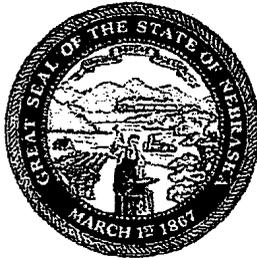


Nebraska State
Records Board
440 S 8th St Ste 210
Lincoln, NE 68508
(402) 471-2745

John A. Gale
Chairman



APPLICATION FOR STATE RECORDS BOARD GRANT TO IMPROVE ACCESS TO PUBLIC INFORMATION (State Agency)

The Nebraska State Records Board is sponsoring a grant program for state agencies for the development of programs and technology to improve electronic access to state government information and services. Grants will be awarded for one time funding of small projects (not to exceed \$25,000). 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. State agencies wishing to apply for these grants may want to first contact Nebraska.gov to establish feasibility and scope of the project.

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 state 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 state 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.

State 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.

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** Board of Barber Examiners

2. **Title of project** Enhancement/Restructuring of Barber Licensing System

3. **Brief description of project:**

Upgrade the current barber Licensing System to comply with recently passed legislation which provides for two year licensing renewals (currently they are renewed annually), and the initiation of a Booth Rental Permit. In addition to compliance, these features enhance delivery of agency services for our clients and the public while improving the efficiency of our agency operations.

4. **Grant request amount** \$ 4,391.00

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

No.

Existing licensing fees remain unchanged, the only changes are the billing period will be extended for a two year period, currently they are renewed annually. The only addition will be Booth Rental Permit assessments are one hundred dollars for the two year licensing period.

II. GRANT DETAIL

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

Existing system will be modified to allow the licensee features of a two year licensing period and Booth Rental Permits which will identify a self employed person or an independent contractor type operation. Various reports and routine automated features for renewal and delinquencies will require modification accordingly.

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

Beneficiary of this service will be our licensee and those individuals who are conducting business as an independent contractor or a self employed person. These individuals will be afforded the convenience of renewing every other year. Access to forms and information will be available through the modified web site which provides broad access to agency information, procedures, and all applications.

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

Upon grant receipt, project could be completed within six months, July 1, 2010.

4. State agency contribution to project (labor, equipment etc.).

Agency will contribute time and talent necessary to design, install, test, and implement the systems modifications and enhancements.

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

No other funding available.

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

Existing statutory authority is sufficient to support 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).

Grant money will be used to pay for IT related services to make system and web site modifications to support the noted system enhancements. Some reports and forms will need to be redesigned and updated.

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 a cash funded agency no funds were appropriated for the legislative enhancement of the system. Therefore, no other funds are available. System support will be provided by this agencies existing budget.

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

Project will enhance agency services by complying with newly passed legislation, provide greater convenience to our licensees, improve enforcement control by automation of processes.

(inspections, violations, compliances issued, licensing functions, and the enforcement of standards to our profession.)

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

Project will improve agency efficiency by automation of otherwise manual processes, and by avoiding potential control deficiencies that accompany a manual process.

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

Not applicable.

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

Not applicable.

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.

Yes.

Project will provide compliance to existing laws and rules and regulations and does involve the licensing and regulations of the industry. Project will allow integration with the state system by offering the public and our licensee full access to our web site, for our statutes, rules and regulations, and applications for licensure, and school listings.

III. TECHNICAL INFORMATION

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

Software modification needed only. Changes need to comply with the new amendments to the Barber Act.

- 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).**

The work will be performed by the Office of the CIO to ensure compliance with state standards.

- 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 project will be completed by the Office of the CIO to ensure compliance with state access and technology requirements.

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

Internal IT services will be used and services from the Office of the CIO.

IV. CONTACT INFORMATION & SIGNATURE

Contact person for any questions regarding this application:

Ronald J. Pella

Phone # (402) 471-2051

E-mail barbers.board@nebraska.gov

Signed this 12th day of June, 2009



Agency Director

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

**Cathy Danahy
Cathy.Danahy@sos.ne.gov
(402) 471-2745**

(Last updated 04/29/2008)

Barbers, Board

From: Schlitt, Laurie
Sent: Friday, June 05, 2009 2:34 PM
To: Barbers, Board
Cc: Schlitt, Laurie; Hattan, David; Delay, John
Subject: Estimate for Barbers Board

We had discussed adding in a new type of license for Booth Rentals. This would be modeled after the shops, and require a new data entry screen, new procedures for renewals, late licenses, and restoring licenses. It would also require new reports, all using Shops as the initial model.

We were also going to change the licensing from annually to every 2 years. This will require a change to renewals, the renewal forms, and receipts.

I estimate that this would take between 40 and 50 hours of programming and testing time. This would come to about \$3200 - \$4000.

With this change, I would also recommend that we look at upgrading the system to use Access 2007. I would recommend that you look into purchasing Office Suite 2007, which would include Word, Excel, Access, and other packages.

Office 2003 is still supported by Microsoft, but it will not be supported forever.

This would help to ensure that your software environment will be supported by Microsoft well into the future.

If you look at prices for Office Suite 2007, be sure that the version of the suite you are looking at includes Access.

You may want to contact the State Purchasing Bureau to see if the State can acquire this software at a special rate.

Thank you!

Laurie Schlitt
Work Phone: 402-471-0836
Fax: 471-4864
laurie.schlitt@nebraska.gov

6/5/2009

Cost Estimate for Barber Board Tech Support

Cost Estimate Summary (Average Rate \$42.00/Hr)		
Task	Hours	Dollars
General/Meetings		
Common Architecture		
Applications		
Testing/Debugging		
Contingency		
Management (7%)		
Grand Total		

Development Estimate Breakdown		
Task	Total Hours	Dollars
<i>General/Meetings</i>		
Status, Progress Mtgs		
Requirements Spec		
<i>Common Architecture</i>		
GUI Adaptation / Stylesheets		
Database Implementations		
Application Server Architecture		
<i>Application Areas</i>		
Public Interface		
Admin Interface		
System(s) Interface		
Application Security		
Technical Support and Training (Projected Estimate)	4	\$42.00
Accessibility Testing		
<i>System Testing/Debugging</i>		
Total	4	\$168.00
Contingency (15%)	0.6	\$51.00
Grand Total	4.6	\$391.00