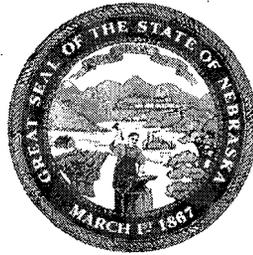


**Nebraska State
Records Board**
440 S 8th St Ste 210
Lincoln, NE 68508
(402) 471-2745

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: <http://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: Arthur County Nebraska
2. Title of project: GIS System for Arthur County Assessor's Office
3. Brief description of project: **The Arthur County Assessor has need of a GIS system to become compliant with State of Nebraska Assessor regulations.**
The Assessor has obtained bids for a GIS system, which will fill the Counties needs and now is seeking assistance in funding the project.
4. Grant request amount \$20612.00
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 these records.

II. GRANT DETAIL

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

This project is the implementation of a Geospatial Information System (GIS) to be used in updating property assessment values, which will bring Arthur County into compliance with State Statute Section 77-1363. The system will create classes and subclasses to reflect uses appropriate for the valuation of such land according to law and is based on soil classification standards developed by the Natural Resources Conservation Service of the United States Department of Agriculture as converted into land capability groups by the Property Tax Administrator. The Arthur County Assessor shall utilize this system to implement soil surveys in the assessment year after the soil survey maps become available to achieve more uniform and proportionate valuations.

This GIS offers tools that can aid in the quick, efficient, and accurate updating of parcel and agricultural land use boundaries, land capability groups and property value assessments. This system will also eliminate inaccuracies in current estimation of road acreage and conflicts between current land use classifications with NRCS Soil Survey Data. This system will also provide distinguishable section boundaries, accurate public land survey system section data and predefined home site and farm site acreages.

The total initial cost of the System is \$20,612.00 and the yearly upkeep cost is \$25.00 to \$55.00 per hour depending on the complexity of the needed programming. This upkeep cost will be provided for in the annual Arthur County Assessor's budget.

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

This System will benefit Arthur County by bringing the County into compliance with statute 77-1363 and by making the assessment of Arthur County property more efficient.

The Arthur County Assessor will use this GIS system to update property assessment values by using soil classification standards developed by the Natural Resources Conservation Service of the United States Department of Agriculture as converted into land capability groups by the Property Tax Administrator.

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

The scheduled completion date for this project is 12/31/2009.

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

The Arthur County Assessor will provide copies of all existing agricultural cadastral and survey maps. The assessor's office will also help with the reviewing of all the material.

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

No, there was no funding for the GIS Project budgeted in the 2008/2009 fiscal year. However, I will budget for partial payment in the 2009/2010 budget.

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

Adequate statutory authority is already in place for this project.

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).**

This grant money will be used to help pay the projected \$20612.00 expense of installing a GIS system in the Arthur County Assessor's Office to use in assessing rural property in Arthur County. (See attached bids from two vendors)

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?**

Arthur County is a small county of 720 square miles, in west-central Nebraska with a population of 444 people including one village. Arthur County is really stressed to keep up the additional expenses of state mandated requirements . Once this GIS system is installed, minimal maintenance will be required and can easily be provided for in the existing assessor's budget.

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

This GIS system will increase the accuracy and efficiency of assessing Arthur County rural property. It will also increase the speed in retrieving information when requested by customers.

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

This GIS system will provide tools that can aid in the quick, efficient, and accurate updating of parcel and agricultural and land use boundaries, Land Capability Groups and property value assessment.

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

Local, state and federal land use information will be combined to create the database in this system. Once compiled, the information in this GIS system will be compatible with the surrounding counties and can be adapted for their use with minimal modification. Because state and federal land use information is being used this system will facilitate the easy transfer of information among systems when needed.

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

Arthur County is considering developing a website, which will be linked to the official state portal(Nebraska.gov). This website will provide information and links for all Arthur County offices including the Arthur County Assessor's office.

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 this project will not involve the licensing, permitting or regulation of business.

