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Records Board Chairman  
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**APPLICATION FOR STATE RECORDS BOARD GRANT  
TO IMPROVE ACCESS TO PUBLIC INFORMATION  
(Local Government Agency)**

The Nebraska State Records Board is sponsoring a grant program for county and municipal governments for the development of programs and technology to improve electronic access to public records by citizens and businesses. The grants may be used for the creation or enhancement of electronic access and delivery of government services and information, but not to fund ongoing operations. One of our highest priorities is to encourage collaboration and projects which can ultimately be used in multiple jurisdictions with minimal modification. Collaborative projects may be awarded grants in the amounts not to exceed \$25,000.00; single jurisdiction projects have a \$10,000.00 limit.

A collaborative grant must have more than one jurisdiction involved or be a project or application that can readily be shared and utilized by more than one jurisdiction. A single jurisdiction, in order to qualify as a collaborative grant, must provide a plan of how the application will be made available and shared with other jurisdictions at no charge.

**Grant Criteria**

*Projects requesting funding must meet criteria #1-3. In addition, criteria #4-6 will be considered when reviewing funding requests:*

1. Enhance the delivery of local government agency services and improve access to those services.
2. Meet the state's technology access clause for providing equal access to services for persons with disabilities. A copy of the technology access clause is available at: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.
3. If the project or service created or improved pursuant to the grant application involves the licensing, permitting or regulation of businesses, then the project or service must allow integration with the State of Nebraska's Business Portal at: <http://www.nebraska.gov/index.phtml?section=business> and the One-Stop Online

Business Registration System at:

<https://www.nebraska.gov/osbr/cgi/domestic.cgi?/OSBRApplication/init/init/None>

4. Improve the efficiency of agency operations.
5. Facilitate collaboration between local, state and federal agencies and other public institutions (if applicable).
6. Support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov.

Grant applications will be considered by the Board at their quarterly meetings. For application due dates, Board meeting dates and any other questions about the process, please contact Cathy Danahy, Executive Director, at [cathy.danahy@sos.ne.gov](mailto:cathy.danahy@sos.ne.gov) or (402) 471-2745.

Local Agencies desiring grants from the Nebraska State Records Board for projects to create or improve electronic access to government information must complete the following application and follow any procedures outlined.

**NOTE: All successful candidates will be required to submit a written project report to the State Records Board at the conclusion of their project.**

If you need additional space for your answers please attach any documentation necessary. *Applications not completed in full will be returned to the requesting agency for completion and resubmission.*

***THIS PDF DOCUMENT IS AN EMAIL ONLY SUBMISSION.***

**I. GRANT SUMMARY**

1. Name of agency applying for grant Hayes County Assessor

2. Title of project Geographic Information Implementation

3. Brief description of project:

Implement GIS for Hayes County, to modernize current record keeping of parcels and soils, and to make it accessible to the Public & various entities who utilize the information for their business.

4. Grant request amount \$ 25,000.00

5. Will there be a fee for accessing records associated with this project? If yes, provide any statutory reference or authorization for fee.

No, there will not be a fee for accessing records.

## **II. GRANT DETAIL**

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

Hayes County has elected to construct a Geographic Information System (GIS) that will be accessible on the Internet through a Website designed for Hayes County.

This GIS project has been initiated by the Hayes County Assessor's Office. It will assist in and simplify providing more current and precise parcel information for assessment and land valuation. It will allow and expedite the process for property splits and measurements through this program. It will assist the Assessor in calculating soil and land class acreages and values for each agricultural parcel in the county. It will assist in calculating valuations based on the GIS data according to the deeded acreage for each parcel, which will more efficiently maintain this information to provide current and correct data.

