

**NEBRASKA STATE RECORDS BOARD**  
**MEETING: April 28, 2004**

Nebraska State Capitol  
Room 1507  
Lincoln, NE  
April 28, 2004  
9:00 A.M.

NEBRASKA STATE RECORDS BOARD  
AGENDA

Room 1507 State Capitol  
April 28, 2004 - 9:00 A.M.

1. Call to Order, Roll Call
2. Notice of Hearing (04/19/04 Lincoln Journal Star)
3. Approval of Minutes from February 24, 2004 meeting
4. Records Management Cash Fund Balance
5. Grant Status Report
6. Department of Motor Vehicles Presentation—Bev Neth, Director Department of Motor Vehicles
7. Report of RFP SCA-0261 Contract Implementation Subcommittee
  - a. Executive Committee Recommendation
  - b. Reports and Implementation Recommendations
  - c. Review of Current Board Practices and Policies
8. Report of the Local Government Grant Subcommittee
9. Nebraska@ Online General Manager's Report
  - a. Project Priority List--Review and Approve
10. State Agency Grant Applications
  - a. Department of Natural Resources--Geospatial Data Clearinghouse (\$25,000)
  - b. Chief Information Officer--Interactive Licensing Phase IV (\$25,000)
  - c. Chief Information Officer—Public Meeting Calendar Upgrade (\$15,000)
  - d. Chief Information Officer—Business Forms Search Upgrade (\$16,500)
11. Change of Business Entity Type for Nebraska Interactive from corporation to LLC—Contract Addendum
12. Adjournment

**NOTICE OF PUBLIC MEETING**

Notice is hereby given of a public meeting of the Nebraska State Records Board on Wednesday, April 28, 2004 at 9:00 AM in Room 1507 of the State Capitol, Lincoln, Nebraska. The agenda will include review of procedures for implementing the new contract for network manager services for Nebrask@ Online and consideration of State Records Board Grant Requests. The complete agenda for the meeting is available at the office of the Secretary of State for public inspection during regular business hours.  
#2723201-11-April 19

LJS 4/19/4



## NEBRASKA STATE RECORDS BOARD

### MINUTES

Meeting of February 24, 2004

The meeting was called to order by Chairman John Gale at 11:00 A.M. on February 24, 2004, in Room 1507 of the State Capitol, Lincoln, Nebraska.

The following Board members were present:

John Gale, Chairman;  
William Bidrowski;  
Holly Bolen, representing the Attorney General;  
David Buelt;  
Sarah Kohlhof;  
Laureen Riedesel;  
Ron Ross;  
Steve Schafer, representing the Director of Administrative Services;  
Diane Vicars.

Not present were:

Jerry Catlett;  
Lauren Hill, representing the Governor;  
Kate Witek.

Ms. Vicars moved to approve the agenda as circulated; motion seconded by Ms. Bolen.

Voting For:	Bidrowski	Bolen	Buelt	Gale
	Kohlhof	Riedesel	Ross	Schafer
	Vicars			

Voting Against: None

Absent:	Catlett	Hill	Witek
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The motion carried.

Chairman Gale announced that notice of the meeting had been published in the Lincoln Journal Star on February 17, 2004, and posted on the public meetings website.

Ms. Witek arrived at the meeting.

Mr. Schafer moved to approve the minutes of the meeting of January 13, 2004; motion seconded by Mr. Bidrowski. Mr. Schafer asked that the first of two paragraphs on page 3 that begin with "Rod Armstrong..." be stricken. There were no objections. The motion to approve the minutes as corrected was considered.

Voting For:	Bidrowski Kohlhof Vicars	Bolen Riedesel Witek	Buelt Ross	Gale Schafer
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Voting Against:	None
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Absent:	Catlett	Hill
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The motion carried.

Chairman Gale opened discussion of a proposed addendum from the Supreme Court to change fees for online access to district and county court information via the JUSTICE system. Greg Lemon, Chief Deputy Secretary of State, introduced this proposed addendum. Frank Goodroe, State Court Administrator, testified in favor of this addendum. Kathleen Rutledge, Editor of the Lincoln Journal Star and Chairman and President of Media of Nebraska, testified in favor of establishing fees which reflect the actual cost of providing the service. After discussion, Ms. Witek moved to approve this proposed addendum; motion seconded by Mr. Schafer.

Voting For:	Bidrowski Kohlhof Vicars	Bolen Riedesel Witek	Buelt Ross	Gale Schafer
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Voting Against:	None
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Absent:	Catlett	Hill
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The motion carried.

Mr. Lemon announced that the Nebrask@ Online Contract Implementation Committee would report at the next regular Board meeting.

No other business appearing before the Board, Mr. Bidrowski moved that the meeting be adjourned; motion seconded by Ms. Riedesel.

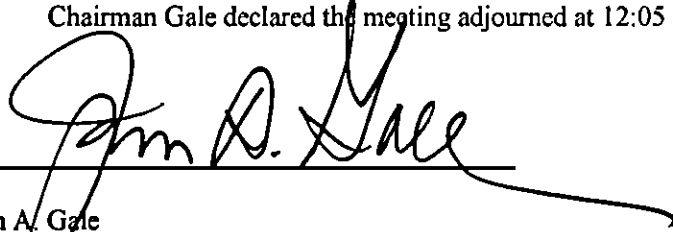
Voting For:	Bidrowski Kohlhof Vicars	Bolen Riedesel Witek	Buelt Ross	Gale Schafer
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Voting Against:	None
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Absent:	Catlett	Hill
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The motion carried.

Chairman Gale declared the meeting adjourned at 12:05 P.M.

  
A handwritten signature in black ink, appearing to read "John A. Gale", is written over a horizontal line.

John A. Gale  
Chairman  
State Records Board

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Feb. 24, 2004

Members of the State Records Board:

Media of Nebraska appreciates efforts to make state district court and county court records available to the public electronically. We also appreciate this opportunity for public discussion of the policy on access and pricing.

The proposed pricing of a \$300 per month or 60 cents per record is an improvement over the original plan. However, members of Media of Nebraska are concerned that the fees are too high and that they may limit the ability of news organizations, as well as the general public, to secure courts information. We support setting fees for public records that do not exceed the costs of providing the records.

Newspapers and broadcast media have a vested interest in getting these records, and it is for a good cause: to relay this information to the public. We want to be able to afford to get this information to the citizens.

