

MEETING AGENDA

Technical Advisory Committee to the State Records Board

Tuesday, October 16, 2007
3:30 p.m. – 4:30 p.m.
Executive Building - 5th Floor Conference Room
521 S 14th Street
Lincoln, Nebraska

AGENDA

Meeting Documents: Click the links in the agenda or [click here](#) for all documents (xx Pages, xx MB).

1. Roll Call, Meeting Notice & Open Meetings Act Information
2. Public Comment
3. Grant Reviews*
 - a. Douglas-Sarpy Map Scanning Cooperative – [Historic Aerial Photo and Map Preservation](#)
 - b. Hall County Register of Deeds – [Numerical Index Book Scanning Project](#)
 - c. Adams County Register of Deeds – [Digitizing of Adams County Records](#)
 - d. Nebraska State Treasurer – [NebraskaSpending.com](#)
 - e. Nebraska Liquor Control Commission – [Online Excise Tax Reporting & Payment System](#)
 - f. Nebraska Interactive (Nebraska.gov) – [State Agency and County Website Re-designes](#)
4. Other Business
5. Adjourn

* Denotes action items.

(The Committee will attempt to adhere to the sequence of the published agenda, but reserves the right to adjust the order of items if necessary and may elect to take action on any of the items listed.)

Meeting notice posted to the [Nebraska Public Meeting Calendar](#): 26 SEP 2007
Agenda posted to the NITC Website: 25 SEP 2007; Revised 1 OCT 2007

Nebraska State
Records Board
State Capitol, Suite 2300
Lincoln, NE 68509

John Gale
Chairman
(402) 471-4070
<http://www.nol.org>



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

Cities and Counties desiring grants from the Nebraska State Records Board for projects to create or improve electronic access to government information or services should complete this application and follow any procedures outlined in this application and any accompanying materials.

I. Grant Summary

1. Name of entity applying for grant Douglas-Sarpy Map Scanning Cooperative

2. Title of project Historic Aerial Photo and Map Preservation

3. Brief Description of Project

Historical aerial photography and map preservation for a collaborative group of Omaha-area organizations, including the scanning of hard-copy documents into digital format. The scanned images will be made available for public access via the Internet and other mediums.

3. Grant request amount \$25,000.00 (\$25,000 limit for collaborative grants,
\$10,000 limit for single jurisdiction grants)

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

II. Grant Detail

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

Numerous sets of historic aerial photos, land use maps, and facility maps from different decades will be scanned into a digital format and archived into a relational database. Quick-access indexes will be built for each document set, making the images easily accessible. Many of the scanned documents will subsequently be made available for viewing and/or downloading via the Internet by the public and various public agencies. It is important that we archive these records before they are further damaged by continued use and the elements. It is equally important for the participating agencies to offer on-demand access to these documents for a broad variety of applications.

The second phase of the project includes 'geo-referencing' of most of the scanned maps and aerial photos. This technical process will enable these maps and photos to be used as GIS overlays, providing a valuable historical reference. This will also allow our partner organizations to not only Web-enable these documents, but also make them available in a more useful context through the use of existing GIS mapping websites.

The City of Omaha, Douglas County, Metro Area Planning Agency, and the Sarpy County GIS Coalition (includes Papillion, LaVista, Bellevue, Gretna, Springfield, & Papio-MO River NRD), are working together to coordinate this digital preservation process and to provide seamless, cross-jurisdictional access to these documents.

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

Government agencies, private businesses, researchers, utilities, and the public will benefit from access to historic aerial photography and maps via the Internet. The maps and aerial photos will assist in a number of research activities, including environmental analysis, urban planning, land use studies, and conservation projects.

3. Timeline for implementation (specific completion date must be provided, grant funds lapse if not expended prior to completion date)

The project kickoff is scheduled for February 1st, 2008, with the completion date scheduled for May 31st, 2008.

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

The participating agencies will contribute funds for the scanning and archiving of the aerial photos and maps. Douglas-Omaha GIS and Sarpy County GIS staff will provide the networking and storage infrastructure for the storage and hosting of the digital data. Application development for the Internet-based public access tools will be the responsibility of the collaborative group. Existing GIS websites will be utilized as part of this process.

5. Is other funding available for this project (explain)?

The balance of funds needed to complete the project will be shared amongst the collaborative group - each member will contribute funds appropriate to their involvement in the project.

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

Grant funds are needed to assist with the up-front (one-time) cost of the scanning and archiving of the hard-copy documents. The digital documents will be archived, once scanned, and made available via the Internet.

This project will enable our collaborative group to establish a mechanism for scanning and georeferencing future hard copy documents. Future acquisition of similar digital datasets will be made accessible using the same services used to provide access to the digital products from this project.

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

By providing these historical records as digital files via the Internet, other government agencies, private industry, and members of the public will be able to easily access these public records without physically searching through countless documents located at various storage facilities. The records will be available 24 hours per day via the Internet, providing efficient access to information and dramatically reducing the time and man-hours previously involved in accessing these records.

8. Please describe how this project will improve the efficiency of government operations (attach additional pages if needed)

Similar to the public benefits, government agencies will be able to access the historical records quickly without having to find the physical hard-copies in storage vaults. Also, by pooling our resources and approaching the project as a cooperative venture, the partner agencies have been able to identify the best-preserved records (where there has been redundant storage). These sets have been identified as the priority candidates for the scanning/archiving.

9. Please describe any collaborative effort among multiple jurisdictions or political subdivisions related to this project (if applicable, attach additional pages if needed)

The City of Omaha, Douglas County, MAPA, and the Sarpy County GIS Coalition are cooperating in the project planning, funding, and implementation of the project. The group has identified the location of the best available records for each set of historic documents, and will work to develop the Internet applications for the public to utilize and consume the digital data. All members of this cooperative group actively participate in the NIROC (Nebraska-Iowa Regional Orthophotography Consortium), which is a larger cooperative group responsible for the acquisition of new digital aerial photography. NIROC imagery will constitute the new datasets introduced into the archived imagery database.

NSRB Grant Application

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10. Please provide information on who will complete the project (in house personnel, outside contractor, combination of both, etc.)

Completion of the scanning and database entry will be performed by a selected contractor. All application development, database management, and hosting will be performed by in house personnel from the various partner agencies. A Technical Action Group will be established to insure a coordinated effort in making these records accessible across agencies.

11. Does the project involve the licensing, permitting or regulation of businesses, if yes then explain how the project or service will allow integration with the State of Nebraska's Business Portal and the one-stop online business registration system.

No.

III. Technical Information

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

The hardware chosen for this project consists solely of existing or proposed server storage devices within the partner agencies. All of the scanning and georeferencing work, and any hardware associated with that work, will be completed by an outside contractor.

The software utilized in this project will primarily be GIS software from ESRI, Inc. ESRI is the preferred GIS software platform for the vast majority of public and private organizations in the State of Nebraska. This software will be used to provide the document access interfaces through GIS websites and desktop software. Database software from Microsoft will also be used in the background for the relational database functions.

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

- **Conformity with generally accepted industry standards. Projects which interface with 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).**

The technology proposed for use in this project follows all of the organizational standards of the partner agencies, as well as statewide technology frameworks and industry standards. A priority goal of the Douglas-Sarpy Map Scanning Cooperative is to foster and encourage open access to these digital records, primarily through a GIS mapping interface. Many open standards and industry best practices will be employed within this project.