Hayes County routinely receives inquiries for property information from multiple entities, locally as well as from outlying counties and states. These inquiries have increased due to the State mandated total county reappraisal which has generated many changes in the County's non-spatial land record database. Requests come from Banks, Insurance Companies, Appraisers, Realtors, and also the public in general. Many requests are local, although requests come from throughout the State and numerous are out of State requests. Many times the above entities travel miles to visit our office to obtain this information, or they choose to call us requesting the information. The current system requires that records be located and copied manually before being transferred to the interested party, either in person or by fax. Many have questioned if Hayes County has a website for them to access the information they need, as numerous counties do. Upon completion GIS will save the Assessor's Office time and the taxpayers money to be able to provide them with the internet address where they could search for the information needed. It will be easily accessible to them through the internet without the time and cost of travel. Requests include property owners, location, legal description, assessment data, and soil data. GIS will not only assist with the above, but also with providing layers for parcel identification and land use in a digital format, and current up-to-date information readily available on the internet.

The implementation of a GIS system would be very beneficial for not only the Hayes County offices but for inquiring parties as well. Information pertaining to a property's owner, location, legal description, assessment data, and soil data could all be easily accessed. The maintenance of such information would be simplified as well. This simplification would allow for more prompt and accurate maintenance, modification, and requests for information could be granted in a nearly instantaneous fashion.

Hayes County has recently completed a State mandated total county reappraisal, which has generated many changes in our (non-spatial) land record database. The GIS system will aid the Hayes County Assessor's Office tremendously in keeping this new reappraisal work correct and current.

It will also be very helpful to the Hayes County Clerk's Office, saving much time fielding the inquiries for information. It will be very useful to the Hayes County Treasurer's Office for tax inquires. It will prove helpful to the Hayes County Election Office in determining exact voter precinct maps. The Hayes County Weed Office will use it for determining property owners & property location for spraying noxious weeds and issuing notices to land owners.

The Hayes County Sheriff's Office has already implemented GIS based dispatch technology. The addition of property ownership information to the dispatch system will aid dispatchers in determining exact locations for 911 calls and all emergencies. It will also benefit the Hayes County Fire & Ambulance Department in the same manner to aid in their Emergency Responses and for Intercepting Agencies that, when needed, assist them.

We have come to realize how this system will also help other local entities as well as Hayes County offices, such as the Village Office of Hayes Center, Village Office of Hamlet, Farm Service Agency Office, and the Natural Resource District. We believe it will be useful to the Hayes Center Public Schools in mapping the safest & most efficient bus routes. It will also be available for our local and county wide utility companies to aid in providing service to our county residents.

The system will be generated and maintained by GIS Workshop, Inc. servers, and will give public access to the assessment database by property owner, address, and parcel ID numbers. If the above are unknown, there will also be an option available for the user to manually select a parcel, and from there view the data connected to obtain their information.

Because it will be accessible at any time via the internet, we feel this new system will not only be accurate, useful and timesaving for Hayes County, but also for our residents and the general public.

After much research into various companies with different prices, Hayes County has signed a contract with GIS Workshop (GISW) to perform the necessary mapping & data collection. GISW has extensive experience and proven excellence in providing these services throughout the state of Nebraska. They have all of the soil and land use calculation tools to enable Hayes County Assessor to meet the state mandate for new soils codes. GISW is the only Company that provides GIS software and tools that work hand in hand with our MIPS database which is currently in place. They are also the only Company that is approved by NACO to provide GIS services to assessors in Nebraska. We have selected GISW so that this transition can be performed in the most efficient and accurate manner. Once in place, GIS will provide assistance for many years to come.

Hayes County Commissioners have voted unanimously to approve this project, with the funds available for the project and for the yearly support fees to be budgeted and available for the upcoming years.

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

Hayes County Offices of Assessor, Clerk, Treasurer, Election, Sheriff, Flood Plain Administer, Emergency Manager, and the Weed Department will benefit from this program. The villages Hamlet and Hayes Center, Farm Service Agency Office, and the Natural Resource District office will also benefit from this easily assessable database on our website. Property owners will have access to their property assessment and valuation information any time of any day, which will be of great assistance to those whom are homebound, handicapped, and hearing impaired. Other entities who will have access are Banks, Insurance companies, Appraisers, and Realtors, all at no cost to them.