Sincerely,

*Kathleen Rutledge*

Kathleen Rutledge  
Editor  
Lincoln Journal Star

Chairman and president  
Media of Nebraska

STATE RECORDS BOARD  
RECEIPTS & EXPENDITURES FY2004  
BU 9128677

	JUL Actual	AUG Actual	SEP Actual	OCT Actual	NOV Actual	DEC Actual	JAN Actual	FEB Actual	MAR Actual	APR	MAY	JUN
TOTAL RECEIPTS	\$2,120	\$2,122,090	\$604,546	\$538,295	\$655,274	\$730,408	\$873,212	\$1,213,194	\$1,136,381			
TOTAL EXPENDITURES	\$0	(\$1,995,531)	(\$640,071)	(\$579,845)	(\$694,291)	(\$788,074)	(\$705,562)	(\$1,251,906)	(\$1,183,774)			
PROFIT(LOSS)	\$2,120	\$126,559	(\$35,525)	(\$41,551)	(\$39,017)	(\$55,665)	\$167,650	(\$38,712)	(\$47,393)			
FUND BALANCE	\$815,091	\$941,650	\$906,124	\$864,574	\$825,556	\$769,891	\$937,541	\$898,829	\$851,436			
GRANT ENCUMBRANCES												
UCC FUNDS ENCUMBRANCE									(\$125,960)			
UNENCUMBERED FUNDS									\$725,476			



## Grant Project Status Report Second Quarter 2004

Agency Name	Project Description	Date Grant Awarded	Original Grant Amount	Amount Spent To Date	Completion Date
Chief Information Officer	Business Portal Phase II	2/15/2002	\$25,000	\$17,268.25	December, 2004
Chief Information Officer	Citizen's Portal(Phase II approved 6/24/03)	5/20/2002	\$25,000	\$8,500	November, 2004
Chief Information Officer	Education Portal	5/20/2002	\$25,000	\$10,000	Unknown
Chief Information Officer	Online Payment Portal	5/20/2002	\$25,000	\$22,500	July, 2004
Secretary of State	Online Rules & Regulations ( <i>completed</i> ) Tracking Phase ( <i>not finished</i> )	5/20/2002	\$25,000	\$24,977	Complete
Bd. Of Public Accountancy	On-line review of Annual Register & submission of Applications & Forms	7/8/2003	\$25,000	-0-	April, 2005
UNL-Center for Applied Rural Innovation Connecting NE	Access eGovernment	7/8/2003	\$25,000	-0-	Spring 2004
Chief Information Officer	Interactive Licensing Phase II	9/18/2003	\$25,000	\$7,500	September, 2004

TO: Nebraska State Records Board

FROM: Contract Implementation Task Force

RE: Contract Implementation Recommendations/Strategy

DATE: February 11, 2004

## **I. Introduction**

At the January 13, 2004 meeting of the Nebraska State Records Board, the Board appointed a task force to work on implementation strategies and recommendations for the new contract for the Nebrask@ Online Network Manager. Steve Schafer, Chief Information Officer, Keith Dey, Information Technology Manager for the Department of Motor Vehicles, and Greg Lemon, Chief Deputy Secretary of State and principle state staff member for the Board were appointed to the task force. The Task force received input from Rod Armstrong, General Manger of Nebrask@ Online in developing these implementation strategies.

## **II. General Contract Governance**

The Task Force has reviewed the contract as a whole and the operation and governance of the network as it exists now as well as under the requirements of the new contract. The task force feels that it is imperative if the Board is to have a meaningful role in the future operation and direction of the network that additional mechanisms for comprehensive oversight be created.

Therefore, the task force recommends that a permanent Executive Committee of the State Records Board be appointed and have regular meetings, possibly monthly, meetings in which they would review the reports of the network manager, such as the project priority list and the problem report logs required under the new contract, provide input to the network manager based on information provided in these reports, make recommendations to the Board on these reports, and work with the Network Manager on recommendations to be made to the Board on strategic planning, the future direction of the network, and policy issues that may affect operation and growth of the network.

All members of the task force have indicated a willingness to serve on the executive committee, in addition, Board Members could be appointed to the committee on a rotating basis (one year terms for example).

### III. Specific Contract Provisions (fill in info from notes from meetings)

Page Number (R = RFP, C = Contract)      Brief Description

1. R11, C18

Approval of Contractor Personnel

R11:

#### A. CONTRACTOR PERSONNEL

...Personnel commitments made in the contractor's proposal shall not be changed without the prior written approval of the State. Replacement of key personnel, if approved by the State, shall be with personnel of equal or greater ability and qualifications.

The State reserves the right to require the contractor to reassign or remove from the project any contractor or subcontractor employee...

C18:

#### 14. FULL-TIME EQUIVALENT POSITIONS AND SALARIES, BENEFITS AND RELATED EMPLOYER EXPENSES.

Personnel matters shall be generally governed as provided in RFP SCA-0261, Section III, subsection I, page 11. Nothing in said section of the RFP shall inhibit the authority of the NII president or his/her designee to take any employee management actions deemed necessary, up to and including immediate dismissal of an employee.

*Recommendation: That the Board apply this provision only to management positions named in the RFP: General Manager, Director of Marketing, Project Manager, Director of Development. That the Executive Committee shall review qualifications and have an opportunity to meet candidates for the above mentioned positions before hiring. That the Board reserve the right to expand list of personnel falling under this clause.*

2. R32, C13

90% Revenue Provision

R32:

In the current economic climate, the State wants to encourage the Nebrask@Online Manager to run as efficient an operation as possible. In addition, the State also wants to encourage the Nebrask@Online Manager to continue to enhance the network and to identify additional opportunities for development and revenue generation. To help achieve both of those goals, the State is altering the current transaction fee revenue sharing split for the contract period covered by any contract resulting out of RFP SCA-0261.

The specifics of Nebrask@Online's current transaction fee revenue stream split are included in Appendix B. Ninety percent (90%) of this current transaction fee revenue stream split is considered to be the Base Revenue, and will be paid to the Nebrask@Online Manager selected through this RFP, for the maintenance and enhancement of the current services identified in Appendix A, all required activities as described in this RFP, as well as the additional services proposed by the Contractor in response to this RFP. The remaining 10% of the current transaction fee revenue stream split, which will be referred to as the Reinvested Revenue, will be rolled back in the funds available to Nebrask@Online through the NSRB for future projects. (Note: Funds in addition to the Reinvested Revenue will also be available through NSRB. The 10% will add to the pool of available funds.)

Please Note: The proposed funding structure provides for a base revenue of 90% of the *base revenue split*, not 90% of the current base revenue. The revenue base is not a guaranteed amount and will be determined by volume of transactions in any given year.

C13:

b. NII shall be entitled to 90% of the net transaction revenue for services enumerated in Appendix B of the RFP. 10% of such net transaction revenue shall be retained by NSRB, at least one-half of the 10% retained shall be reserved and paid to NII for services as directed by NSRB. For purposes of this section of the agreement, "net transaction revenue" shall mean all transaction fees collected by Nebrask@ Online for services enumerated in Appendix B of the RFP less payment of agency portions of transaction fees.

② ***Recommendation: That this provision will be implemented beginning with payments made to the Board for transactions beginning February 1, 2004. That the Executive Committee or the full Board develop policy and guidelines for use of reinvested revenue.*** *staff rec's for Bd*

### 3. R32

#### Tiered Revenue Split

Transaction fees will still provide the majority of the funding. However, the way these revenues will be split between the State and the Nebrask@Online Manager will be changed. Currently, the transaction fee split is a fixed amount. Future projects will use a tiered transaction fee split structure vs. the current flat transaction fee split. The premise is that the split is weighted up front in favor of the Nebrask@Online Manager in order for them to recoup their upfront development costs as soon as possible. However, after a period of time has passed, or a certain transaction volume has been met, that split will change in favor of the State, and back into the NSRB funds.

