

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: Blaine County Nebraska
2. Title of project: GIS System for Blaine County Assessors Office
3. Brief description of project: **The Blaine 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 \$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 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 Blaine 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 Blaine 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 \$25,540.00 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 Blaine County Assessors 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 Blaine County by bringing the County into compliance with statute 77-1363 and by making the assessment of Blaine County Property more efficient.

The Blaine 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 06/01/2010.

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

The Blaine County Assessor will provide copies of all existing agricultural cadastral and survey maps.

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

Yes, Partial funding has been budgeted from Blaine County funds in the 2009 /2010 assessor's 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 \$25,540.00 expense of installing a GIS system in the Blaine County Assessors Office to use in assessing Rural Property in Blaine 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?

Blaine County is a small county of 780 Square miles, in central Nebraska with a population of 480 people including two villages and one unincorporated village. This County is sorely stressed to keep up the additional expenses of state mandated requirements created by a burgeoning electronic world. Once this GIS system is installed, minimal maintenance will be required and can easily be provided for in the existing assessors 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 Blaine County 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?

Blaine County is currently in the process of developing a web site, which will be linked to the Official State portal (Nebraska.gov). This web site will provide information and links for all Blaine County Offices including the Blaine County Assessors' 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.

This project will use the existing county computers and Internet connection. The Vender will provide the GIS software necessary to meet the requirements of State Statute 77-1363 and also fulfill the needs of Blaine County.

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 Blaine 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.

The information retrieved from this GIS system will be available to people with disabilities by telephoning, emailing, or visiting the Blaine County assessors' office.

4. Describe how technical support will be provided.

The Blaine County Assessor will be able to receive technical help from the vendor by calling the help desk at any time to receive assistance by telephone or request a service call.

IV. CONTACT INFORMATION & SIGNATURE

Contact person for any questions regarding this application:

April C Wescott

Phone # 308-547-2222 ext. 201 E-mail: clerk@blaine.nacone.org

Signed this 30th day of June, 2009

April C. Wescott

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)

BLAINE COUNTY SOIL EXTRACTION COST ESTIMATE

06/16/09

April Westcott
145 Lincoln Ave.
Brewster, NE 68821

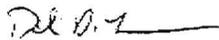
I appreciate having had the opportunity to discuss how I might be able to assist Blaine County with the calculation of updated soil acreages within the county. Based on our discussion, I have constructed the following cost estimate.

This projected estimate includes:

- Project description, including Blaine County's goals
- Projected cost estimate for project completion
- Proposed payment schedules, should the county agree to proceed with the project
- Projected time line for project completion

I look forward to the opportunity to provide the following services to Blaine County. Please feel free to contact me with any questions you may have.

Sincerely,



Dale Hanna
(308) 530-9967
P.O. Box 1166 North Platte, NE 69103
dale@gogiswest.com

Estimate

PROJECT DESCRIPTION

The Blaine County (Nebraska) Assessor's Office is seeking assistance with the incorporation of recently updated Natural Resources Conservation Service (NRCS) Soil Survey Data into the county's current property assessment software (TerraScan), thus allowing the county to achieve compliance with Neb. Rev. Stat. Sec. 77-1363, which states:

Agricultural land and horticultural land shall be divided into classes and subclasses of real property under section 77-103.01, including, but not limited to, irrigated cropland, dryland cropland, grassland, wasteland, nurseries, feedlots, and orchards, so that the categories reflect uses appropriate for the valuation of such land according to law. Classes shall be inventoried by subclasses of real property 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. County assessors shall utilize and implement soil surveys in the assessment year after the soil survey maps become available from the Natural Resources Conservation Service of the United States Department of Agriculture. Nothing in this section shall be construed to limit the classes and subclasses of real property that may be used by county assessors or the Tax Equalization and Review Commission to achieve more uniform and proportionate valuations.

Source: Laws 1985, LB 271, § 8; Laws 1988, LB 1207, § 5; Laws 1989, LB 361, § 17; Laws 1991, LB 320, § 9; Laws 1994, LB 902, § 19; Laws 1995, LB 490, § 139; Laws 1997, LB 270, § 81; Laws 1999, LB 403, § 7; Laws 2001, LB 170, §15; Laws 2004, LB 973, § 30; Laws 2006, LB 808, § 36.

To help Blaine County achieve their goal, Geospatial Information System (GIS) tools and geospatial models would be utilized to:

1. Define parcel and Land Capability Group (LCG) boundaries.
2. Extract recently defined NRCS Soil Survey Soils and calculate the total area of each soil type for each parcel LCG.
3. Incorporate updated soil database into existing property assessment software (TerraScan).

PROJECT ASSUMPTIONS

This project estimate is based on the following assumptions. Modifications to these assumptions may lead to potential increases or decreases in project costs and completion time.