3. Describe how technical support will be provided.

Technical support will be provided by the individual partner agencies. However, common storage, distribution, and deployment techniques will be used. This will be accomplished by forming a technical action committee consisting of partner agency representatives. Documented storage and support procedures will be made available to all potential support contacts within each partner organization.

4. Describe How the Project will comply with the State's Technology Access Clause
<http://www.nitc.state.ne.us/standards/accessibility/tacfinal.htm>

The Douglas-Sarpy Map Scanning Cooperative will adhere to the provisions of the State Technology Access Clause while developing the tools for accessing the digital documents created as a result of this project. The Cooperative's technical action committee will be tasked with working with staff from the State's Office of the CIO, to insure we meet all of the necessary access requirements.

IV. CONTACT INFORMATION, SIGNATURE

Contact person for any questions regarding this application Michael Schonlau

phone # 4,024,443,982 E-mail mschonlau@ci.omaha.ne.us

Signed this 13th day of September, 2007



Signature

GIS Coordinator

Title

Please Return to:

**State Records Board
Suite 2300, State Capitol
P.O. Box 94608
Lincoln, NE 68509-4608**

(revised 11/16/04)

SEP 10 2007

RECEIVED

HALL COUNTY REGISTER OF DEEDS
P.O. BOX 1692
GRAND ISLAND NE 68802-1692
Phone- (308) 385-5040
Fax- (308) 385-5184

Kathy Baasch, Register of Deeds
Jeanne King, Deputy

Amy Thomas, Records Technician
Tonya Baker, Office Clerk

September 7th, 2007

Nebraska State Records Board
440 So. 8th St. Suite 210
Lincoln NE 68508

RE: Application for Grant

Dear Sir;

Please accept and consider my application for a grant to fund a scanning project that would enhance the delivery of our county real estate records to the public. There is now a collaborative effort among our city and county offices to serve up data to the public on all property in Hall County, Nebraska on line. My project would only enhance the effort, enabling the public to view the records of my office dating back to the 1800's. Presently they are only access them back through 1989.

This may be only a small project to some but the impact would be great for the user of our records. Please feel free to access our site at www.hallcountyne.gov and select the "Register of Deeds" link. In the paragraph that tells about my office, select "Mapsifter". You will now be at the website that allows you to access many types of searches of property.

Since I am not very knowledgeable of computer terminology and software being used, please feel free to contact me or Doug Drudik, the head of our IT Department. We would be happy to answer any questions you may have. Thank you in advance for your consideration.

Sincerely,

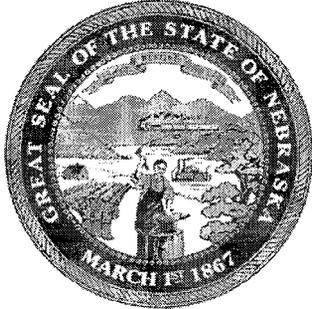


Kathy Baasch
Hall County Register of Deeds

RECORDS MANAGEMENT
DIVISION
SEP 10 2007
RECEIVED

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

John Gale
Chairman



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

Cities and Counties desiring grants from the Nebraska State Records Board for projects to create or improve electronic access to government information or services should complete this application and follow any procedures outlined in the application and any accompanying materials.

I. GRANT SUMMARY

1. Name of entity applying for grant Hall County Register of Deeds

2. Title of project Numerical Index Book Scanning Project

3. Brief Description of Project
This project will require the scanning of the old hand-written numerical index books. there are a total of 28 books. Each page will be assigned a page number corresponding with the designated subdivision plat number. The books will then be taken apart, each page run through our large scanner and the scanned image will be exported to the appropriate computer folder. Upon completion of each book, the person scanning will make sure the pages are in the correct order & re-assemble the book, returning it to it's designated shelf. Upon completion of the project, our county's IT department will then link the images to our real estate web site that we presently use.

4. Grant request amount \$2,352.00 (\$25,000 limit for collaborative grants, \$10,000 limit for single jurisdiction grants)

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

6. If yes, provide any statutory reference or authorization for the fee
No fee

II. GRANT DETAIL

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

My project involves scanning our old numerical books. The pages of each book will be hand numbered with the corresponding subdivision ID number and designated page. Each book will be taken apart for scanning of front and back. Files and folders will be set up to export the images after scanned. Upon completion of the scanning project, the IT department will then link the images to the appropriate subdivision and export them to our web site for public use. Hall County has an awesome web site that anyone can access at www.hallcountyne.gov.

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

This project will benefit anyone who has access to the internet, since my records are presently online back through 1989. Our county has a web site that makes these records accessible to everyone, free of cost! It will be most beneficial to realtors, title records personnel, historians or anyone having an interest in chain of title of property in Hall County, Nebraska. Hundreds of people have been using this site for several years already, but this project would greatly enhance the search, since it would make available information of records ranging back into the 1800's.

3. Timeline for implementation (specific completion date must be provided, grant funds lapse if not expended prior to completion date)

An approximate completion date would be 8 months upon receipt of the grant. I would require time to advertise and interview for a candidate that would be trustworthy to handle our old record books.

4. Subdivision contribution to project (labor, equipment ect.)

This project would be done in my office, since I will not allow my records to be removed from the office. I already have the scanning equipment in place. I only need someone who would have the time to scan them.

5. Is other funding available for this project (explain)?

No other funding is available, since I do not have the extra money within my own budget. Due to the fact that our county Board is already cutting budgets, this project could not be funded through our county. I have asked for volunteers, but have not had any luck.

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

Since I do not have the funds within my budget and have had no luck finding volunteers, I am requesting grant money to hire someone reliable for the project. I cannot find the time myself and since I try to keep a very small staff, they do not have the time to contribute to the project either. I only have one deputy, one full time records technician and a part-time office clerk.

Once the project is complete, our county IT department will take over the exporting and maintaining the images. We will not need to add any more to the project, since we are now computerized and will never add information to these old books.

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

This project will greatly enhance the existing on-line records search program, Mapsifter. I would then be capable of delivering to the public a full records search of all property in Hall County, Nebraska dating back to the beginning or recording time in the 1800's, rather than our present information ranging back only through 1989.

8. Please describe how this project will improve the efficiency of government operations (attach additional pages if needed)

The project will greatly improve the efficiency of our office since searchers would be able to view the entire record themselves, rather than trying to explain by phone what they are searching for, and then having to do the search. They would have the capability of giving us more precise information and the specific document number for the property they are searching, or just seeing the ownership and liens of record on a particular property. Because they will see the complete record themselves, this will improve any correspondence with the public and searching time of records that they are in question of.

9. Please describe any collaborative effort among multiple jurisdictions or political subdivisions related to this project (if applicable, attach additional pages if needed)

Our web search is presently a collaborative effort among the Assessor, Treasurer, City of Grand Island and GIS Department of our county. This project would only enhance the information made available to the public, as well as the city and county law enforcement agencies.

10. Please provide information on who will complete the project (in house personnel, outside contractor, combination of both, etc.)

I would interview someone for the project from the outside whom I feel would be responsible for the care of our old books and equipment. I would supervise and spot check their work myself.

I have had a couple of inquiries but could not pay them, since I have no additional funds in my budget. They were not interested in doing it voluntarily.

I have had the project advertised as volunteer work with no success-no one wants to do volunteer work apparently.