This will allow applications that have matured to provide more of their revenues for the development of future projects through the NSRB's prioritization of new projects and enhancements. The specific split tiers and timeframes will be negotiated prior to the initiation of each new project. Over time, a "standard" tier schedule could evolve, however, at this time the State does not plan to establish one and will address each project individually.

(3) **Recommendation:** *Revise the new service application/justification sheet to ask what sort of a tiered approach will be used for the fee split, or if no tiered approach is used why not. Not necessarily require a tiered approach, especially for low revenue/low volume applications.*

#### 4. C16

#### Management Reports

### 11. MANAGEMENT REPORTS AND BUSINESS PLAN.

a. Network operations and development shall generally be in accordance with the NII proposal, which shall be considered the Network business plan. As deemed necessary or desirable, NII may depart from such proposal but in the event of any material departure NII shall notify NSRB in advance. NII shall timely provide to NSRB such management reports as NSRB may reasonably request. NII shall update the business plan annually. Network services as provided in the business plan shall be proportionate to network resources available. The business plan will include a marketing plan as a separate component or section. All plans submitted pursuant to this subsection shall be subject to the written approval of the NSRB.

b. NII shall prepare and submit to NSRB a technical architecture report within 90 days of the effective date of this contract. Said report shall be a comprehensive overview of the technical architecture used for the network, and will be due annually thereafter for the term of the contract or any renewals of the contract.

(4) **Recommendations:** *A separate marketing plan be submitted as part of the business plan submission. For purposes of the technical architecture report that technical architecture be defined as including, but not limited to, a description of NOL standards, guidelines and procedures for network architecture, operating systems, programming languages, documentation procedures and web applications.*

#### 5. C16

#### Project Management

## 12. PROJECT MANAGEMENT

a. NSRB shall establish guidelines and procedures for prioritization of projects undertaken by NII pursuant to the contract. NII shall prepare on a quarterly basis or as otherwise requested by NSRB, a report listing projects currently being worked on by NII, such report shall include a summary of the project and an estimated timeline for completion of the project. The timeline for projects contained in the report shall be subject to approval or amendment by NSRB.

b. In consultation with NII, NSRB shall establish guidelines and procedures for project management to be utilized by NII. Such procedures shall include:

- Identify and agree upon with the agency or entity involved the scope of work
- Identification of resources needed for the project including:
  - Identify participants in the project and their roles and responsibilities
  - Identify equipment, hardware and software needs
- Define Deliverables
- Establish a timeline
- Establish a reporting procedure to the agency or entity for whom the work is being performed
- Identify and develop risk mitigation strategy as necessary

Documentation of these project management procedures shall be submitted to NSRB in such manner and such times as NSRB may determine.

*Recommendation: That the ~~executive committee~~ <sup>full</sup> should establish guidelines and procedures for the revised project priority report, and that such report be reviewed in detail by the ~~executive committee~~ <sup>full</sup> on a ~~monthly~~ <sup>quarterly</sup> basis, with authority to amend; further that the ~~exec. committee approved report~~ be reviewed and approved by the full board at its quarterly meetings.*

6. C19

Corporate Support, New Apps

## 16. CORPORATE SUPPORT

NII shall monitor and notify NSRB of any new applications developed by its parent company or other subsidiaries of its parent company for possible implementation as part of Nebraska@ Online at no additional license cost to the State. When implemented as part of Nebraska@ Online, such applications will be governed by Section 2 of this contract which gives NSRB a perpetual right-to-use license.

*Recommendation: That a list of new applications from the parent company or its subsidiaries be forwarded to the Board and the executive committee on a quarterly basis.*

**17. PROBLEM REPORTS**

NII shall log and track complaint and suggestions submitted pursuant to any online chat, online support, or help desk functions utilized by NII. Such logs shall be available to NSRB upon request.

NII shall log and track any complaint, delays, or disputes associated with the development of applications for agencies or entities under this contract. Such logs shall be made available to NSRB at any time upon request, and shall be reported to the NSRB at such times and in such manner as NSRB may determine.

(7) *Recommendation: That two categories of complaints or problems be recognized, those by agencies for whom NOL applications are being developed or are in use and complaints or problems experienced by the public using these applications. Logs do not necessarily have to log every time a problem is reported, but should list every problem identified or reported. ~~the volume of complaints~~*

*Explore the possibility of more unified state help functions, including opportunities for coordinating various existing help services such as taxpayer assistance, state telephone operators, Library Commission reference staff, Dept. of Economic Development resource staff, and the DAS IMServices help desk.*

**18. PEER REVIEW**

NSRB shall develop and NII shall submit to an annual peer review of technical architecture, security, quality assurance, and project management methodology developed and used pursuant to the contract and project management processes. The peer review shall be conducted by an individual or individuals mutually agreed to by the parties. Individuals conducting any such peer review shall sign a non-disclosure agreement acceptable to NII to protect NII or NIC proprietary information.

(8) *Recommendations: This process needs some groundwork laid in order to be developed, Rod has contacted his corporate office and network managers in other NIC states to enlist their support. The executive committee will work on further defining this process which may involve employees of Nebraska Interactive's corporate affiliates, public sector employees utilizing portal services in other states, and technical staff from DAS, or other state agencies. Peer reviews could be limited in scope to a particular subject area as directed by the Board.*

#### **IV. Review of Current Board Policy and Practice**

Over the years the Board has administered Nebrask@ Online, a number of different policies and practices have been developed. This is an attempt to bring all of these policies and practices into one place for the Board's information.

1. State Agency Grants
2. State Agency Exemption from paying premium services fees
3. Granting Chair Authority to approve time and materials type contracts
4. Co-sponsorship of Annual E-government Conference
5. Meetings on a Quarterly basis

(documentation on these practices/policies will be attached as needed)



**Projected Network Resource Allocation**

**Local Government Grants**

Annual Base Revenue	1,255,486
	<u>0.10</u>
10 % Retained Revenue Per Year	125,549
UCC Searches Per Year	7,000
Drivers Record Searches Per Year	<u>80,000</u>
	212,549

**Three-Year Projected Revenue**

Beginning Balance	725,486
UCC Searches	21,000
Drivers Record Searches	240,000
Reinvested Revenue	376,646
Other	<u>-</u>
Total	1,363,132
Annual for 3 years	454,377.27

**Three-Year Projected Resource Allocation**

Agency grants	150,000.00
Local government grants	75,000.00
Reinvested revenue projects	<u>125,000.00</u>
	350,000.00

***Draft Letter on Local Government Grants as Submitted by the Subcommittee to the State Records Board for Approval***

April xx, 2004

XXXX  
Executive Director  
(League of Municipalities or NACO)  
Address  
Address

Dear XXXX,

As you may be aware, in 2003 the Nebraska Legislature passed LB257, which authorizes the State Records Board to establish a grant program for political subdivisions to use for projects that improve electronic access to public records. Because the Records Board was in the process of negotiating a new contract for network manager services for Nebraska Online, the state's electronic gateway to government information, which is managed by the Board, local government grant implementation was delayed in order to ensure that the Board could ascertain available resources for local grants under the new contract.