1. All parcel boundary, LCG boundary, and soil extraction and acreage calculations would be performed by Mr. Hanna.
2. To assist with parcel and LCG boundary extraction and decrease the overall cost of the project, the Blaine County Assessor's office would provide Mr. Hanna with any sources pertaining to the delineation of current property boundaries, including but not limited to:
 - a. Recent property assessment reports
 - b. Cadastral maps
 - c. Surveys
 - d. Past county soil surveys

3. To assist with conversion from existing soil codes to current NRCS soil codes the Blaine County Assessor’s office would provide Mr. Hanna with a Microsoft Excel spreadsheet containing the most current soil conversion information.
4. Mr. Hanna would obtain the following geospatial data required for parcel boundary, LCG boundary, and soil extraction:
 - a. Natural Resources Conservation Service / United States Department of Agriculture, National Agriculture Imagery Program County Mosaics (2006 (1m) & 2007 (2m)).
 - b. Natural Resources Conservation Service, SSURGO Soil Survey Spatial and Tabular Data (2008).
 - c. Nebraska Department of Roads, General Highway Maps (1999).
5. Mr. Hanna would integrate the extracted soils database into the current property assessment software (TerraScan), with technical assistance from the software provider. Blaine County would be responsible for any charges the software provider might implement for integration of the updated soils database.
6. Mr. Hanna would provide the Blaine County Assessor’s Office with summaries (LCG maps, soils maps, and soil acreage summaries) for each parcel within the county as Adobe PDF files for review by county officials and landowners. Following review and verification of each parcel summary, all summaries would be provided to the Blaine County Assessor for attachment to assessment files and/or TerraScan parcel records, and for dispersal to landowners.

ESTIMATED COST SUMMARY

The following table outlines standard project Task Levels and associated hourly rates. Task Levels are determined by the complexity and/or skill level required to complete a task. Therefore, more complex tasks will have a higher hourly rate associated.

TABLE 1: TASK LEVEL HOURLY RATE BREAKDOWN

TASK LEVEL	HOURLY RATE
PROJECT MANAGEMENT	\$55.00
LEVEL 1 (ADVANCED TASK)	\$45.00
LEVEL 2 (INTERMEDIATE TASK)	\$35.00
LEVEL 3 (ENTRY LEVEL TASK)	\$25.00

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

ITEM	TASK	DESCRIPTION	TASK LEVEL	TASK HOURS	COST
1	SOURCE DATA ACQUISITION*	CADASTRALS, SURVEYS, ASSESSMENT CARDS	1	0	\$0
2	PROJECT RESEARCH**	TERRASCAN & MIPS DATABASE INTEGRATION	1	0	\$0
3	ONSITE DATABASE INSTALLATION/SETUP	UPDATE TERRASCAN/MIPS DATABASES	1	20	\$900
4	HARDWARE, SOFTWARE, & DATA REVIEW**	REVIEW ASSESSOR SOFTWARE & DATABASE FOR INTEGRATION	2	0	\$0
5	DATABASE CONSTRUCTION	FORMAT SOIL DATABASE TO MIMIC CURRENT ASSESSOR DATABASE	2	1	\$35
6	DATA EXTRACTION & ATTRIBUTION	PARCEL & LCG EXTRACTION (20 MINUTES PER SECTION)	2	240	\$8,400
7	DATA QUALITY CONTROL	DATA ACCURACY CHECKS (1/3 OF TOTAL EXTRACTION HOURS)	2	80	\$2,800
8	DATA REVISIONS	DATA CORRECTIONS (15 MINUTES PER 1/4 OF TOTAL PARCELS)	2	95	\$3,336
9	DATA ACQUISITION	NRCS SOILS ACQUISITION & FORMATTING	3	1	\$25
10	SOIL MAP CREATION	CREATE SOIL MAPS (10 MINUTES PER PARCEL)	3	254	\$6,354
11	SOIL SUMMARY REPORT GENERATION	GENERATE SOIL SUMMARIES FOR REVIEW (2.5 MINUTES PER PARCEL)	3	64	\$1,600
12	PROJECT MANAGEMENT	SUPERVISION OF PROJECT ORGRANIZATION, PROGRESS, & COMPLETION	PROJ MGT	38	\$2,090
TOTAL				755	\$25,540

*PROVIDED BY COUNTY ASSESSOR

**INCLUDED IN CONSULTATION

PAYMENT SCHEDULES

Prior to the start of the project, Blaine 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 these proposed payment schedules.

TABLE 3: PROPOSED PAYMENT SCHEDULES

SCHEDULE	2009	2010	2011
PAID IN FULL	\$20,540 ¹	-----	-----
2 YEARS	\$7,770 ²	\$13,281 ²	-----
3 YEARS	\$6,847 ³	\$7,669 ³	\$7,258 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) 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 the project would take **15 weeks** to complete. Any modifications to the previously outlined project assumptions or tasks could affect project length, as well as overall project cost.