11. Does the project involve the licensing, permitting or regulation of business, if yes then explain how the project or service will allow integration with the State of Nebraska's Business Portal and the one-stop online business registration system.

No, none of the above.

III. TECHNICAL INFORMATION

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

I do not know any of the software, etc technical terminology. I have a large scanner and computer that our IT Department has set up for me to use. He has the program set up to scan the images into and he will be in charge of sending the images out to our web site for public use.

If you wish to contact our IT Department, his name is Doug Drudik. The phone number is 308-385-5629. He will be in charge of managing the images and can tell you what software he will be using.

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

- Conformity with generally accepted industry standards. Projects which interface with 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).

This project will conform with the already existing city/county web search at www.hallcountyne.gov. It is compatible with our city/county information and will only enhance the use of the site. The information has been pre-approved by our county attorney and city attorney.

If you have further questions regarding the technology, please contact the head of our IT Department, Doug Drudik at 308-385-5629 or dougd@hcgj.org.

3. Describe how technical support will be provided.

Technical support will be provided by Doug Drudik, the head of the county's IT Department.

Inter-office support will be provided by myself, Kathy Baasch, Hall County Register of Deeds.

4. Describe how the project will comply with the State's Technology Access Clause
<http://www.nitc.state.ne.us/standards/>

My project will fully comply with the State Technology Access Clause, since the images scanned will be imported into our web site search already in existence. This site can be used by any person who has access to the internet.

IV. CONTACT INFORMATION, SIGNATURE

Contact person for any questions regarding this application Kathy Baasch

Phone # 308-385-5040 E-mail kathyb@hcgi.org

Signed this 7th day of September, 2007

Kathy Baasch
Signature

Hall County Register of Deeds
Title

Please Return to:

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

ADAMS COUNTY REGISTER OF DEEDS

500 NORTH DENVER
P.O. BOX 203
HASTINGS, NEBRASKA 68902
TELEPHONE: (402) 461-7150
FAX: (402) 461-7154

September 26, 2007

Mr. John Gale, Chairman
Nebraska State Records Board
State Capital
Suite 2300
Lincoln, NE 68509

Dear Mr. Gale:

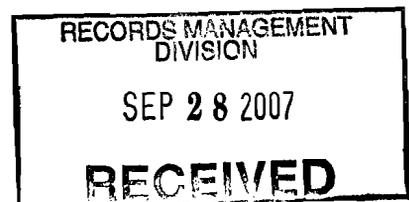
Enclosed please find a Local Governmental Grant Application For State Records Board To Improve Access to Public Information. Also enclosed are letters in support of this project.

Thank you for your time and consideration.

Sincerely,



Jan Johnson
Register of Deeds



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

Cities and Counties desiring grants from the Nebraska State Records Board for projects to create or improve electronic access to government information or services should complete this application and follow any procedure outlined in this application and any accompanying materials.

I. Grant Summary

- 1. Name of entity applying for grant** Adams County Register of Deeds, Hastings, Nebraska

Project partner: Adams County, City of Hastings & Hastings Utilities

- 2. Title of project** Digitizing of Adams County Records

3. Brief Description of Project

Conversion of microfilm of remaining historical deeds from 1872 to 1980 to electronic images. Purchase software upgrade to enable accessibility of all Register of Deeds records by the public via the Internet.

- 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

II Grant Detail

- 1. Please describe the project in detail.**

Adams County, in conjunction with the City of Hastings and the Hastings Utilities Department, has been working on the implementation of a County/City GIS system. Since its inception, the Register of Deeds has provided the scanning of 1700 plus Subdivision Plat maps to be used as a base for the County's GIS project.

Since obtaining a scanner several years ago, the Register of Deeds has scanned in all recordings from late 1980 thru the present. In addition, this past budget year, the Register of Deeds contacted Bob Fountaine, MIPS, Inc. to convert microfilmed documents from March 27, 1972 through January 12, 1977, consisting of 25,000 images adding to our database.

These images are now available on the network, enabling the Register of Deeds, Assessor and Data Processing Department the ability to access all of these filings. Upon completion of the GIS project, this ability will be made available to the general public on the Internet.

The purpose of applying for this grant is to allow the Register of Deed's office conversion of our remaining deeds history on microfilm to electronic images of all the recorded deeds since Adams County's first recording in 1872 through what we have completed to date since 1980.

This will have a dual purpose.

1. To allow all historical deeds access by the general public from 1872 to the present.
2. To preserve the history of Adams County records.
 - a. The print in our old books is fading.
 - b. The process that was first used for our office copy of the microfilm was duplicated making them now hard to read and at times, impossible to print.

There are remaining approximately 147,000 microfilm images that need to be converted to electronic images at an approximate cost of \$19,745. Bob Fountaine, MIPS, Inc. would be completing this project.

The second part of the proposed project would be the implementation of Deed's Indexing software that enables these documents to integrate with our GIS system. The cost of this software upgrade would be \$7500 to be purchased from Terrascan. Adams County is in the process of upgrading our current imaging software to LaserFiche which will enable these electronic documents to be accessible by the public via the Internet.

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

The Adams County Register of Deeds Office along with the Adams County Tax Payers will be the beneficiaries of this project by improving and protecting the history of the records. The recipients of this service will be immeasurable due to the Internet access that will be made available. With the completion of this project, every deed since the first filing in 1872 will not only be on microfilm but also available as an electronic image. Completion of this project will allow abstracters, banks, attorneys and the general public to complete their business from their offices instead of having to travel to the Register of Deeds office. This will save the public valuable time and funds.

3. Timeline for implementation

We expect this project to be completed by mid 2008.

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

Adams County Register of Deeds has furnished the subdivision plat maps to be used as a base for the GIS project. Over recent years, the Adams County Register of Deeds budget has provided a scanner, computers, printer and funds to convert documents to electronic images from March 1972 through January 1977 and October 1980 through the present. Adams County is cost sharing the GIS project with the City of Hastings and Hastings Utilities Departments.

5. Is other funding available for this project (explain)?

The projected cost of the remaining Register of Deeds project is \$27,300. MIP's projected cost to convert the remaining microfilm deeds to electronic images is \$19,745. Terrascan's cost to upgrade software to Deedsifter which enables all of the Register of Deeds records to be accessible by the public via the Internet is \$7500. The Register of Deeds 2007-2008 budget has allowed for \$2300 for record preservation which leaves a shortfall of \$25,000. There are no other grants available! Adams County has funded what they have been able to thus far, but there are no additional funds available to complete this integral part of the project. This grant would enable us to complete our goal of preserving this data and providing access of this historical information to the general public.

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

Adams County has funded what they have been able to thus far, but there are no additional funds available to complete this integral part of the project. There are no other grants available. Current staffing will maintain the program with tax dollars used for the annual software licensing fees.

7. Please describe how this project will enhance the delivery of government services or access to those services.

With the completion of converting the remaining deeds from microfilm to electronic image, every deed from 1872 to the present will only be a fingertip away from the public. Deedsifter and LaserFishe will enable these electronic documents to be accessible by the public via the Internet.

8. Please describe how this project will improve the efficiency of government services or access to those services.

- a) Every deed recorded in Adams County since 1872 will be accessible to the public via the Internet
- b) Increased ability to provide information to the public
- c) Protection of valuable history. As in the case of the Katrina Hurricane, valuable history was lost.