With the new contract for network manager services signed and in effect, the Board is now seeking your input on the best way to maximize the effectiveness of a local government grant program. The Board ~~has allocated~~ \$75,000 per year for the local government grant program. *is considering allocating*

Because the amount of money available for the grants is not great we are seeking ways to maximize the impact of the grants. Our goal is to encourage collaboration and projects which can ultimately be used in multiple jurisdictions with minimal modification. The Board would also like to encourage applications which will have significant benefit in efficiencies for either the citizens utilizing the service, the subdivision providing the service, or both. Lastly the Board would also like to encourage uniformity in the look feel of web pages and services used so that citizens can easily navigate state and local government websites.

In order to help us in achieving these goals we are soliciting the input from the League of Municipalities and your organization (adjust for letter to the League), ~~both in developing the detailed criteria for the grants and in disseminating information about their~~

~~availability~~ The State Records Board meets on a quarterly basis, it is our goal to adopt criteria for the grant program at the summer meeting of the Board, which will likely be held in July or early August of this year.

If your organization is willing to participate in this process please designate a contact person or persons so that we can begin our work as soon as possible.

Sincerely,

John A. Gale  
Chairman, NSRB

## NEBRASKA ONLINE PROJECT REPORT - APRIL 28, 2004

NEBRASKA ONLINE PROJECT REPORT - APRIL 28, 2004										
Projects Completed:										
Agency	Project	Public Benefit	Project Complexity	Type of Payment						
Account & Disclosure	Database conversion	Extensive	Extremely High	Fixed Cost						
Administrative Services	Wellness Walking Page	Modest	Moderate	Non-Fee						
Administrative Services	nebAnnounce - email notification	Extensive	High	Grant						
Agriculture	Forms Automation	Large	Low	Fixed Cost						
Counties: Burt County	Web Site Design and Hosting	Moderate	Moderate	Approp.						
Courts	JUSTICE	Extensive	Extremely High	Trans. Fee						
Deaf & Hard of Hearing	Video Database Search	Large	Moderate	Non-Fee						
Economic Development	Tourism Forms Automation	Extensive	Low	Fixed Cost						
Engineers & Architects	License renewals	Moderate	High	Non-Fee						
Electrical Board	Forms Automation	Large	Low	Fixed Cost						
Energy Office	GEC Web Site	Modest	High	Fixed Cost						
Health & Human Services	SICA Web Site	Large	Moderate	Non-Fee						
Health & Human Services	Veterinary License Renewal	Large	High	Grant						
Health & Human Services	Podiatry License Renewal	Large	High	Grant						
Health & Human Services	Respiratory Care License Renewal	Large	High	Grant						
Health & Human Services	SICA Conference Registration	Moderate	Moderate	Fixed Cost						
Library Commission	Database Access	Large	Low	Non-Fee						
Motor Vehicles	CDL 3rd-Party Testing	Large	High	Fixed Cost						
National Guard	Message Board	Moderate	High	Non-Fee						
Retail Federation	Web site	Moderate	Low	Non-Fee						
Revenue	1040N Income Tax Form	Extensive	Extremely High	Fee						
Revenue	1040NS Income Tax Short Form	Extensive	Extremely High	Fee						
Rural Development Comm	Web site	Large	Low	Non-Fee						
Secretary of State	Provisional Voting site	Extensive	High	Non-Fee						
Secretary of State	UCC Filing/Search Upgrades	Large	Extremely High	Trans. Fee						
Projects Pending Approval:										
Agency	Project	Date Received	Public Benefit	Deadline Sensitivity	Project Complexity	Type of Payment	Assigned Staff	Percent Complete	Original Due Date	Revised Due Date
Arts Council	E-Granting	08/18/03	Large	Rigid	Extremely High	Fixed Cost	Warriner	95%	1/15/2004	2/6/2004
	Comment: Deadline revised due to extended agency testing period and resultant revisions to application									
Counties: Clay County	Web Site Design	08/14/03	Moderate	Flexible	Moderate	Approp.	Duffy	95%	11/30/2003	3/15/2004
	Comment: Deadline revised due to late response from county on approval of design									
Counties: Nuckolls County	Web Site Design	10/03/03	Moderate	Flexible	Moderate	Approp.	Duffy	95%	11/30/2003	
	Comment: NOL is still waiting for final approval from county; site has been complete since original due date									
Crime Commission	Searchable Database #2	07/31/03	Large	Flexible	High	Non-Fee	Pabian	95%	12/1/2003	4/30/2004
	Comment: Agency added new fields to the database requiring further coding by NOL									
Crime Commission	Searchable Database #3	07/31/03	Large	Flexible	High	Non-Fee	Pabian	95%	12/1/2003	4/30/2004
	Comment: Agency added new fields to the database requiring further coding by NOL									
Crime Commission	Web Site Redesign	08/01/03	Large	Flexible	Moderate	Fixed Cost	Benes	95%	2/1/2004	4/15/2004
	Comment: Deadline revised because of agency changes to site navigation and delays in design approval									
Fire Marshal	Web Site Hosting & Redesign	06/19/03	Large	Flexible	Moderate	Non-Fee	Duffy	95%	2/16/2004	4/26/2004
	Comment: Deadline revised because agency wants new site launch to coincide with fireworks permits application launch									
Secretary of State	Elections: County Updtd Site		Extensive	Firm	Extremely High	Non-Fee	Pfister	95%	5/1/2004	
	Comment: In final testing									
Secretary of State	Rule & Regulation Email Notification		Extensive	Flexible	High	Grant	Bush	95%	4/15/2004	
	Comment: In final testing									