III. TECHNICAL INFORMATION

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

Required hardware and software: Standard desktop CPU or laptop, with Microsoft WindowsXP and Microsoft Access 2003 or 2007. Internet connectivity will be required if Arthur County wishes to link their database to the databases of neighboring counties. Parcel soil summaries and maps will be created using a Soil Summary Report Generator built on the Microsoft Access platform (provided by the vendor). This hardware and software configuration was selected because the Arthur County assessor's office wanted a system that is not overly complex, that is easy to use, and that will allow the county to meet the requirement of Neb.Rev.Stat.Sec.77-1363. This system can also be expanded in the future to include more extensive and in depth property assessment tools.

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).**

All parcel boundaries created for the purpose of soil extraction will be created in compliance with NITC Land Record Information Standards, and Geospatial Metadata Standards. This is important because the NITC and the Nebraska GIS Steering Committee are committed to the standardization of geospatial datasets for Nebraska. This sets standards / guidelines for modernization of land records that are currently maintained on paper in the local courthouse. These guidelines also ensure that counties that are planning on modernizing their records conform with other land record datasets that currently exist or are being created across the state. (Sections 2.0-2.2 in the NITC Land Record Information Standards document).

Following the NITC guidelines will insure the compatibility of the Arthur County land records with statewide county, state and federal land records.

The proposed GIS system has been proven reliable, secure and is designed to adapt and grow to meet future needs.

- 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.**

Persons with disabilities can request the information this technology provides from the county assessor via telephone, email, or by visiting the county assessor's office. Land use summaries and parcel maps can then be delivered via email, printed hard copies, or can be mailed.

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

Minimal maintenance and technical support should be required once the project is completed. Any technical support that is needed will be provided by the vendor on a level of effort basis (hourly rate). The vendor will attempt to remotely solve any technical issues (via telephone,email,etc.), and then provide onsite assistance if the problem isn't resolved.

IV. CONTACT INFORMATION & SIGNATURE

**Contact person for any questions regarding this application:
Becky Swanson**

Phone # 308-764-2203 E-mail becky.swanson@nebraska.gov

Signed this 22nd day of June, 2009.

Becky Swanson
Agency Director

Please return to:

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

The following table outlines projected cost estimates based on the Task Level (TABLE 1), hourly rate (TABLE 1), and total number of hours required to accomplish each task.

TABLE 2: ESTIMATED PROJECT COST

TASK ID	TASK	DESCRIPTION	TASK LEVEL	TASK HOURS	COST
1	SOURCE DATA ACQUISITION ¹	CADASTRALS, SURVEYS, ASSESSMENT CARDS	1	0	\$0
2	PROJECT RESEARCH ²	TERRASCAN & MIPS DATABASE INTEGRATION	1	0	\$0
3	ONSITE DATABASE INSTALLATION/SETUP	UPDATE TERRASCAN/MIPS DATABASES	1	20	\$900
4	HARDWARE, SOFTWARE, & DATA REVIEW ²	ID ASSESSOR SOFTWARE & DATABASE	2	0	\$0
5	DATABASE CONSTRUCTION	FORMAT TO MIMIC ASSESSOR DATABASE	2	1	\$35
6	DATA EXTRACTION & ATTRIBUTION	SOIL EXTRACTION (20 MINUTES PER SECTION)	2	240	\$8,400
7	DATA QUALITY CONTROL	TOPOLOGY CHECKS (1/3 OF EXTRACTION HOURS)	2	80	\$2,800
8	DATA REVISIONS	DATA CORRECTIONS (15 MINUTES PER 1/4 OF TOTAL PARCELS)	2	58	\$2,015
9	DATA ACQUISITION	NRCS SOILS ACQUISITION & FORMATTING	3	1	\$25
10	SOIL MAP CREATION	CREATE SOIL MAPS (10 MINUTES PER PARCEL) FOR REVIEW	3	153	\$3,837
11	SOIL SUMMARY REPORT GENERATION	GENERATE SOIL SUMMARIES FOR REVIEW (2.5 MINUTES PER PARCEL)	3	38	\$950
12	PROJECT MANAGEMENT	SUPERVISION OF PROJECT ORGRANIZATION, PROGRESS, & COMPLETION (5% OF TOTAL HOURS)	PROJ MGT	30	\$1,650
TOTAL				591³	\$20,612

¹Provided by the county assessor

²Included in the initial consultation

³Total hours less Project Management hours

PAYMENT SCHEDULES

Prior to the start of the project, Arthur County would be required to provide \$5,000 project initiation fee. This fee will be deducted from the overall project cost. Following project completion, the remaining amount for 2009 would become due.