- d) Entities will no longer need to travel to the Register of Deeds Office. They will be able to access Adams County Register of Deeds records by Internet.
- e) Entities will be able to obtain legible copies of documents from their computers at no cost.
- f) Increased communication and efficiency between the different departments within Adams County, City of Hastings and Hastings Utilities.

9. Please describe any collaborative effort among multiple jurisdiction or political subdivisions related to this project.

Adams County is cost-sharing the GIS project with the City of Hastings and Hastings Utility Departments. However, the costs of converting the rest of the deed history on microfilm to our computer network and integrating the Register of Deeds information into this project is left coming out of the Register of Deed's budget.

10. Please provide information on who will complete the project

Bob Fountaine, MIPS, Inc. will convert the 147,000 microfilm images to electronic images. The software upgrade which will enable the electronic documents to be made accessible by the public via the Internet will be purchased from Terrascan and Laserfiche. Ron Kucera, Adams County IT manager and Adams County GIS coordinator will tie the information into the county's computer system and GIS.

11. Does the project involve the licensing, permitting or regulation of businesses, if yes then explain how the project or service will allow integration with the State of Nebraska's Business Portal and the one stop online business registration system.

No

III. Technical Information

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

The implementation of Deed's Indexing software (Deedsifter) which is compatible with Laserfiche is necessary to enable the Register of Deeds documents to be integrated with the Adams County GIS system. Adams County is in the process of upgrading our current imaging software to LaserFiche which has a web portal for our electronic documents to become accessible by the public via the Internet.

2. Address any technical issues with the proposed technology including: Conformity with generally accepted industry standards. Projects which interface with state systems (such as distance learning systems) should also address NITC standards and guidelines. Compatibility with existing institutional and/or statewide infrastructure. Reliability, security and scalability (future needs for growth or adaptation).

This software upgrade conforms to industry standards and robust security will prevent unauthorized access so that our computer network and records will remain secure.

3. Describe how technical support will be provided.

Adams County has an in-house IT and GIS Department to provide secure technical support.

4. Describe How the Project will comply with the State's Technology Access Clause.

The application will be written in a way that will allow users with disabilities to use the system.

IV. Contact Information, Signature.

Contact person for any questions regarding this application Jan Johnson

Phone # 402-461-7150

E-mail jjohnson@adamscounty.org

Signed this 26 day of September, 2007

Signature 

Title Adams County Register of Deeds

Please Return to:

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

SHOEMAKER, WITT & BURNS

D. Charles Shoemaker
Richard C. Witt
Michael P. Burns
Jeffrey F. Shoemaker

ATTORNEYS AT LAW
Werner-Whelan Plaza, Suite 201
420 West 5th Street
P. O. Box 309
Hastings, Nebraska 68902

Telephone (402) 463-6671
Fax (402) 463-6693

chuck.shoemaker@swblawfirm.net
dick.witt@swblawfirm.net
mike.burns@swblawfirm.net
jeff.shoemaker@swblawfirm.net

September 18, 2007

Mr. John Gale
Nebraska Secretary of State
P.O. Box 94608
State Capitol Suite 1305
Lincoln, Nebraska 68509-94608

Re: Adams County Register of Deeds grant request

Dear Mr. Gale:

I am writing in support of a request for grant funding which is being made by the Adams County Register of Deeds, Hastings, Nebraska, for funds to complete the scanning process of real estate deeds from the beginning of real estate records to 1972. Those older deeds are important in my work as an attorney working in real estate records. When such a deed is required to verify record ownership, it is critical that the deed be legible and readily available. For the past few years I have been urging the Register of Deeds office to complete the process of digitizing their records, and making those records available over the Internet to the public. It is important to the efficient and effective use of these public records that they be available in a manner which is becoming the standard method of accessing public records, i.e. through Internet access. I would appreciate your office's acceptance of the grant request from the Adams County Register of Deeds, so that this process can be completed in a timely fashion.

Thank you.

Cordially,



D. Charles Shoemaker

PRAIRIE TITLE, INC.
420 WEST 5TH STREET, SUITE 103
P.O. BOX 309
HASTINGS, NEBRASKA 68902
TELEPHONE: (402) 463-6673
FAX: (402) 463-6743

September 18, 2007

Mr. John Gale, Chairman
Nebraska State Records Board
State Capital
Suite 2300
Lincoln, NE 68509

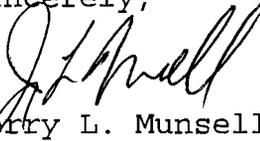
Dear Mr. Gale:

I am writing in support of the Adams County Register of Deed's office project to convert documents on microfilm to electronic images.

Our office personnel must travel to the Register of Deeds office several times each day to access these documents. Having the documents on the internet would be very beneficial to us, and even more so to those living outside of the City of Hastings.

Thank you for your consideration.

Sincerely,



Jerry L. Munsell
Registered Abstractor
and Title Agent

Agent for Chicago Title Insurance Company

Adams County IT Department
500 West 4th St. Rm. 108
Hastings NE 68901

09/26/2007

Mr. John Gale, Chairman
Nebraska State Records Board
State Capital
Suite 2300
Lincoln, NE 68509

Dear Mr. Gale,

Please accept this letter in support of the grant application on behalf of the Adams County Register of Deed's. The necessity of preserving these historical documents and integrating these records with our GIS system, as well as, allowing public access to these documents via the internet is an important step in our goals here at Adams County.

Completion of this project will help us achieve this goal of bringing to the public a service and resource that is invaluable to the history of this county and its public and for the efficient administration of various private and public entities.

The funds available on the county level are limited and any additional funding available would be greatly appreciated and used with the utmost fiscal responsibility.

Respectfully Yours,



Ronald Kucera
Adams County IT

Matthew S. Rossen
Mayor
mrossen@cityofhastings.org



220 North Hastings Avenue
P.O. Box 1085
Hastings, NE 68902
Telephone: (402) 461-2317
Fax: (402) 461-2323

September 24, 2007

Dear Sirs,

As Mayor of the City of Hastings, please accept this letter from the City of Hastings as fully supporting the grant request of the Adams County Register of Deed Office for the conversion of the records that are currently on microfilm to digital images.. The Register of Deeds Office has been a great partner with the Hastings on our GIS program for many years. Over time, they have been able to diversify and expand their services to meet the needs of those in our community. We are very proud of their efforts and accomplishments as a public office in Hastings.

The ability of the Register of Deeds Office to complete this project will be an asset to the citizens and developers in the entire region. The ability to complete this task would have a positive impact through the Adams County area.

Again, the City of Hastings fully supports the grant application request of the Adams County Register of Deeds Office.

Sincerely,

A handwritten signature in black ink that reads "Matthew S. Rossen". The signature is fluid and cursive, with a large initial "M" and "R".

Matthew S. Rossen
Mayor

MSR/gs



September 18, 2007

Mr. John Gale, Chairman
Nebraska State Records Board
State Capital
Suite 2300
Lincoln, NE 68509

Dear Mr. Gale,

I am writing this letter in support of the grant application for the Adams County Register of Deeds office. The City of Hastings, Adams County, and Hastings Utilities have been working together on the GIS system for some time now and are seeing the benefits of having this system in place. Working together we are providing the public with internet access to information that saves them valuable time and money. Much work still needs to be done. This grant would convert the remaining deeds to electronic format and provide the public internet access to this information. I, for one, would save considerable time in accessing deeds for writing easements.