Projects Underway:										
Agency	Project	Date Received	Public Benefit	Deadline Sensitivity	Project Complexity	Type of Payment	Assigned Staff	Percent Complete	Original Due Date	Revised Due Date
Account. & Disclosure	Citizen Search Enhancements	06/23/03	Extensive	High	Extremely High	Fixed Cost	Bush	20%	6/1/2004	
Chief Information Officer	Automated Gen. Ledger Transmission	09/24/03	High	High	Very High	Non-Fee	Billis	20%	7/1/2004	
Chief Information Officer	Forms Automation	03/15/01	Extensive	Flexible	High	Grant	All	75%	12/31/2004	
Chief Information Officer	Ed Portal: Course Database Search	08/01/03	Large	Flexible	High	Grant	Norton	85%	5/30/2004	
Chief Information Officer	Ed Portal: IT Training Calendar	08/01/03	Extensive	Flexible	High	Grant	M.Lyons	50%	2/29/2004	6/30/2004
	Comment: Change in priority of project resulting in revised due date									
Chief Information Officer	Ed Portal: Common College Application	6/1/2003	Large	Flexible	High	Grant	Banes	85%	4/1/2004	Pending
	Comment: After review by NITC Ed Council, project has been delayed pending further feedback from counselors and admissions groups									
Chief Information Officer	Citizen Portal: Press Release Center	01/07/03	Extensive	Flexible	Moderate	Grant	Norton	80%	2/1/2004	5/30/2004
	Comment: Change in scope of original project resulting in revised due date									
Counties: Fillmore County	Web Site Design	11/01/03	Moderate	Flexible	Moderate	Approp.	Duffy	0%	5/30/2004	
Deaf & Hard of Hearing	Books Database Search	11/01/03	Moderate	Flexible	Low	Non-Fee	Norton	0%	6/15/2004	
Electrical Board	Online electrical permits: Contractors	12/15/03	Large	High	Very High	Trans. Fee	K.Lyons	65%	4/1/2004	6/17/2004
	Comment: Project divided into 2 phases due to complexity and necessity to put Contractors phase in production as quickly as possible									
Electrical Board	Online electrical permits: Homeowners	12/15/03	Large	High	High	Trans. Fee	K.Lyons	20%	4/1/2004	6/15/2004
	Comment: Homeowner phase of project deadline revised to allow focus on Contractors phase									
Emergency Management	NEMA Web Site Content Management	10/1/2003	Moderate	Flexible	Low	Fixed Cost	M.Lyons		Ongoing	
Energy Office	Energy Loan Program Automation	05/15/00	Modest	Flexible	Very High	Grant	Bush	85%	8/1/2004	
Fire Marshal	Fireworks permits	10/10/03	Large	High	High	Fee	K.Lyons	0%	2/17/2004	4/30/2004
	Comment: Deadline revised because of delays caused by bank in activating Merchant Account and revisions to permit application									
Insurance	Summary of Business Report online	10/01/03	Moderate	High	High	Fixed Cost	Bush	90%	1/2/2004	5/15/2004
	Comment: Original deadline was incorrect; agency did not have information ready for NOL									
Legislature	Online Bill Tracking System	12/18/03	Extensive	Flexible	High	Trans. Fee	Billis	0%	11/1/2004	
Liquor Control	Web Site Design	04/01/04	Large	Flexible	Moderate	Non-Fee	Duffy	30%	7/15/2004	
Motor Vehicles	Insurance database	09/01/03	Large	High	High	Trans. Fee	Pfister	70%	6/1/2004	
Motor Vehicles	Commercial Plate Search	06/15/03	Moderate	Flexible	High	Fee	Pfister	10%	9/1/2004	
	Comment: Trying to obtain necessary information from EZ Pass states has proven to be very difficult									
Public Advocacy	Web Site Design	1/15/2004	Moderate	Flexible	Moderate	Non-Fee	Duffy	30%	7/1/2004	
Real Estate Commission	License applications	09/01/03	Moderate	High	Moderate	Fee	Pfister	60%	11/1/2003	6/15/2004
	Comment: Agency agreed to revised deadline due to priority of other projects									
Secretary of State	Rule & Regulations updating	Ongoing	Extensive	High	High	Non-Fee	Bush	90%	Ongoing	
Womens' Commission	Conference Registration	03/15/04	Modest	Firm	High	Non-Fee	Norton	85%	4/30/2004	
Projects Requested:										
Agency	Project	Date Received	Public Benefit	Deadline Sensitivity	Project Complexity	Type of Payment	Assigned Staff	Percent Complete	Original Due Date	Revised Due Date
Administrative Services	Online Sale of State Directory	03/10/04	Large	Flexible	Moderate	Non-Fee	Brown	0%		
Attorney General	Email Subscription & Database	03/15/04	Large	Firm	Low	Fixed Cost	K.Lyons	0%		
Corn Board	Web Site Updates	04/19/04	Moderate	Firm	Low	Non-Fee	Duffy	0%	4/30/2004	
Engineers & Architects	License Renewal System Rewrite	03/01/04	Moderate	Flexible	High	Trans. Fee	Pfister	0%	10/1/2004	
Fire Marshal	Grain Permits	11/01/03	Moderate	Firm	High	Trans. Fee	Norton	0%	11/1/2004	
Health & Human Services	Chiropractors License Renewals	12/15/03	Large	Rigid	High	Grant	Wartiner	0%	6/1/2004	
Health & Human Services	Optometrists License Renewals	12/15/03	Large	Rigid	High	Grant	K.Lyons	0%	6/1/2004	
Health & Human Services	Occupational Therapists Renewals	12/15/03	Large	Rigid	High	Grant	Norton	0%	6/1/2004	
Indian Affairs	Online Resource Directory	11/01/03	Modest	Flexible	Moderate	Fixed Cost	Norton	0%		
Motor Vehicles	Vehicle Registration Renewals	01/02/04	Extensive	Rigid	Extremely High	Trans. Fee	Pfister	0%		
Motor Vehicles	Vehicle Tax Estimator	01/02/04	Large	High	High	Unknown	Pfister	0%		
Motor Vehicles	Message Plate Ordering	01/02/04	Large	Flexible	High	Unknown	Pfister	0%		
Motor Vehicles	Drivers' License Renewals	01/02/04	Extensive	Rigid	Extremely High	Trans. Fee	Pfister	0%		
Motor Vehicles	Drivers License Reinstatement	02/01/02	Modest	Flexible	High	Unknown	Pfister	10%		
Revenue	Online Sale of Tax Permits	01/02/04	Large	High	High	Trans. Fee	Armstrong	0%		
Secretary of State	EFS Filing	02/02/02	Large	Firm	High	Trans. Fee	Pfister	0%		