The public will be notified of this site available to them at no cost, by mailings, newspaper notices, and informing people in person VIA County Offices

**3. Timeline for implementation (a specific completion date (MM/YYYY) must be provided). Grant funds lapse if not expended prior to completion date.**

12/ 2009

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

Hayes County Assessor and Hayes County Clerk's Office staff will be assisting in compiling information, data entry, and maintaining current data to assure all information is correct and up-to-date. GIS Workshop will be compiling data, scanning cadastral maps, designing & building our Website, and will provide certified training to office employees, and one-on-one training as needed. The initial fee includes one year of unlimited online & telephone support service.

Hayes County Commissioners have voted to pay the initial expenses and all future maintenance fees.

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

No, it is not.

In the past 2 years Hayes County has experienced many unforeseen expenses including the ice storm December 2006, a major flood in July 2007, and damaging hail storms in June 2008 & August 2008. The county has encountered unbudgeted expenses for reconstruction of roads and bridges from these weather related damages. Another unexpected expense was the State mandated total county reappraisal recently completed with a cost of \$ 105,000.00 to Hayes County.

These expenses, which have all been over the budgeted expenses, have undermined our ability to reserve funding for this project.

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

No, this project does not require additional statutory authority.

**7. Specify (in detail) what the grant money will be used for. Include a complete cost breakdown of the project. Please attach bids from vendors (if applicable).**

**The total amount of the grant money awarded to Hayes County would be used to defray the following expenses:**

GIS Workshop, Inc.	\$ 39,500.00
1 Computer System with the necessary requirements to run the GIS Program properly & efficiently.	\$ 1,000.00
GIS Program Software	\$ 1,500.00
TOTAL:	\$42,000.00

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

We are requesting grant money for this project for several reasons.

- A. Cost sharing in the total expense of this project.
- B. The large expenses Hayes County has encountered from weather related damages, thus not allowing us to accumulate money for this project.
- C. We believe this will actually pay for itself in the future from the savings of time currently spent supplying this information upon requests, and also the time spent keeping all of this information current and correct.
- D. Hayes County Commissioners have agreed to pay the future cost of program support fees and the labor costs to maintain this program to be used for many years in the future.

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

GIS will greatly enhance the delivery and access of assessment information, precise physical location, taxation information, and soil information for our County Offices, and also to many different entities for their business. This information will be readily available to them, landowners, and the general public at no fee to them.

**10. Please describe how this project will improve the efficiency of agency operations.**

GIS will not only enhance the accuracy of information, but also make it readily available, thus saving our office the time that is spent daily on telephone calls, receiving parcel information, retrieving the information, printing it, and then faxing or mailing this information to those who have requested it.

**11. Please describe how this project will facilitate collaboration among other local, state and federal agencies and other public institutions.**

Data contained in this new program will be used primarily by the Hayes County Assessors Office. Other county offices benefiting from the project will be the Sheriff, Clerk, Treasurer, Elections, Road Department, Weed Department, Emergency Management, and the Flood Plain Management in obtaining and managing Hayes County flood maps. Other local agencies that will benefit include the Fire and Ambulance Department, the Village of Hayes Center, the Village of Hamlet, the Hayes Center Public School system, the Farm Service Agency (FSA), and the Natural Resources District (NRD).

This GIS Program will work hand in hand with our office, making it available to supply information that is needed at a moments notice for local and intercepting emergency responders. GIS will assist the fire and ambulance crews much more efficiently in locating fires and emergencies, especially in the rural areas where in many instances the location is known, but the quickest and safest route to reach the location in is unknown. It will provide instant access for land information and soil types, will calculate the number of acres for each land use/soil type combination, and will identify where soils have changed benefiting not only Hayes County, but also the local and state FSA offices by aiding them in their work. It will be beneficial to the NRD for locations of wells and obtaining land information and property owners. It will assist the local School System in mapping & determining the safest routes for school busses.

This program will be very beneficial to local, statewide and nationwide businesses. Banking institutions, real estate companies, appraisal companies, and insurance companies will have instant access to property owners, location and legal descriptions, assessment data VIA our website at any time of any day. Currently this information is only available during our office hours at the Courthouse.