Technology is moving at a fast pace and the general public is requiring us to provide more information to them via the internet. The grant would help relieve the financial burden to make this possible.

We encourage your committee to consider this grant application to help improve our GIS system and provide the public access to all the deeds recorded at the Adams County Courthouse.

Sincerely,

A handwritten signature in black ink that reads "Ron Sekora". The signature is written in a cursive style with a large, sweeping initial "R".

Ron Sekora
Coordinating Engineer

Network\Docs\Employees\Sekora\HU07\Letters\Register of Deeds Grant

"Locally owned and operated since 1886"

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 State Treasurer

2. Title of project NebraskaSpending.com

3. Brief Description of Project

The core functionality of NebraskaSpending.com is to act as a searchable database that allows the general public to access a wealth of government spending information like state expenditures, revenues, budgets, and even the average local property tax. There will be a Google-type search engine where users can browse payment information for goods and services by category, vendor, and contract. We will also incorporate flash technology to create interactive pie charts and bar graphs to reveal State spending habits in a simple and easy-to-read fashion.

3. Grant request amount \$ 50,000.00

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 _____

II. Grant Detail

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

See attached

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

See attached

3. Timeline for implementation (specific completion date must be provided, grant funds lapse if not expended prior to completion date).

Anticipated completion date is January 1, 2008

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

See attached

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

No

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

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?

See attached

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)

See attached

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)

See attached

III. Technical Information

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

See attached

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).**

See attached

3. Describe how technical support will be provided.

On-going technical support will be provided by aijalon, inc., the Nebraska State Treasurer's office, and IT professionals from First National Technology Solutions.

IV. CONTACT INFORMATION, SIGNATURE

Contact person for any questions regarding this application Perry A. Pirsch
phone # 402-471-8923 E-mail PPirsch@treasurer.org

Signed this 28 day of September, 2007



Agency Director

Please Return to:

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

ATTACHMENT

II. Grant Detail

1. Please describe the project in detail

In an attempt to demystify the confusing and, often times, complicated maze of government disbursements, State Treasurer Shane Osborn is creating NebraskaSpending.com: a public, searchable website that will delineate every aspect of state government spending.

Currently, the State of Nebraska does offer government spending information in the form of the Comprehensive Annual Financial Report (CAFR). The CAFR, however, is well over one hundred pages long, littered with complicated spreadsheets and ledgers, and satiated with a fiscal nomenclature that we believe is only understandable by a select assembly of the most learned financial authorities.

But even the CAFR has limitations.

If someone wanted to see the number of claimed expenses by each of the five Constitutional offices, or the amount of money the Department of Education spent on office supplies for any given month, they would have to go to the Accounting Division of the Department of Administrative Services and leaf through the Grant Project Summary which, for the month of August 2007, contains exactly 8,698 pages.

Again, the information is there but it is scattered across various agencies and departments and the overwhelming concentration of raw data prohibits any reasonable person from accessing it in any sort of meaningful way.

State agency websites, for better or worse, have been constructed by bureaucrats for bureaucrats with little consideration given towards things like ease of navigation, simplicity of terms, or uncomplicated graphs and tables.

NebraskaSpending.com will change that. We have retained aijalon, inc., a Lincoln-based web design and marketing company, to not only ensure that NebraskaSpending.com is both user friendly and visually appealing but to help us develop a market share during the initial roll-out.

By incorporating easy-to-read pie charts and bar graphs, NebraskaSpending.com will act as a central clearinghouse allowing users to access a wealth of government spending information like state expenditures, revenues, budgets, and even the average local property tax. There will also be a "Google" type search engine where users can review payment information for goods and services by category, vendor, or by contract.

While we anticipate our user-universe to include state, county, and municipal elected officials as well as their staff, NebraskaSpending.com is being constructed with the average citizen in mind. Site navigation will be straightforward and simple;

terminology will be very basic; and above all, Nebraskans will have a clear and distinct picture of how their tax dollars are being spent by the state government through various illustrations, such as pie charts, graphs, and tables.

The State Treasurer is uniquely suited to operate this type of website. First, the State Treasurer has been charged by the Nebraska Constitution and Statute to receipt and disburse state funds and to 'keep a just, true, and comprehensive account of all money received and disbursed.'

Second, unlike the Governor, who serves as Chief of the Executive Branch, or the Legislature, who provides the agency oversight, the State Treasurer is a neutral, unbiased custodian of state funds.

Further, the main objective of NebraskaSpending.com is to provide accurate information with cited sources, not editorialize or make policy judgments. The State Treasurer does not have a standing position or agenda as it relates to government spending habits. Our only concern is to allow average citizens the opportunity to scrutinize this information and form their own conclusions.

NebraskaSpending.com is set to go live on January 9, 2008 in order to facilitate the next Legislative session. At this point, NebraskaSpending.com will contain two interactive pie charts, one for major government expenditures and the other for government revenues. Each section of the pie chart will represent a different category in which the user will be able to click and "drill down" for more information such as how much money was devoted to that department and its total overall percentage of the budget.

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

Beneficiaries of NebraskaSpending.com include: state, federal, and municipal elected officials and members of their staff; students; teachers; general public; and any other demographic concerned with state spending habits and practices. Projected activity is estimated to begin with 1,000 internet "hits" for the initial month and increasing each month thereafter, peaking during each Legislative session.

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

In addition to providing general web maintenance and timely updates of spending figures, the Treasurer's office will: provide conceptual ideas for the visual elements of the site; provide images for the conceptual design if necessary; provide Database Extracts from the NIS system to be used with the site database; provide direction on what and how users search the database information; provide assistance with the final testing prior to site launch; attend GRAVEL instruction on updating site information.

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?

Since NebraskaSpending.com was conceived to be a resource for Nebraska taxpayers, Treasurer Osborn believes every effort must be made to construct it without the use of public funds.

In addition to seeking a public grant, Treasurer Osborn will, if necessary, seek grants from non-partisan, private sector groups, organizations, and individuals who believe the general public has a right to see how the state is spending their tax dollars; however, the overwhelming expense is in the initial coding.

Yearly maintenance expenses are estimated at about \$1,100, within the Treasurer's budget, and the Treasurer's staff will be trained to make updates without need of another full-time or part-time staff member.

8. Please describe how this project will enhance the delivery of state agency services or access to those services.

As is stated in Section 84-1201 of the Nebraska Statutes that deal with the creation of the Records Management Act: (3) *The increasing availability and use of computers is creating a growing demand for electronic access to public records, and agencies should use new technology to enhance public access to public records.*

The NebraskaSpending.com project falls squarely within the boundaries of this statute because it is utilizing internet technology to provide the public with simple and immediate access to state spending records.

While the information is currently available through a myriad of sources, it is scattered across various agencies and departments and the overwhelming concentration of raw data prohibits a reasonable person from accessing it in any sort of meaningful way. This confusion and lack of immediate access to state spending information places an undue burden on agency staff members who are eventually contacted and expected to locate the necessary data.

By providing a central clearinghouse of state spending information that is easily accessed through the use of the internet, NebraskaSpending.com will prevent unnecessary communication between state agencies and the general public. As a result, agency employees can direct all spending related questions to the website and thus providing themselves with more disposable time to execute the services as outlined by their respective divisions.

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.