Volunteer Service Comm	Web Site Design	03/15/04	Large	Flexible	High	Fixed Cost	Bonus	0%	
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Projects On Hold:										
Agency	Project	Date Received	Public Benefit	Deadline Sensitivity	Project Complexity	Type of Payment	Assigned Staff	Percent Complete	Original Due Date	Revised Due Date
Abstracters Board	License renewals	10/01/03	Large	High	High	Fee	Brown	0%	2/1/2004	
	Comment: Not a top priority for small agency with limited staff									
Agriculture	Web Site Redesign/Password section	02/11/03	High	High	High	Fixed Cost	Duffy	50%	2/1/2004	
	Comment: Project placed on hold due to agency delays on design approval									
Administrative Services	State Employment App. Upgrade	04/08/03	Extensive	Firm	Extremely High	Grant/Fee	Lyons	50%	12/1/2003	
	Comment: Agency placed on hold pending internal discussions of how to proceed with project									
Administrative Services	Vehicle Checkout Enhancements	07/15/02	Modest	Flexible	Moderate	Non-Fee	Pfister	30%	2/1/2004	
	Comment: Project placed on hold due to internal nature of project pending decision to reassign									
Banking	Bank Randal Info Section/Un& Pw	05/07/03	Large	High	Moderate	Non-fee	Lyons	30%	3/1/2004	
	Comment: Joint decision to place on hold due to priority of other projects and agency needing to work out details									
County Project: Merrick	Web site design	01/02/04	Moderate	Flexible	Moderate	Approp	Duffy	50%	3/15/2004	4/30/2004
	Comment: NOL waiting to hear back regarding design approval									
Electrical Board	Web site design		Large	Low	Moderate	Non-Fee	Duffy	90%	3/15/2004	
	Comment: Agency wanted to wait until after implementation of new electrical permits system									
Health & Human Services	Practitioner Lists	03/12/03	Large	High	Moderate	Trans. Fee	Pfister/Bills	90%	2/15/2004	
	Comment: Project on hold while agency waits for IMS to complete database changes									
Investment Council	Web site design	01/02/04	Large	Flexible	Moderate	Non-Fee	Benes	50%	2/15/2004	
	Comment: Project on hold while agency decides on design									
NRCSA	Web site design & hosting	11/01/03	Modest	Flexible	Moderate	Fixed Cost	Duffy	0%	3/15/2004	
	Comment: Association requested delay until after Legislative session									
Risk Management (DAS)	Internal Forms	10/03/03	Modest	High	Moderate	Non-Fee	Bush	0%	11/15/2003	
	Comment: Question as to whether this is appropriate NOL project due to internal nature of project									
Workers' Comp Court	Password-protected Directory	01/05/04	Moderate	Flexible	Low	Non-Fee	Norton	75%	3/15/2004	
	Comment: Waiting on agency decision to proceed									
Possible Projects:										
Agency	Project:	Date Received	Public Benefit	Deadline Sensitivity	Project Complexity	Type of Payment	Assigned Staff	Percent Complete	Original Due Date	Revised Due Date
Account. & Disclosure	Campaign Statement Filings		Large	High	High	Fixed Cost	Pfister			
Account. & Disclosure	Web Site redesign		Extensive	Flexible	Moderate	Non-Fee	Duffy			
Corn Board	Web Site redesign		Large	Flexible	Moderate	Non-Fee	Duffy			
County Project: Brown	Web Site redesign		Large	Flexible	Moderate	Approp.	Brown			
County Project: Rock	Web Site redesign		Large	Flexible	Moderate	Approp.	Brown			
Courts	Online Ordering of Publications		Large	Flexible	Moderate	Unknown	Armstrong			
Economic Development	Conference Registration		Large	Flexible	High	Trans. Fee	Gibbs			
Fillmore County	Online Permits		Moderate	Flexible	High	Trans. Fee	Brown			
Health & Human Services	SICA - Online Survey		Large	Flexible	Very High	Fixed Cost	Norton			
Historical Society	Suite of E-Government Services		Large	Flexible	High	Trans. Fee	Gibbs			
Historical Society	Photo Image database		Large	Low	Very High	Non-Fee	Pfister			
Library Commission	Drawdown Accounts/ACH Transfers		Large	Flexible	High	Proc. Fee	Armstrong			
Liquor Control	License Renewals		Large	High	Very High	Trans. Fee	Gibbs			
Nebraska Diplomats	Web Site Hosting /Conf. Registration		Moderate	Flexible	Moderate	Non-Fee	Gibbs			
Patrol	Criminal History Searches		Extensive	Flexible	Extremely High	Fee	Armstrong			
Public Accountancy	License Renewals		Large	Firm	High	Fee	Gibbs			
Revenue/SOS	State Tax Lien Filings		Extensive		High	Unknown	Armstrong			
Roads	Online Shopping Cart		Extensive	Flexible	High	Unknown	Gibbs			
Secretary of State/IRS	Federal Tax Lien Filings		Extensive		High	Unknown	Armstrong			
Secretary of State	UCC Bulk Images		Large	High	High	Unknown	Bills			
TERC	Online Appeals		Extensive	High	High	Fee	Gibbs			

Nebraska State  
Records Board  
State Capitol, Suite 2300  
Lincoln, NE 68509

John Gale  
Chairman  
(402) 471-8606  
<http://www.nol.org>

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

Agencies desiring grants from the Nebraska State Records Board for projects to improve access to state government information should complete this application and follow any procedures outlined in this application and any accompanying materials.

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### I. Grant Summary

#### 1. Name of agency applying for grant

Nebraska Department of Natural Resources (NDNR)

#### 2. Title of project

Nebraska Geospatial Data Center Clearinghouse

#### 3. Brief Description of Project

This project will establish an online, enterprise clearinghouse for available geospatial (location-referenced) data related to the geographic area of Nebraska. The clearinghouse will allow Nebraska citizens, public agencies, and private entities to conduct online searches for a wide variety of geospatial data developed and/or maintained by a variety of state, local, and federal agencies and private entities. This project entails merging two existing online geospatial clearinghouses and developing web-based programs to facilitate the entry, validation and submission of metadata to be published in the metadata clearinghouse function of the Nebraska Geospatial Data Center.

This interagency project is based on recommendations of the Nebraska Geographic Information System (GIS) Steering Committee (see attached, "Facilitating Geospatial Data Sharing in Nebraska"). The project will also work with and support a parallel effort through the Conservation and Survey Division – UNL to inventory available geospatial data currently held by Nebraska institutions of higher education and key state agencies and assist those entities to document their existing geospatial data with standardized metadata so that it can be listed in the clearinghouse catalog and shared with others.

#### 3. Grant request amount \$ 25,000 for this initial phase.

Please be advised that a separate, but related grant request is likely to be submitted for consideration in either the next quarter or the following quarter. The second request would be for funding to build on the work accomplished based on this application. It would help finance continued metadata collection and the development of online tools designed to support the direct online display/mapping and access to a variety of public geospatial databases that were identified,



documented and cataloged based on this grant. The exact nature of future applications will depend, in part, on an interagency working group's success in applying for federal grant funding to support this enterprise effort.

**4. Will there be a fee for accessing records associated with this project?**

There will be no fee anticipated for using either the processes developed in this project or GIS metadata clearinghouse. Furthermore, most agencies do not charge for online access to the data that will be referenced in the clearinghouse. For example, the clearinghouse will provide online links to geospatial data which can be viewed and downloaded at no cost from the NDNR web site, either online or via an overnight file transfer (FTP) process.

**5. If yes, provide any statutory reference or authorization for the fee NSRB Grant**

n/a

## **II. Grant Detail**

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

The development and/or purchase of specialized geospatial datasets is by far the most expensive component of most GIS implementations. For many of the GIS applications undertaken by a wide variety of public and private entities, many of the same geospatial databases (streams, roads, aerial imagery, government boundaries) are needed. Facilitating the sharing of this costly data is a very cost effective approach for stretching scarce public resources.

This project entails the development of a unified, enterprise-wide, geospatial data clearinghouse for Nebraska. This clearinghouse will be a partial achievement of the longer-term goal of providing a one-stop enterprise portal for online searching, accessing and displaying/mapping of available geospatial data related to the geographic area of Nebraska. This project is consistent with Nebraska GIS Steering Committee recommendations outlined in a white paper, entitled "Facilitating Geospatial Data Sharing in Nebraska" (see attached). The interagency white paper outlined the need for and the recommended steps to develop an enterprise geospatial data center for Nebraska.

