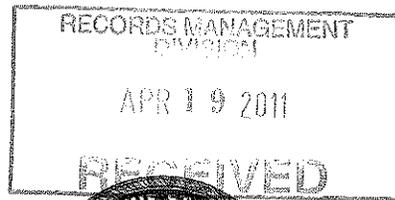
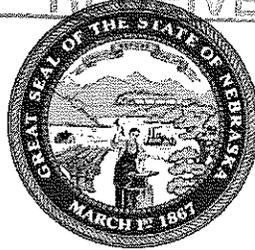


**Nebraska State
Records Board**
440 S 8th St Ste 210
Lincoln, NE 68508
(402) 471-2745



John A. Gale
Chairman



APPLICATION FOR STATE RECORDS BOARD GRANT TO IMPROVE ACCESS TO PUBLIC INFORMATION

The Nebraska State Records Board is sponsoring a grant program for Nebraska government 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. No grant request shall exceed \$25,000.00. 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. Nebraska government agencies wishing to apply for these grants may want to first contact Nebraska.gov to establish feasibility and scope of the project.

Applications received by April 20, 2011 will be considered for funding by the NE State Records Board at their meeting on July 20, 2011.

NOTE: Loss of Funding. The NE State Records Board may be unable to award grant funds, in whole or in part, in the event funding is no longer available.

Grant Criteria

Grant projects requesting funding must meet criteria #1-3.

1. Enhance the delivery of local government agency services and improve the public and business access to those services. **Yes**
2. Meet the all applicable Nebraska Information Technology Commission Standards and Guidelines. 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. **Yes**
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: **N/A**
4. <http://www.nebraska.gov/index.phtml?section=business>, and the One-Stop Online Business Registration System at: **N/A**
<http://www.nebraska.gov/osbr/cgi/domestic.cgi?osbraapplication/init/init/None>.

In addition, the following criteria will be considered when reviewing applications:

- Does the project enhance the delivery of state/local government agency services and improve the public, government and business access to those services?
- Does the project reduce the amount of reliance on human capital, paper, and office overhead?
- Does the project span more than one office or agency?
- What is the size of the customer base for this service and the geographic impact?
- Is there financial and or in kind contribution from other partners?
- Is there documented community support for the project?

Responses are required to all questions in Parts I, II & III in order to be considered for funding:

Part I. Grant Summary

1. **Name of agency applying for grant City of Papillion**
2. **Title of project: Citizen Services**
3. **Brief description of project:** Consulting services to assess the needs and develop a transition plan to provide an interactive 'Virtual Window' with City Departments.
4. **Grant amount requested \$25,000.00**
5. **If the grant is to create an application, is the application to have a fee associated with its use for accessing public records, or is the application free for use by the public, businesses and other governmental agencies?**

No new fees will be charged to access public records.

If there is to be a fee, provide any statutory authorization for assessing the fee.

N/A

6. **If the grant application is for a Geographic Information System project, do you and the agency you represent agree to share the data collected in that project, without costs, with other interested government agencies in the State that may have a need for such data?**

N/A

Part II. Grant Detail

- 1. Please describe the project in detail, to include your vision for the project. (You may attach this description).**

Consulting services to assess the needs and develop a transition plan to provide an interactive 'Virtual Window' with City Departments. A citizen should not have to physically come to city offices to pick-up an accident report, apply for a permit, or make a payment. All current window services that are available will be online, 24/7, at a time and place that is convenient to the citizen. The vision also extends to improving the operational efficiency of the city's workings by making information more accessible, improving collaboration, and converting public paper documents into electronic format.

- 2. Please describe who the beneficiary or recipient of this service will be.**

The citizens, the public, businesses and other governmental agencies.

- 3. What is the projected activity for access or use of the proposed service?**

Citizen request and tracking; electronic bill payment for utilities, fees, and fines, currently +/-9500 water users; individual/ family schedule for swimming pool, parks, tickets, and golf courses, currently +/-7500 users; access accident reports, currently +/-600 annual reports; building permits request and tracking, currently +/-2500 annual permits; and access to all public information documents.

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

End of FY 2011/2012 which is September 30, 2012

- 5. Please specify in detail your, or any other Subdivision(s) contribution to the project (financial, labor, equipment etc.). Provide specific dollar amounts.**

FY 2009/2010 wireless communications- \$239,044
FY 2009/ 2010 strategy, road mapping, & intranet- \$271,821

- 6. Is other funding available for this project (explain)? Please explain what efforts your agency has made to obtain funding.**

No, staff has been working with Lindsay Murray, Grants Specialist for Senator Mike Johanns' office to research other funding through the Department of Justice. The following five grants or programs were not applicable for the City of Papillion; Public Safety Partnership and Community Policing Grants, Regional Information Sharing Systems, Edward Byrne Memorial State and Local Law Enforcement Assistance

Discretionary Grants Program, Recovery Act- Edward Byrne Memorial Competitive Grant Program, Edward Byrne Memorial Competitive Grant Program.

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

No

8. 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) and describe the relationship, if any, between a vendor and you or your agency.

To hire consulting services to assess the needs, plan, evaluate technology, and develop a transition plan for the City of Papillion. The City of Papillion is now seeking a consultant with expertise in SharePoint and a vast knowledge of municipal government operations to aid in the selection and procurement of an integrated enterprise system. The solution should meet the requirements and needs of the different City departments. The City would like to integrate data from all departmental systems into a central data warehouse to include data from its vast offering of citizen services with an integrated CRM package.

9. Why the grant money is needed for the project, and, if applicable, how will the service be sustained once the grant money is expended?

City budgets are tightening and this grant would allow Papillion to begin on the path to provide an interactive 'Virtual Window' between City Departments and their customers. This service will be sustained through future budget processes. After the research is done and transition plan is developed, Papillion will better understand the financial needs to accomplish our IT goals.