This program will aide our County in supplying requested information to the State of Nebraska. For example, this program would have proven most helpful in our year long state mandated total county reappraisal. It would have been readily available to submit to the state. Had this system been in place, our offices could have forgone the massive time expenditure required to gather, enter and submit data to the state. It will however, still be profitable and useful in the future in this area for report information submission to the State of Nebraska. We believe this will greatly aide our county with the soil conversion requirements that have been mandated by the State of Nebraska, which is due January 1, 2010.

**12. Please describe how this project will support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov?**

The assessor information obtained from our office, paid for by our local taxpayers, is public information, and should be readily available to them.

It is the desire of our County to make this information available to them, and to also be able to supply them with correct and current information. The website would make this information available 24 hours a day, and 7 days a week. Currently, this information is only available during office hours of the Courthouse. We also believe this program will be of great assistance to landowners in our county that are hearing impaired, homebound, and confined to wheelchairs, making it easier for these people to access this information from their homes or places of business.

**13. Does the project involve the licensing, permitting or regulation of business? If yes, 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.**

N/A

**III. TECHNICAL INFORMATION**

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

- A.** It will be necessary for us to purchase one new computer for this program to function properly. The computers we have are deficient in mega rams, memory, and DVD readers.
- B.** We will be purchasing ESRI GIS software with a single license of ESRI ArcView Desktop Software.
- C.** The construction of our Website is included in the fee with GIS Workshop. Hayes County will pay future years of maintenance fees. This will include unlimited telephone and on-line support which aids in keeping this program current, and the most valuable to our County.
- D.** The access to the data from the GIS program will be through the Internet. For persons who do not have Internet access, Hayes County Courthouse, Hayes Center Schools, along with public libraries offer computer services and the internet at no charge to the public.
- E.** We believe the above is necessary to implement this program and to profit at the maximum level from this program.

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

• **Conformity with general accepted industry standards. Projects which interface with other state systems (such as distance learning systems) must meet NITC technical standards and guidelines (NITC standards and guidelines are located at: <http://www.nitc.state.ne.us/standards/>).**

- **Compatibility with existing institutional and/or statewide infrastructure.**
- **Reliability, security and scalability (future needs for growth or adaptation).**

GIS Workshop's CAMALink Extension integrates a variety of appraisal tools allowing the assessor to combine data from our MIPS appraisal database into the GIS Program to create maps and for various appraisal analyses. GIS Workshop's CAMALink is the only tool that works directly with Hayes County's MIPS appraisal database which is currently in place.

**3. Describe how the project will comply with the State's Technology Access Clause: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.**

- A. The web page for Hayes County will be built and designed by GIS Workshop, with adherence to standards established by the State of Nebraska. Currently, there are no NITC technical standards and guidelines for GIS. The digital map data base has been developed using the Nebraska State Plane Coordinate System, NAD 83.
- B. There are numerous counties in Nebraska using the GIS System to obtain current and more precise information. We spoke with many who have employed GIS Workshop to implement this project and we discovered there was not anything but satisfaction and confidence with this company.
- C. We believe that the software supplied by ESRI Arc View GIS is very reliable and secure, and the system does not allow access to live data, so it is impossible to alter information that is on the web site.

**4. Describe how technical support will be provided.**

Training will be provided by GIS Workshop, with the cost included in the initial purchase. One-on-one training to our Assessor & staff will be available throughout the entire project, and as a result of their training and classroom style sessions, Hayes County staff will be fully equipped to operate, utilize, and maintain the GIS Program independently.

A two-day training session is also included for two office personnel. This training will be focused on data entry, editing, and maintenance functions. Telephone & online support for 12 months following the completion is included in the initial fee. Hayes County will pay the annual support fees for this service thereafter.

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**IV. CONTACT INFORMATION & SIGNATURE**

Contact person for any questions regarding this application:

Susan Messersmith

Phone # (308) 286-3413 E-mail clerk@hayes.nacne

Signed this 27<sup>th</sup> day of March, 2009

Susan Messersmith, Hayes County Clerk / Assessor

Agency Director

Please save to your desktop and send as an email attachment to:

Cathy Danahy [Cathy.Danahy@sos.ne.gov](mailto:Cathy.Danahy@sos.ne.gov)

(402) 471-2745