The proposed enterprise geospatial data clearinghouse will be based upon a clearinghouse currently operated by NDNR for the natural resources-related geospatial data maintained by the NDNR Data Bank. This agency-specific clearinghouse will be expanded to include metadata on the wide variety of geospatial data maintained by other agencies. As part of this project, the outdated metadata listed in a small interagency pilot project clearinghouse that was initially hosted on Nebraska Online will be updated and incorporated into this new enterprise clearinghouse.

The project will also develop web-based programs to facilitate on-going, online entry of metadata to be published in the clearinghouse. Metadata is information in a standardized format that describes the characteristics of a specific database. Standardized metadata is the foundation upon which clearinghouse search engines work. Metadata also provides the necessary information to enable an agency to understand and properly utilize geospatial data that has been developed by a different agency.

This project will work with and support a parallel effort by the Conservation and Survey Division – UNL and the Nebraska GIS Steering Committee to contact Nebraska institutions of higher education and state agencies to inventory the geospatial data currently held by those entities. That parallel effort will assist entities to document their existing geospatial data with standardized metadata and to list their geospatial data holdings in the clearinghouse catalog. The listing of databases in the clearinghouse catalog will enable other agencies and citizens to conduct online searches for needed data.

The new enterprise geospatial data clearinghouse node will be hosted by NDNR. It will be structured and maintained in a manner that is compatible with the Federal Geographic Data Committee (FGDC) geospatial data clearinghouse network. This work will be directed and performed by the staff of NDNR, with oversight from the Nebraska GIS Steering Committee.

Features to be included at that time will include:

- a. The internet presence (web pages) for the Nebraska Geospatial Data Center Clearinghouse. This will be accessible directly over the internet, through links from Nebraska State government and links on other entities' web sites, and through the National Map (a national effort by the USGS to use Internet Map Server technology to provide nation-wide online access to the core mapping data elements currently provided by the USGS 7.5 minute topographic maps.)
- b. A catalog architected to ultimately include metadata for all Nebraska geospatial data stores
- c. A "front end" process to facilitate the submission and initial validation of metadata for inclusion in the catalog
- d. An initial set of cataloged metadata reflecting the publicly accessible geospatial data offered by NDNR, and metadata from other Nebraska entities submitted for publication. Current plans include publishing existing metadata for the Conservation & Survey Division the School of Natural Resources, Institute of Agriculture and Natural Resources, University of Nebraska-Lincoln. The parallel effort by the Conservation and Survey Division – UNL and the Nebraska GIS Steering Committee will work with other agencies to document and list their geospatial data on the clearinghouse. These agencies include: the Nebraska Department of Roads, the Nebraska Game and Parks Commission, the Nebraska Department of Environmental Quality, the State Surveyors Office, the Nebraska Military Department, and the Health and Human Services System of Nebraska.

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

The clearinghouse will enable government and commercial users of GIS information to easily research and discover the existence and characteristics of geospatial data and how it may be accessed. Beneficiaries of the Nebraska Geospatial Data Center Clearinghouse will include numerous Nebraska State and local governing bodies, as well as universities, private businesses, and individuals that need access to state-wide enterprise geospatial data.

**3. Timeline for implementation (specific completion date must be provided, grant funds lapse if not expended prior to completion date)**

Implementation will be scheduled for about six months after award of the grant. Assuming an award date of July 1, 2004, the project should be completed by December 31, 2004.

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

DNR will provide the following resources in support of the Nebraska Geospatial Data Center Clearinghouse development:

- a. Information Technology staff with GIS and web application design and technical implementation expertise as required to direct contract efforts
- b. Information technology hardware and software as required to support the development processes and limited production operations
- c. Staff experienced with metadata development to perform quality reviews and publish the initial metadata submissions
- d. Continued operations, data support, and management of the clearinghouse and web pages

**5. Has this project ever been submitted as a budget request (explain)?**

No

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

No. This project falls within the NDNR statutory responsibility to maintain and administer a Data Bank containing geographic information about soil and water resources in the State of Nebraska.

**7. 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 most significant impediment to implementing this project as recommended by the GIS Steering Committee has been a lack of available resources due to the serious state budget shortfall. Grant funds would enable NDNR to obtain temporary staffing required to perform project tasks including computer program development and initial metadata receipt and review activities.

We estimate that development and testing of the basic geographic information metadata clearinghouse and a web-based "front end" process for submission and validation of metadata will require approximately eight to ten weeks of programmer effort. Due to limited application developer resources within NDNR, we anticipate that a contract programmer would be retained for this purpose.

Major activities will include:

- Combining the two existing online geospatial clearinghouses.
- Creating forms that the cooperating agencies will use to submit metadata over the web.
- Creating forms that the cooperating agencies will use via the internet to update/delete metadata retained at NDNR.
- Developing programs for cooperating agencies to test metadata compliance with FGDC standards before it is uploaded over the web.
- Creating forms for quality control and quality assurance (QC/QA) review processes.
- Developing programs to update the metadata server after the QC/QA review processes.
- Supporting efforts by the Conservation and Survey Division – UNL and the GIS Steering Committee to inventory, document and list other agencies geospatial data in the enterprise clearinghouse catalog.

## NSRB Grant Application

### Page 5

Grant funds would be utilized to cover the following estimated costs. Any funds not required for these categories would be used to offset the cost of metadata collection, review and publication.

Contract Programmer*	(8-10 work weeks of effort)	\$ 16,000 – 24,000
Development PC and software**		\$ 2,000 – 2,500

\* Contractor skill sets and experience must include web programming in .net. Knowledge of MS Access and GIS will be a plus.

\*\* Upon completion of the metadata submission front end and web tools, it is envisioned that this PC would be dedicated to metadata acquisition, quality review, and publication.

We believe continued operations can be sustained by the present Information Technology staff at NDNR. NDNR currently operates a web site which facilitates public access to a number of geospatial datasets. It is envisioned that the Nebraska Geospatial Data Center Clearinghouse will be a separate, closely integrated, addition to the existing web operations. Because it is separate, operations and the metadata publishing support will add to present NDNR responsibilities; however, assuming the infrastructure is consistent with existing NDNR infrastructure, current staffing should be adequate to meet operations requirements after implementation.

#### **8. Please describe how this project will enhance the delivery of state agency services or access to those services (you may attach a separate sheet if needed)**

Timely, accurate information that is easily accessed and capable of being shared across federal, state, and local political jurisdictions is now recognized as a fundamental component of sound public policy decision-making and good, efficient government. As more and more public and private entities adopt geographic information system (GIS) technology, it is increasingly important that institutions be developed to facilitate the reliable and efficient sharing of the costly geospatial information integral to these systems.

GIS technology allows public agencies to bring together and analyze numerous types of datasets and information based upon similar location attributes (i.e. roads, streams, soils and property parcels). GIS technology also offers a range of powerful analytical tools and the ability to more clearly communicate implications of and reasons behind public policies by the use of visual maps.