In order to accommodate budget restrictions that counties may face, payment schedules have been calculated that would satisfy county needs as well as those of the contracting agency. The following outlines proposed payment schedules.

TABLE 3: PROPOSED PAYMENT SCHEDULES

SCHEDULE	2009	2010	2011
PAID IN FULL	\$15,612 ¹	----	----
2 YEARS	\$5,306 ²	\$10,718 ²	----
3 YEARS	\$5,204 ³	\$5,828 ³	\$5,516 ³

¹Project cost based on \$5,000 project initiation fee, with remaining amount to be paid at project completion.

²Project cost based on \$5,000 project initiation fee, with remainder of 2009 amount to be paid at project completion. 2010 payment based on remainder of project cost plus a 4% financing fee.

³Project cost based on \$5,000 project initiation fee, with remainder of 2009 amount (1/3 of remaining project cost, less \$5,000 initiation fee) to be paid at project completion. 2010 payment based on project cost (less \$5,000 initiation fee) divided over three years, plus a 6% financing fee. 2011 payment based on remaining 1/3 of project cost (less \$5,000 initiation fee) plus a 6% financing fee.

PROJECT SCHEDULE

Based on the previously outlined assumptions and tasks, it is estimated that **12 weeks** would be required to complete the project. Any modifications to the previously outlined project assumptions or tasks could affect project length, as well as overall project cost.

Pricing and Financing Information

The following provides the total and detailed costs for the services and deliverables described in this proposal.

The following is a summary of costs for each county. This pricing is dependent on all six counties moving forward with the project. Detailed price sheets are listed separately for each county. The following pricing shows significant savings of between \$10,000 to \$20,000 per county if each county were to work independently.

The financing option is interest free, allowing each county to spread the cost of the project over 5 years. Using this financing program does NOT impact delivery date of the system, tools or training.

Arthur County, NE	\$18,820 (approx. 920 ag parcels)
1 st payment, 1 st January, 2010	\$3,964
2 nd payment, 1 st July, 2010	\$3,964
3 rd payment, 1 st July 2011	\$3,964
4 th payment, 1 st July 2012	\$3,964
5 th payment, 1 st July 2013	\$3,964
Blaine County, NE	\$23,900 (approx. 1400 ag parcels)
1 st payment, 1 st January, 2010	\$4,780
2 nd payment, 1 st July, 2010	\$4,780
3 rd payment, 1 st July 2011	\$4,780
4 th payment, 1 st July 2012	\$4,780
5 th payment, 1 st July 2013	\$4,780
Grant County, NE	\$24,750 (approx. 1500 ag parcels)
1 st payment, 1 st January, 2010	\$4,950
2 nd payment, 1 st July, 2010	\$4,950
3 rd payment, 1 st July 2011	\$4,950
4 th payment, 1 st July 2012	\$4,950
5 th payment, 1 st July 2013	\$4,950
Hooker County, NE	\$23,050 (approx. 1300 ag parcels)
1 st payment, 1 st January, 2010	\$4,610
2 nd payment, 1 st July, 2010	\$4,610
3 rd payment, 1 st July 2011	\$4,610
4 th payment, 1 st July 2012	\$4,610
5 th payment, 1 st July 2013	\$4,610
Logan County, NE	\$23,475 (approx. 1350 ag parcels)
1 st payment, 1 st January, 2010	\$4,695
2 nd payment, 1 st July, 2010	\$4,695
3 rd payment, 1 st July 2011	\$4,695
4 th payment, 1 st July 2012	\$4,695
5 th payment, 1 st July 2013	\$4,695
McPherson County, NE	\$24, 537 (approx. 1475 ag parcels)
1 st payment, 1 st January, 2010	\$4,907
2 nd payment, 1 st July, 2010	\$4,907
3 rd payment, 1 st July 2011	\$4,907
4 th payment, 1 st July 2012	\$4,907
5 th payment, 1 st July 2013	\$4,907

Ongoing Maintenance and Support Fees

After the 5th year payment, each county will be responsible for an annual support/hosting/maintenance fee of \$1,500 per county per year.