In 1997, LB590 expanded the duties of the State Records Board to include oversight and management of electronic access to state government information, including information provided over the internet. While this mission statement properly reflects the very spirit of NebraskaSpending.com, it also serves as the foundation for a strong, robust and long-lasting collaborative effort between state agencies and the users of this website.

NebraskaSpending.com will take pre-existing financial information presently scattered throughout numerous agency sources and consolidate it into a simple and easy-to-read website. This effort will provide a consistent, accurate, and neutral resource that will immediately benefit members from every branch of our state government.

For example, this project will contain information from the Comprehensive Annual Financial Report (CAFR) available from the office of the Nebraska State Auditor; budgets available through the Department of Administrative Services (DAS); tax revenue available through the Department of Revenue; as well as the budgets of numerous state agencies available through the Legislative Fiscal Office.

Additionally, we believe NebraskaSpending.com will set the standard for how public/private partnerships are viewed in the future. Already, Treasurer Osborn has been working with individuals, organizations, and think-tanks from the private sector who share the belief that Nebraskans have a right to see how the state is spending their tax dollars and include them in the construction process. These partnerships will prove invaluable as the project moves forward and provide new perspectives on how government and private sector entities can come together for the benefit of the citizenry.

III. Technical Information

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

Hardware:

Linux Distribution: CentOS Release 5
Installation Type: Shared Host
Storage: 3GB disk space (via RAID mirrored drives)
CPU: Dual 2.4 GHz Xeon processors

Software:

Apache: 2.2.4
APC 3.0.14
ADODB 4.95a
MySQL: 5.0.41
OpenSSL 0.9.8e
PEAR 1.6.1
PHP: 5.2.3
Smarty 2.6.18
VIM 7.1

SSH
Flash 9.0

Several of the components listed above are supporting software for the system's operating system. The intended purpose of using flash will be to assist users in interpreting the data of State spending activities through a duplicated written and visual means.

Communications:

The two parties, Nebraska State Treasurer and aijalon inc. will work closely together to create a web site that quickly and easily outlines state spending for the public user. This will require considerable communication efforts on both parties. This will be done through the processes of meetings, email, and telephone. Once deployed the main mode for communication to the public will be the web site itself, however a full scale promotion of the web site to get the public involved will be part of the strategy provided by aijalon in cooperation with the Nebraska State Treasurer.

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.**

The system will not be interfacing directly with other state systems during phase 1 of the project. All information will be provided independently to the system which will rely upon its own database. The web site will be tested in all state-supported browsers (Internet Explorer 6.0+, Netscape 7.2+, Firefox 1.5+, Opera 9.0+) for consistency in the display and usability features of the site. The site will also meet ADA section 508 compliance standards.

- **Compatibility with existing institutional and/or statewide infrastructure.**

The system (which will be independent of existing state infrastructure) will conform to a stricter, more secure set of guidelines established by both aijalon and Treasurer's staff.

- **Reliability, security and scalability (future needs for growth or adaptation).**

This system will be hosted through the First National Technology Solution data center located in Omaha, NE. The center currently meets SAS70 requirements for the on site security provided. The center is staffed 24X7X365 to ensure reliability and stability is provided for the system support. The system will be build with scalability in mind to meet future needs of the Treasurer's desire to expand the site. This will be accomplished within the planning phase of the site development.

**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 Liquor Control Commission (NLCC)

2. **Title of project** Online Excise Tax Reporting & Payment System

3. Brief Description of Project

The Nebraska Liquor Control Commission (NLCC), created by the Liquor Control Act of 1935, regulates and controls all phases of the manufacture, sale, distribution, and traffic of alcoholic beverages in the State. The Commission regulates the liquor industry by the issuance, revocation, or suspension of liquor licenses as provided by statute. The Commission is also responsible for the collection of applicable license and permit fees and the excise tax on alcoholic beverages, which are remitted to the State Treasurer. The Commission is composed of three members who are appointed for a term of six years by the Governor with approval by the Legislature.

The Nebraska Liquor Control Commission is charged by the Legislature to enforce Chapter 13 of the Nebraska Statutes. Within the Chapter is Statute 53-164.01, requires beer wholesalers, spirit/wine wholesalers, brew pubs and farm winery licensees to submit excise taxes on a monthly basis from the sales of alcoholic beverages. The Commission receives the monthly state excise tax returns which trips an internal audit of the report to insure the full submission of all taxes due. Each months tax receipts equal on an average \$2,114,973. The state excise taxes collected are then submitted to the State Treasurer and land finally in the general fund. The state excise collected equals approximately 27 million dollars per year. The scope of the liquor industry includes 27 beer wholesalers, 21 spirit/wine wholesalers, 19 farm wineries and 16 brewpubs all required to file monthly state excise tax returns for a total of 83 returns.

Currently all state excise tax returns submitted are processed on a manual review process. If this grant is allowed, a majority of the process work will move to an automated level. The automation is projected to save processing time, be cost efficient and extremely accurate creating greater assurance of full accountability.

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

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

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

NSRB Grant Application

Page 2

II. Grant Detail

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

Business Case:

Currently all wholesale beer, wholesale spirit/wine, brew pub and farm winery license holders file their monthly state excise returns in paper form. Also, all tax payments including penalty payments are paid by check through mail or walk in.

The tax return carries the requirement of numerous supporting schedules with many math equations and totals carried forward to lead tax return.

Under the new project tax remitters can file their tax by electronic means and submit the tax payment by ACH. The ACH payment would be available to beer, spirit/wine wholesalers, farm wineries and brew pubs. The electronic filing will eliminate many math errors committed by the tax remitter and thereby relieving the revenue division staff from correcting these errors. Also, Liquor Control staff must open mail and sort out all documents received. The new procedure will reduce this time consuming task since documents will be received and reviewed by electronic means. The tax payments are received by check. After deposit is prepared, the checks are hand carried to the State Treasurer, which carries risks and is time consuming; under the new project plan, these steps could be eliminated.

Technical Requirements:

- 1.) Provide a method by which users could enter the pertinent information for the beer forms 35-7000, 35-7005, 35-7010, 35-7015, and 35-7020; spirit/wine forms 35-7050, 35-7055, 35-7060, 35-7065, 35-7070 importing relevant information from one form to another where applicable.
- 2.) Provide notification and create an administrative side to the application where NLCC could view submissions and accept or reject them.
- 3.) Allow submissions to be archived until accepted by NLCC, so that licensees may go back and make changes.
- 4.) Provide a method by which users can make a payment online using the ACH payment option.
- 5.) Provide computations of taxes due

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; the distributors, NLCC, and the State of Nebraska.

This new service will benefit any business that holds a class W or X liquor license in the state of Nebraska. At this time there are approximately 27 Beer Wholesalers and approximately 21 Spirit/Wine Wholesalers that will potentially use this new service. Allowing wholesalers to submit the forms and pay on line will decrease user error rates and get the agency's tax monies into the bank accounts more efficiently and timely. This will increase the amount of interest for the state since the monies collected will be deposited into bank accounts quicker than the current process of mailing them in.

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 the beer distributor reports be launched by January 2008. The process for the wine/spirit distributor reports will start shortly after and it will be intended to launch by fall 2008.

