interface with other state systems (such as distance learning systems) should also address NITC technical standards and guidelines.**
- **Compatibility with existing institutional and/or statewide infrastructure.**
- **Reliability, security and scalability (future needs for growth or adaptation).**

N/A

3. Describe how technical support will be provided.

Technical support for these forms will be provided by Nebraska.gov pursuant to an addendum to the master contract between the Nebraska State Records Board and Nebraska.gov. NADC has committed to a maintenance agreement which provides reoccurring monthly maintenance payments for this service and other currently being provided to NADC through Nebraska.gov.

IV. CONTACT INFORMATION, SIGNATURE

Contact person for any questions regarding this application FRANK J. DALEY JR.

phone # 402-471-2522 E-mail frank.daley@nadc.ne.gov

Signed this 6th day of July, 2007


Agency Director

Please Return to:

State Records Board
440 So. 8th, Suite 210
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DESCRIPTION #1

This project will be implemented in two parts. Part I of this project would allow political action committees (PACs) to file periodic campaign statements electronically (NADC Form B-4). Campaign statements disclose contributions from its members to the PAC and also describe the PAC's contributions and expenditures for the purpose of supporting or opposing the nomination or election of a candidate or the qualification, passage or defeat of a ballot question. Part II of this project would allow corporations, unions, and industry, trade or professional associations to file B-7 reports electronically. B-7 reports disclose the filer's contributions and expenditures for the purpose of supporting or opposing the nomination or election of a candidate or the qualification, passage or defeat of a ballot question.

Currently, PAC's, corporations, unions, and industry, trade and professional associations have only a paper process to file these statements with NADC. This paper process requires that NADC staff perform the re-entry of data on each filing it receives. This process creates a resource strain on the NADC and creates the potential for higher error rates when re-entering this information as filed.

Business Case:

Part I- Political Action Committees (PACs) are required to file periodic campaign statements (Statute 49-1455 & 49-1459). Campaign statements disclose member contributions to the PAC and also the PAC's contributions and expenditures for the purpose of supporting or opposing the nomination or election of a candidate or the qualification, passage or defeat of a ballot question. Currently, PACs file paper campaign statements with the NADC. The NADC staff manually enters the data from the paper reports into an existing data base. Through this re-entry process the information is able to be posted on the NADC's website for public consumption.

Part II- Corporations, unions, and industry, trade or professional associations are required (Statute 49-1469) to file B-7 reports. B-7 reports disclose the filer's contributions and expenditures for the purpose of supporting or opposing the nomination or election of a candidate or the qualification, passage or defeat of a ballot question. Currently, these B-7 reports are filed on paper with the NADC. The NADC staff manually enters the data from the paper reports into an existing data base. Through this re-entry process the information is able to be posted on the NADC's website for public consumption.

Currently filers have only one way to file these reports. This paper process is outdated and requires updating to an online filing process. In addition the process that NADC currently utilizes to insert filing information into their central database requires intensive resources.

There are currently 85 registered PAC's who can file from 1 to 7 times per year. This results in a potential of 595 PAC filings per year. NADC also receives one or more filings each year from between 2000 and 3000 NADC Form B-7 filers resulting in 4000-6000 filings that must be re-entered into the database. It is the intent of this project to

streamline this process for both the agency and the filer while making the information contained in each file publicly accessible much quicker than previously possible.

Technical Requirements:

- 1.) Provide a method by which users can register to file on line. Once approved each user will have access to following the process to file the appropriate form online.
- 2.) Allow users to select the form they wish to file
 - a. NADC Form B-4 (Campaign Statement, Independent Committees)
 - b. NADC Form B-7 (Report of political Contributions of a Corporation, Union, or Other Association)
- 3.) Allow users to enter the information requested and submit the filing directly to the agency.
- 4.) Create an administrative application where NADC designated resources can review submissions and edit each filing, if needed, prior to the filing being inserted into the final database. The NADC resources that currently perform data entry responsibilities will also be responsible for reviewing each electronically filed document.
- 5.) Allow the agency the ability to print the completed forms for their permanent files. The Forms that are printed from the electronic filing system will not match the appearance of forms used by hard copy filers precisely. While these forms will not be identical all statutorily required information must be included on each printed copy.
 - a. The printed version is necessary so members of the public will be able to request hard copies in the same manner they do today.

DESCRIPTION #2

Please describe whom the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service

There are three primary beneficiaries of this project; filers, the general public and the NADC.

There are currently 85 registered PAC's who can file from 1 to 7 times per year. This results in a potential of 595 PAC filings per year. NADC also receives one or more filings each year from between 2000 and 3000 NADC Form B-7 filers resulting in 2000-6000 filings that must be re-entered into the database. It is the intent of this project to streamline this process for both the agency and the filer while making the information contained in each file publicly accessible much quicker than previously possible. Currently the information that is derived from this data is displayed on the internet for public consumption. Moving the filing on line will allow the agency to decrease error rates while getting the information to the public quicker and more efficiently.

The NADC receives 29,410 number of page requests each month

DESCRIPTION #3

The grant money is requested because the NADC is a small agency which has an obligation to make a significant amount of information available to the press and public on a timely basis. Even so, good projects must be evaluated in light of available funding. Sustaining this project is already contemplated in the current and proposed budget. The agency currently has and uses a data base into which campaign finance information is entered. It currently displays this information on its website. The agency, by way of an addendum to the master contract between the Nebraska State Records Board and Nebraska.gov, receives support services from Nebraska.gov. To the extent that continuing technical support is required, it would be obtained through the addendum to the master contract.

DESCRIPTION #4

As stated in Question 2 there are three primary beneficiaries that will see enhanced access as a result of this project.

Filers:

Each filer will benefit by having an additional filing option not previously available to them. An additional benefit for filers filing online will be that the filers will be given more time to file because they will no longer be required to mail in their statements. This allows each filer to submit much closer to the deadline.

Agency:

The agency will benefit significantly because the data from reports will not need to be re-entered by NADC staff. This will save a great deal of time and effort for NADC while also helping to lower the error rate that is inherent during any data entry process. (Statute 49-1464)

Public:

The public will benefit from both the timeliness and accuracy of the data being provided. This system will allow the data in each of the statements submitted online to reach the public view much quicker than previously possible.