10. Should available fund not allow the NSRB to grant the full amount requested, but a reduced amount, would this project still be financially feasible?

Yes, although budget tightening could push this project to a future date and budget year.

11. Please describe how this project will enhance the delivery of government agency services and improve the public and/or business access to those services.

Provide an interactive 'Virtual Window' with City Departments. A citizen should not have to physically come to city offices to pick-up an accident report, apply for a permit, or make a payment. All current window services that are available will be online, 24/7, at a time and place that is convenient to the citizen. The vision also extends to improving the operational efficiency of the city's workings by making information more accessible, improving collaboration, and converting public paper documents into electronic format.

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

Using technology to improve the efficiency of the city's operations will help citizen services as well. The City sees several areas where significant manual labor is being expended to complete routine tasks; where information that is collected electronically is not centralized for easy access; where cross department collaboration will help communication; and where a wireless infrastructure will help field resources get more up to date information on critical issues that need immediate resolution. Some of the specific areas discussed include:

- a. Project management for the city's largest undertakings such as public works projects, where all information about the project can be maintained for quick access. Cross-departmental projects will benefit significantly from such an effort. This repository for projects will be the source of information and project status for the weekly Project Update Meetings.
- b. Integration of city-wide data and information, structured and unstructured under one umbrella, so that city administration can get easy access to all the information about an address (including legal description), citizen, Incident Report, Permit, etc. The 360 degree view of the city's data will enable city staff to make quick decisions.
- c. Installation of a city-wide, secure-access wireless infrastructure that will be used by the police department. This infrastructure should also be used for Internet access in patrol cars so that officers can have access to city-, county- and state-wide data sources.
- d. Mapping of critical information such as police/fire/EMS calls, permit applications, etc. onto geographic information systems for visual analysis of such data.

13. Please describe how this project will facilitate collaboration between either local, state, federal and/or other public or private institutions.

- a. Public works projects, where all information about the project can be maintained for quick access. This repository for projects will be the source of information and project status for cross-agency projects (i.e. city, county, NDOR, Federal Highway) will benefit significantly from such an effort.
- b. Integration of city-wide data and information, structured and unstructured under one umbrella, so that cross- agencies (i.e. city departments, county assessor and GIS, State Patrol) can get easy access to all the information about an address (including legal description), citizen, Incident Report, Permit, etc. The 360 degree view of the city's data will enable an agency's staffer to make quick decisions.
- c. Installation of a city-wide, secure-access wireless infrastructure that will be used by the police department. This infrastructure should also be used for Internet access in patrol cars so that officers can have access to cross-agency (i.e. city-, county-, state-wide) data sources.

14. Does the project involve the licensing, permitting or regulation of business?

No

If yes, explain how the project or service will allow integration with the State of Nebraska's Business Portal, located at:

<http://www.nebraska.gov/index.phtml?section=business>, and the One-Stop Online Business registration system located at: <https://www.nebraska.gov/osbr/index.cgi>

15. Community Support. Please include letters of support to document the public expression that has caused you to implement this application.

The citizens of Papillion have a very high education level. 40% of our residents have college degrees or higher. Citizens have requested more online services. 12% of our utility customers have utilized different on-line services to pay their bills. That number was 0% just five years ago.

Part III. Technical Information

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

These decisions will be made after the research is done and transition plan is developed.

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. (The 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).**

Some technical issues may arise on cross-agency projects and with cross-agency data sources. (I.e. city, county, NDOR, State Patrol, Federal Highway) The goal would be to research and plan for these through the consultants workings.

- 3. Describe how the project will comply with the State's Technology Access Clause:** meet all applicable Nebraska Information Technology Commission Standards and Guidelines. A copy of the Standards are available at: <http://www.nitc.state.ne.us/standards/index.html>. **under 2. Accessibility Architecture.**

These standards and guidelines will be met. The intent of the 'Virtual Window' is to provide an additional option for those customers seeking another method of city services. During planning, evaluation, and development, Papillion will work with the consultants to accommodate the information technology products and services of the state and meet these standards. Nebraskans with disabilities can be provided with the information and data involved by an alternative means of access which exists today.

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

The City of Papillion has an Interlocal agreement with Sarpy County to provide IT services and support.

Part IV. STATE LAW COMPLIANCE

Nebraska law, sections 4-108 through 4-114 state that no political subdivision of the State shall provide public benefits, to include grants or contracts, to a person not lawfully present in the United States. If this application is awarded in whole or in part, and during the time the grant is in effect, the undersigned, on behalf of the political subdivision grant applicant, by signing this grant application, affirmatively states and acknowledges that the political subdivision will comply with this law.

Part V. CONTACT INFORMATION & SIGNATURE

Contact person, and title, for any questions regarding this application:

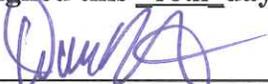
Dan Hoins City Administrator
Printed Name Title

Phone # 402-597-2032 **E-mail** dhoins@papillion.org

Physical Address: 122 E. Third Street, Papillion, NE 68046

I, the Authorized Representative of City of Papillion, certify to the Nebraska State Records Board that the applicant/agency has the necessary authority to undertake the proposed project, will comply with Affirmative Action requirements and provide a drug free workplace environment.

Signed this 18th day of April, 2011



Agency Director

Please return completed application to:

**Executive Director
Nebraska State Records Board
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
(402) 471-2745
(402) 471-2406 (fax)**

Board Staff use only, do not fill in below this line	
Grant Request Number: _____	Date Request Received: _____
Grant Amt Requested: _____	Grant Request Score: _____
Technical Comm. Recommendation: _____	
Grant Disposition: _____	Date of Mtg Minutes: _____

(Last updated 02/07/2011)