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

The Liquor Commission staff will maintain the information in the administrative site, created by Nebraska.gov, to review and print reports filed by wholesalers including payments. They would then contact the wholesalers with issues on forms or attachments. Attachments (invoices, transfers, returns or receivers) will still be sent to the agency. These attachments need to be cross checked with the tax return forms that are filed. NLCC would then receive a copy of monies deposited daily from Nebraska.gov if transactions occur. NLCC would then enter monies into NIS and fax deposit information to the State Treasurer. Liquor Control revenue division would update additions, deletions and changes of wholesalers. Database will be created by Nebraska.gov.

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. The costs were not discovered until after the 2008 budget costs were submitted. The costs are for initial setup. Any maintenance costs will be asked for in the next biennium budget request.

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

All tax remitters fall under the following Nebraska Statutes:

- (a) Statute 53-160 which states all tax rates for each tax category.
- (b) Statute 53-160.01 which sets forth certain tax free exemptions.
- (c) Statute 53-164.01 sets forth state excise tax due dates.
- (d) Statute 53-165 indicates certain due dates on submission of tax forms.

Under the new procedure, a higher form of compliance will be realized. Penalty and interest assessments will be reduced. This will reduce time to calculate penalty and interest payments.

NSRB Grant Application

Page 3

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?

The costs were not discovered until after the 2008 budget costs were submitted. NLCC has committed to a maintenance agreement which provides reoccurring monthly maintenance payments for this service through Nebraska.gov. The yearly maintenance cost is not to exceed \$5,000 per fiscal year.

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)

Distributors:

Currently the Nebraska Liquor Control Commission's customers are required to mail in monthly paper reports. Some wholesalers are using the official forms created for this purpose; some have created their own in-house solution for reporting, such as an Excel spreadsheet, which has been approved by the agency. All wholesalers are currently paying excise taxes due by check including penalty payments.

Agency:

This new process will increase the speed in which NLCC's tax monies are collected. Approximately 27 million dollars per year will be made available in the general fund. Payees will be assured the monies are received in a timely manner and will not be subject to additional penalty or interest taxation for late fees. This new process will also allow the agency to spend less time on calculations and checking figures to be carried over to other form figures. It will also save up time on cross checking filings from wholesalers.

Under the current system there is a conservative 3 to 5 day deposit lag time before the state can realize interest on monthly deposits. Under the new ACH deposit system, the day deposit lag time will be cut to nearly zero. The electronic transfer of state excise tax collections from wholesale licensees to the State Treasurer will occur exactly on the 25th or the next business day each month versus 3 to 5 days later or sometimes more. It is projected on estimated basis that some \$13,000 of interest will be gained by the state each 12 month period. Over a three year period some \$39,000 additional interest could be gained by the State. Also, currently the Commission staff hand carries to the State Treasurer each year nearly 1,000 checks to be processed through the banking system. Under the new ACH program, no longer will checks need be hand carried and processed which will certainly result in a huge cost saving in time and work for the agency, licensees and savings for citizens.

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)

This new online e-government service will allow this NLCC division to be more efficient and significantly reduce a large amount of paper processing. It will allow NLCC to spend less time on calculations and checking figures to be carried over to other form figures. It will also save time on cross checking filings from wholesalers. This time savings will allow the division more opportunities to concentrate on other desk and job responsibilities. This would also save our industry in having to revise and re-file forms that are incorrect.

Currently NLCC has 27 beer wholesaler and 22 spirit/wine wholesaler reports that are due the 15th of every month. The taxes from these reports are due by the 25th of each month. The reports need to be reviewed for accuracy before the 25th. If discrepancies are found we can notify the wholesaler before the next months filings are sent to our office. Then the dollar adjustment is not delayed until the following months report. This would also prevent the wholesalers from having to file revised forms due to calculation errors or errors in carrying figures over to other forms incorrectly. Commission staff wouldn't have to hand carry wholesaler monies over to State Treasurer. In the new process paperwork will be faxed to State Treasurer. Sometimes our division will need to enter 3 different deposits throughout the day. This would also allow us in the new process to only enter 1 deposit. The industry has a few wholesalers that walk in checks, this would no longer need to be done. We require envelopes with payments be post marked by the 25th. Therefore sometimes we receive the envelopes in the mail 3 days after the 25th. We would no longer have a 3 to 5 days lag time that it takes to get deposit monies entered and sent to State Treasurer.

Our division would have an approximate 90 hours a month savings on cross checking calculations, figures and entry of deposits. This time would then be applied to other internal audit steps that are not being done currently. Which would result in stronger compliance.

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.

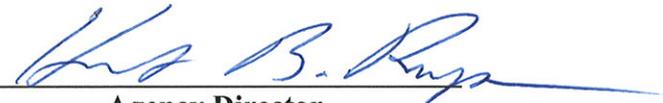
Technical support for these forms will be provided by Nebraska.gov pursuant to an addendum to the master contract between the Nebraska State Records Board and Nebraska.gov. NLCC has committed to a maintenance agreement which provides reoccurring monthly maintenance payments for this service through Nebraska.gov. This yearly maintenance cost is not to exceed \$5,000 per fiscal year.

IV. CONTACT INFORMATION, SIGNATURE

Contact person for any questions regarding this application Hobert Rupe

phone # 402-471-2574 E-mail h.rupe@lcc.ne.gov

Signed this 1st day of October, 2007


Agency Director

Please Return to:

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

4. Will there be a fee for accessing records associated with this project?

No. All forms will be available to beer and wine/spirit wholesalers at no cost. This is a great benefit for the wholesalers since the current procedure only allows them to hand write the information on paper forms, then mail and pay the agency manually each month. Most wholesalers have created a spreadsheet that they mail to the agency to save time each month, and then send their payment in the mail separately. With this online service the wholesalers will be able to fill out all their information online and submit payment all at the same time. This will save them time and the cost of mailing each month. The information will also be more consistent and uniform and help increase efficiency within the agency. Eliminating the paper process and keeping the wholesalers information filed and accounted for will also be a huge benefit to the agency.

Nebraska State
Records Board
440 So. 8th, Suite 210
Lincoln, NE 68508



John Gale
Chairman
(402) 471-2745

APPLICATION FOR STATE RECORDS BOARD GRANT TO IMPROVE ACCESS TO PUBLIC INFORMATION (Reinvested Revenue Grant Application)

Instructions: Click using your mouse pointer in the left most area of each text entry field to begin typing your answers. After clicking in your first text entry area you may then use the [Tab] button to advance from field to field or [Shift] + [Tab] to move back to the previous text area.

I. GRANT SUMMARY

- Submitted by:** Nebraska Interactive LLC (NI)
- Title of project:** State Agency and County Website Re-designs
- Grant request amount:** \$25000
- Will there be a fee for accessing records associated with this project? (Yes or No)** No

If yes, please provide any statutory reference or authorization for the fee:

5. Provide a brief description of the project for which the grant is being requested:

NI is requesting a one year grant that will be used to augment the re-design of State and local government Web sites as needed. A re-design is the process of taking an existing Web site and its contents and upgrading the site in efforts to keep it fresh and relevant to the targeted market and compliant with many state and industry standards.

NI currently offers many services in its role as the network manager for the state of Nebraska. These services include items such as Web site design and re-designs, hosting, expansion of the Nebraska.gov portal, dedicated customer service and support, marketing and consulting services, project management and development for a vast array of cutting-edge eGovernment services. In its role as network manager, NI has recognized a growing trend among the government entities it supports through Nebraska.gov for state and local entities to provide their internet constituency with updated, refreshed and relevant Web sites. While this trend is not necessarily surprising, it is becoming a factor in resource allocation and resource usage with the network manager.

