

**Nebraska State
Records Board**
440 S 8th St Ste 210
Lincoln, NE 68508
(402) 471-2745

John A. Gale
Chairman



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 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.*

I. GRANT SUMMARY

1. **Name of agency applying for grant:** Saunders 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 all our books in the Register of Deeds office. Each book will be handled with care and numerically put into the appropriate computer folder. Upon completion of the project, the images can then be linked to a real estate web site on our Register of Deeds home page.
4. **Grant request amount** \$ 9716.25
5. **Will there be a fee for accessing records associated with this project? If yes, provide any statutory reference or authorization for fee.** Yes. There will be a fee for accessing our records. The payments will be made through such an agency as Pay-Pal.

II. GRANT DETAIL

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

The Saunders County Register of Deeds Numerical Scanning project will involve the scanning of all our old numerical books. Each book will need to be carefully taken apart and scanned front to back. A numerical index will be marked on all pages to insure a proper index numerical order. All books will be properly returned to their original order and placed back in their proper position in our vault. These images will be linked to our website for easy use by the public on our county website:

<http://www.saunderscounty.ne.gov/webpages/rod/rod.htm>

All deeds will be photographed, scanned and accessible to the public.

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

All tax paying citizens of our great county and those citizens in other counties would greatly benefit from this project. The technology in our world is so great that we feel we need to keep up with our ever expanding sources of communication. This project will also benefit realtors, title records personnel, historians, or anyone wishing to find more information regarding records of land deals in our county.

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

A timeline for this project would depend on receiving appropriate funds and then hiring the appropriate person to ensure that our records are of high importance to them. Ideally, we would like to see this project started and finished within a 10 month time frame.

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

The entire project will take place in the Register of Deeds office located in Wahoo, Nebraska. Due to their important nature, we do not allow our books to be taken out of our office. We will need to find an individual or individuals who can do the work here only.

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

At this time, there is no other funding for this project. Our office in Saunders County is very busy. We do not have extra dollars in our budget to hire this important project done without the generous help of grants such as this.

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

No

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).

Please see attached bids.

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?

As mentioned previously, this will be quite an asset to the people of Saunders County and those doing business and personal matters in our County. We have neither the time nor money in our budget to hire this benefit done by an outside vendor at this time.

Once the project is complete, we will always benefit from this great opportunity. The records will forever be printed and indexed in a matter that has easy restoration or retrieval.

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

This is vital information that will benefit many people for years and years to come. We are in a computer savvy world that needs to have this information at our finger tips. We feel everyone in the community at one time or another will greatly appreciate this service. We already hear from several realtors, title agency groups and many individuals already wishing we had this access.

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

We take great responsibility in guaranteeing what we offer to the public regarding our records. We always try and give the correct information in an accurate and timely matter. This project will help guarantee the information being delivered. It will give better time management to those retrieving the information from their own office or home.

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

This project will greatly improve our collaboration with other offices in our county, state and federal agencies by having our information at their finger tips without the need to visit our courthouse or call us on the phone. This will eliminate 65% of phone calls between agencies and others freeing up time and making sure all information is accurate.

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

It would be fabulous to have a link to Saunders County Register of Deeds on Nebraska.gov, for all the public to access or records.

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.

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.

We are in great need of monetary grants to accomplish this scanning of our documents. We do not have any of the hardware, software or communications needed to do this project on our own. This will all have to be hired out.

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).**

This project will conform and be very compatible with our Saunders County website. We do not feel there are any technical issues that we would have to deal with.

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.

Our project will be in compliance since the images scanned will be imported into our website already in existence. This will be accessible to any and all people and organizations with internet access.

4. Describe how technical support will be provided.

Technical Support for our County is provided by Kidwell, Mips, and NACO.

IV. CONTACT INFORMATION & SIGNATURE

Contact person for any questions regarding this application:

Phone # 402-443-8111

E-mail

Signed this 26 day of MARCH, 2009

 DANAHY

Agency Director

Please return to:

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

(Last updated 04/28/2008)



SAUNDERS COUNTY



DON CLARK
REGISTER OF DEEDS
P.O. Box 184
Wahoo, Nebraska 68066
(402) 443-8111
(402) 443-5010 (FAX)

March 26, 2009

Nebraska State Records Board
440 S 8th Street Suite 210
Lincoln, NE 68508

RE: Application for Grant

Dear Sir or Madam,

Please accept and consider my application for a grant to fund a scanning project that would be beneficial to everyone in our county. This grant would help our office better serve the public and offer our records to many.

We would be happy to answer any questions you may have. Thank you in advance for your consideration.

Sincerely,

Don Clark
Saunders County Register of Deeds

October 30, 2008

Saunders Co, R/D
PO Box 184
Wahoo, NE 68086

Dear Don:

The following is the bid that you requested for having your Deed Books scanned and converted to microfilm.

Large Books 69 x 750pgs/bk = 51,750 images
Small Books 55 x 750pgs/bk = 41,250 images

51,750 images x .12/image = 6,210.00
41,250 images x .085/image = 3,506.25

TOTAL \$9716.25

If you have any questions regarding this quote, please don't hesitate to call me at 402-746-2586.

Thank you for giving me this opportunity to serve you.

Sincerely,

Bob Fountaine
MIPS Microfilm Div. Mgr.

1/10/09