

**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?OSBRAapplication/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** Howard County Assessor
2. **Title of project** GIS Implementation
3. **Brief description of project:** Installing a GIS system in Howard County will not only make is accessible to the general public and various entities, it will also help all departments in the County by letting them access land record information.
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

Howard County has chosen to install a Geographic Information System (GIS) that will be accessed through the internet on a specific website designed for Howard County.

Installing the GIS system in Howard County will assist in calculating valuations based on the GIS data. It will assist in simplifying more current and precise parcel information for assessments and land valuation. It will also help the Assessor in calculating soil and land class acreage and values for agricultural parcel in Howard County. Also allowing them to expedite the process for property splits and measurements through the GIS program.

Upon installing GIS in Howard County will also be helpful to other entities in the Courthouse. The Clerk's Office will be able to field inquiries for information; the Treasurer's Office will be able to use it for tax inquiries. The Weeds department will use it for determining property owners and property location for spraying noxious weeds and issuing notices to landowners. The County Election Office will better determine exact voter precinct maps.

The Howard County Sheriff's Office has GIS based dispatch technology installing the system in the Assessor's Office will assist dispatch in determining exact locations for 911 calls and emergencies. It will also benefit our Fire Departments and Ambulance Departments to aid in their quick response to emergencies.

The GIS System will be generated and maintained by GIS Workshop, Inc. servers, and will give public access to the assessment data base 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 the view the data connected to obtain their information.

The Howard County Assessor feels that this system will be useful and a time saver for the County, by being available on the Internet it enables the general public to access this information at any time.

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

Howard County Offices of Assessor, Clerk, Treasurer, Election, Sheriff, Flood Plain administer, Emergency Manager, The Howard County Roads and Weed Department will benefit from this program. Property owners, Banks, Insurance Companies, Appraisers, Realtors and the Villages of Howard County will have access to the property assessment and valuation information at no extra cost to them.

The public will be notified of the site by mailings, newspaper notices and informing people in person at the 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.

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

Howard County Assessor and Clerk's Office 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 and building the Website, and will present certified training to Office Employees. The initial fee includes one year of unlimited online and telephone support service.

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

No. Howard County as in all surrounding Counties have had the unexpected expenses of Hazardous Weather, such as the ice storm in 2006, flooding in 2007, damaging hail and high winds have also cause unexpected damage to Howard County. The extra expenses have taxed an already tight budget to the County. With budget cuts every year it is just not feasible at this time for the County Board to authorize funding for this project.

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).

We have not received a formal bid from GIS Workshop, Inc. GIS Workshop, Inc. informed us that the project total to build the additional GIS layers and construct and host a custom Internet site for the County would be approximately \$20,000. The total amount of grant money awarded to Howard County will be used to defray the following expenses:

GIS Workshop, Inc.	\$20,000
ESRI software for in-house data maintenance	\$1,500
New computers to run GIS efficiently	\$3,500

TOTAL: \$25,000

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?

The money is being requested due to the fact of the unexpected expenses to the County as in the weather related damages, budget cuts thus not allowing the County to accumulate extra money for this project. Howard County will agree to maintain the program and any fees that go along with it to keep the system up and running for future years.

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

The GIS System will enhance the ability to retrieve information faster and up to date. It will give the ability to access taxation information, soil information, mapping ability, not only to the public but also to County Offices and the many different entities that we correspond with daily.

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

The program will better serve the public with the ability to acquire information on a timely manner. For the office staff it will be a time saving program giving us the time needed to do office work without the time spent on telephone call, receiving parcel information, retrieving information and then faxing, printing or mailing the information to the many entities.

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

This program will allow for faster service among the offices of the Assessor, Clerk, Treasurer, Sheriff, Emergency Manager, Road and Weed Department, Flood Plain Manager, Planning and Zoning Manager. There are also other agencies which will benefit from this program the public will be able to access the information needed in a timely manner. Villages of Howard County, Public Schools, Fire and Ambulance Services, and the many entities that we serve.

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

Allowing this program into our system gives the public access 24 hours a day 7 days a week. This will allow for those that can't make it into our office during office hours the flexibility to meet their needs. This also gives access to the public that can't make it into our office due to confined life style such as hearing impaired, wheelchair, homebound or just the general public that doesn't have the time to run errands of this nature.

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. We will purchase ESRI GIS software with a single license of ESRI ArcView Desktop Software.
- b. The construction of the Website is included in the fee with GIS Workshop. Howard County will purchase the additional years of maintenance fees, which will include unlimited telephone, and on-line support, which will continue to keep this program current, and to continue to be beneficial.
- c. To access the data from the GIS program will be throughout the Internet. For persons that do not have Internet access the Public Library supplies several computers for this service at no charge.
- d. Howard County believes that this program is necessary to keep the public up to date and informed.

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 GIS system will interface with Terrascan database systems in use in Howard County today (and in use for appraisal/tax accounting systems in nearly every county in Nebraska).
 - The proposed software/technology is ESRI based. This is the industry standard GIS technology in Nebraska today.
 - GIS Workshop, Inc. has stated to us (informally) that any systems or data they construct meet all the applicable NITC and FGDC standards for GIS data and metadata.

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 web page for Howard County will be built and designed by GIS Workshop, with adherence to standards established by the State of Nebraska. The digital map database has been developed using the Nebraska State Plane Coordinate System, NAD83 as per State/NITC guidelines. The system will comply with any other applicable NITC items.

4. Describe how technical support will be provided.

All training will be provided by GIS Workshop, with the cost included in the initial purchase. Training one on one with the Assessor staff will be available throughout the entire project. Upon completion of this project the Howard County Assessor's staff will be fully trained 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 and online support

for 12 months following the project completion is included in the fee. Howard County will pay for the annual support fees for this service thereafter.

IV. CONTACT INFORMATION & SIGNATURE

Contact person for any questions regarding this application:

Michelle Woitalewicz

Phone# 308-754-4933

E-mail LMAwoitalewicz@yahoo.com

Cell # 308-571-0058

Signed this 21st day of September, 2009

Deloris Ramirez

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)