The cause of this trend is impacted greatly by improvements being made in various areas of Web site design. These areas include creative design improvements as well as improvements in Web site usability (how easy a web site is to navigate and provide functionality to its users) and accessibility (a Web sites ability to be navigated by users with various impairments). Nebraska.gov is seeing a rise in the number of Web sites re-designs it has been requested to provide for government entities.

The internet provides an environment of constant change and this environment expects each Web site to be constantly upgraded and redesigned to keep its users engaged. Unfortunately

most entities that have Web sites do not have the capabilities, knowledge base or resources to continually and effectively keep up with these changes. It is this lack of resources and knowledge base that creates a need within State and Local Government. Because Web site re-designs are services that Nebraska.gov has traditionally provided at no cost, this option for government entities becomes very attractive, thus causing a rise in the number of re-designs performed through the portal.

II. GRANT DETAIL

1. Please describe the project in detail:

Business Case:

In just the past year Nebraska.gov has completed or is currently working on re-designs for the following agency and county Web sites:

- Supreme Courts – 281.85 hrs
- Secretary of State – 356.50 hrs
- Nebraska Commission for the Blind and Visually Impaired – 41 hrs
- Nebraska Commission for the Deaf and Hard of Hearing – 11.75 hrs
- Foster Care Review Board – 8 hrs
- Community College Association – 1.50
- Nebraska Brand Committee – 18.25 hrs
- Health and Human Services – 129 hrs
- Board of Geologist – 18.75
- Board of Landscape and Architects – 10 hrs
- Greeley County – 25 hrs
- Kearney County – 9.75
- York County – 12.25 hrs
- Sheridan County 3.5 hrs
- Hayes County – 13.25 hrs
- Furnace County – 40.45 hrs
- Department of Veteran Affairs, Post Traumatic Stress Disorder – 25.75 hrs
- Greeley County – 19 hrs
- Kimball County – 19.50 hrs
- Thurston County – 11.00 hrs

When Web sites are redesigned, not only does work go in to creating a new look and feel, but also, all of the pages of content from the old site needs to be migrated to the new. This can be a time and work intensive process in itself, and often the content needs to be completely re-worked in the code to reflect modern coding standards. Depending on the size of the agency, this process can take from hours to several days or weeks. Additionally, when Nebraska.gov receives a request for a Web site or re-design, there are a minimum of two resources on each project; a project manager and a creative design/content manager.

Provided below is a cost analysis of an "average sized" web-site re-design project. Included are the hours worked and the cost incurred by Nebraska.gov for those resources.

Resources	Hours worked on average sized project	Cost to Nebraska.gov per hour	Total Cost per "average sized" project
Project Manager	21.20 hours	\$40.00	\$848.00
Creative Design/Content Manager	19.25 hours	\$50.00	\$962.50
Total	40.45 hours		\$1810.50

The total cost for this "average" sized re-design project is \$1810.50. This cost is absorbed by Nebraska.gov and not billed to the agencies and counties.

In comparison, if an outsourced company would do the same project, below is the same breakdown.

Resources	Hours worked on average sized project	Cost from Outsourced Vendor per hour	Total Cost per "average sized" project
Project Manager	21.20 hours	\$73.00	\$1,547.60
Creative Design/Content Manager	19.25 hours	\$65.00	\$1,251.25
Total	40.45 hours		\$2,798.85

The total cost an outsourced vendor would likely charge the State is \$2,798.85. With 20 average sized projects a year, the total cost to the state for all projects would be \$55,977.00

This total is just a rough estimate. Design and re-design projects vary considerably, with the smallest projects possible only using approximately 9 hrs while a project such as the Secretary of State re-design used approximately 356.50 hrs. If we total the resource usage just for the 20 projects previously listed, Nebraska.gov has logged over 1056 hrs.

Nebraska.gov 1056 hrs x \$55.00 = \$58,082.00

Outsource vendor minimum would be 1056 x \$81.00 = \$85,536.00

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

The beneficiaries of this request are specifically the agencies and counties. There may be a need in the future to charge agencies and counties for re-designs which would be to help Nebraska.gov cover the cost of resources used on these projects.

Web site designs and re-designs provide public access to Government records, information, actions and proposals. With out these updates sites, agencies and counties could not be as efficient.

The projected activity is to continue completing re-designs at the current pace or even more. In the past year, Nebraska.gov has completed or is currently working on 20 re-designs. Nebraska.gov would like to continue to offer this service at no cost to the agencies and counties.

3. Please provide a timeline for implementation. NOTE: a specific completion date must be provided as grant funds lapse if not expended prior to completion date. (provide answer below)

1 Year

4. What will the NI's contribution to the project be? Provide examples such as labor, equipment etc. NI will contribute a 100% facilitation of website design and re-design projects from beginning to launch at no cost to local and government.

5. Does the project require additional statutory authority? (Yes or No) No

Please explain:

6. Why is the grant money needed for the project, and, if applicable, how will the service be sustained once the grant money is expended? (provide answer below)

The grant money is needed to provide continued resources for Web site design and re-design projects. As mentioned about, Nebraska.gov has exhausted more than 1056 hrs working on these projects at no cost to the agencies or counties. The grant money will secure that these projects continue to be completed at no cost to the agencies and counties.

Please see the Business Case description under part II Grant Detail for more detailed information.

7. Please describe how this project will enhance the delivery of the state agency services or access to those services. (provide answer below)

The delivery of services will be enhanced through this project by way of information being standardized and easily accessible.

10. Please describe how this project will: (NOTE: you may respond to any or all of these criteria)

a. Improve the efficiency of agency operations:

When web-site designs and re-designs are launched, efficiencies for both the agency and the user are immediate. They are able to find information quickly and access that information with ease.

b. Facilitate collaboration among state agencies:

Up to date websites helps state agencies find and access information quickly and without difficulty.

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

Up to date websites help everyone find and access information quickly and without difficulty.

III. TECHNICAL DETAIL

1. Describe the hardware, software and communications needed for this project and explain why these choices were made: (provide answer below)

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

a. Conformity with generally accepted industry standards. NOTE: Projects which interface with other state systems (such as distance learning systems) should also address NITC technical standards and guidelines.

b. Compatibility with existing institutional and / or statewide infrastructure:

c. Reliability, security and scalability. Include future needs for growth or adaptation:

3. Describe how technical support will be provided: (provide answer below)

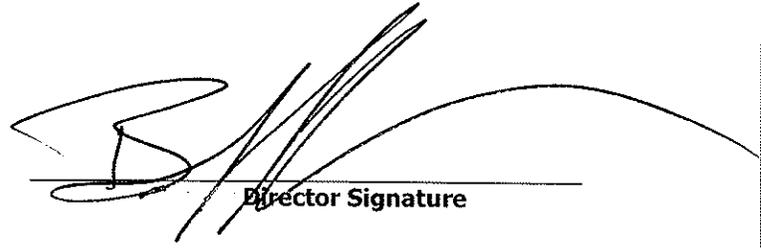
IV. CONTACT INFORMATION, SIGNATURE

Contact person for any questions regarding this application: Brent Hoffman

Contact phone number: 402-471-6582

Contact email address: brent@nebraska.gov

Singed this 1 day of October, 2007



Director Signature

Please Return to:

**Nebraska State Records Board
440 So. 8th, Suite 210
Lincoln, NE 68508**