Because of these capabilities, more and more public agencies are beginning to use or are interested in using GIS technology. One of the major impediments to new agencies adopting this technology is the high cost of specialized data acquisition or development. Many current GIS applications rely on the ability to readily access a variety of geospatial databases (roads, streams, aerial imagery, political boundaries and property parcels) that are both dynamic in nature and maintained by a variety of public and private entities. The development of an online enterprise clearinghouse would allow agencies to more easily determine whether another agency has already developed a geospatial datasets that would meet their agency's needs.

At the present time it is not uncommon for multiple agencies at the same or different levels of government to maintain similar, but different datasets upon which public policy decisions are based. Enabling these agencies to locate and access common datasets would likely result in enhanced public policy decision-making because those policies would be based on the same data instead of different datasets.

For a broader context of the benefits of this project, please refer to the attached Nebraska GIS Steering Committee recommendations entitled "Facilitating Geospatial Data Sharing in Nebraska".

**9. Please describe and provide supporting documentation for how this project will 1) Improve the efficiency of agency operations; 2) Facilitate collaboration among state agencies; 3) Facilitate collaboration between state agencies and other public institutions; Support public/private partnerships in the delivery of public services (you may respond to any or all of these criteria in your answer, attach additional pages if needed)**

Over the last few years an increasing number of public and private entities have discovered that Geographic Information Systems (GIS) provide powerful tools for displaying, combining, and analyzing information based on its geographic location (latitude/longitude, etc.). GIS is now used by many public and private entities for an even wider variety of applications. These applications range from reapportionment, emergency vehicle routing, highway pavement management, water quality management, property assessment, economic development, public health, and the more recent applications related to homeland security planning and response. For many GIS applications, common sets of core geospatial databases provide a foundation for referencing and analyzing a few specialized databases. The attached Nebraska GIS Steering Committee white paper entitled, "Facilitating Geospatial Data Sharing in Nebraska" provides a broader context for the needs and benefits of the services proposed in this project. Responses specific to the criteria listed in your requirement are also provided below.

**Improved efficiency.** The significant costs for development and/or acquiring geospatial databases is one of the important reasons for developing mechanisms to facilitate data sharing. By far, the most costly component of most GIS implementations is data acquisition. As more and more public and private entities adopt GIS technology, it has become increasingly important that institutions be developed to facilitate the reliable and efficient sharing of the geospatial information integral to these systems. Today's governments cannot afford to have multiple agencies investing scarce public resources in the development and maintenance of duplicate (or similar) databases. Increased efficiency and enhanced public policy decision-making will be the likely results of coordinated public investments in the development and maintenance of quality, core geospatial databases that are coupled with mechanisms to share this data widely among public and private entities. The ability of one agency to meet its geospatial data needs by easily locating and then building upon data developed or acquired by another agency represents a significant efficiency. This is a foundation for facilitating sharing of geospatial data, and the Nebraska Geospatial Data Center Clearinghouse is designed expressly for this purpose.

Development and maintenance of standardized metadata is another foundation for facilitating geospatial data sharing. This metadata (data about data) enables a borrowing agency to know, with a relatively high degree of certainty, the various characteristics of the dataset and can therefore make informed decisions about the appropriate applications of that dataset. It is a common problem that agencies which originally develop geospatial datasets frequently do not invest the time and resources to properly document those datasets because their in-house staff has that information due to their personal involvement. Metadata on geospatial datasets provides the documentation upon which clearinghouse search engines operate and that other agencies need to make appropriate use of borrowed data. Therefore, facilitating the development and listing of this metadata in an enterprise geospatial clearinghouse is a key component to an efficient system of sharing this relatively expensive data among agencies.

Because much of this geospatial data and its associated metadata are dynamic in nature, it is also important to develop online mechanisms through which the developing agency can maintain, with relative ease, their metadata. These mechanisms allow other agencies to be reasonably certain

that they are able to conduct searches based on current metadata and to access the updated metadata with a particular dataset. For this reason, development and implementation of online forms for creating and updating metadata are critical components of this clearinghouse project.

2, 3 and 4. Facilitate collaboration among state agencies and with other public institutions and public/private partnerships. One of the foundations for collaboration, either between state agencies or between state agencies and other entities, is the ability to readily share and reference the same information. At the current time, there is no efficient and reliable means to quickly determine if another agency has developed or acquired geospatial datasets that would meet another entities' needs. The geospatial data clearinghouse, and the related efforts to develop metadata to document databases, is designed to facilitate locating and sharing of geospatial datasets of common interest.

The terrorist attacks of September 11th illustrated that it is important that data sharing mechanisms be reliable in times of crisis, that they provide ready access to the most recent data maintained by multiple agencies, and that they provide access to data that has been pre-formatted to facilitate its rapid integration with other geospatial data. These are the long-term objectives of the proposed Geospatial Data Center Clearinghouse, and its ultimate evolution into a broader geospatial data center that will provide online viewing/mapping and accessing of Nebraska-related geospatial data.

Sound public policy decisions are more likely when multiple agencies (state, local and federal) are making decisions based on the same data. The existence of an enterprise geospatial data clearinghouse will help avoid situations where different agencies use similar, but different databases, to develop or implement public policies that may not be harmonious with the policies developed by other agencies using slightly different data. An enterprise clearinghouse will allow one agency to be responsible for maintaining a given geospatial dataset, and other agencies will know that they can reliably find and access the most current version of that data through the clearinghouse, as needed. Without this reliable mechanism for accessing the most current data, many agencies will attempt to maintain their own separate datasets, which will result in a duplication of effort and in many cases slightly different data.

### **III. Technical Information**

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

The infrastructure for the initial implementation of the metadata clearinghouse will rely upon the existing server hardware, software, and communications capabilities available at NDNR. As noted earlier, parallel interagency efforts are also underway to seek federal funding to support the broader goal of developing a more comprehensive Nebraska Geospatial Data Center. Depending upon the success of those efforts, future grant requests to the State Records Board may include a request for funding to obtain additional hardware and software to support a full-scale geospatial data center that would include the proposed clearinghouse.

**2. Address any technical issues with the proposed technology including:**

- **Conformity with generally accepted industry standards. Projects which interface with other state systems (such as distance learning systems) should also address NITC technical standards and guidelines.**
- **Compatibility with existing institutional and/or statewide infrastructure.**
- **Reliability, security and scalability (future needs for growth or adaptation).**

Technical standards and guidelines that must be complied with in this project include the following.

- Web access, ftp, FGDC metadata standards, ESRI conformity/compliance
- Compatibility with existing institution and/or statewide infrastructure
- Reliability, security, and scalability: NDNR's current capabilities include the ability to supply backup server, metadata, and application software capabilities.

**6. Describe how technical support will be provided.**

NDNR application developers and information technology services personnel have significant training and experience in the development, operations and maintenance of geospatial and web applications, datasets, and related systems. These personnel are willing and able to extend their support to the Nebraska Geospatial Data Center Clearinghouse development and operations. This clearinghouse will follow national models and standards and therefore federal technical resources can be called upon for assistance, if needed.

**IV. CONTACT INFORMATION, SIGNATURE**

**Contact person for any questions regarding this application** \_\_\_\_\_ Rex Gittins \_\_\_\_\_

**Phone #** \_\_\_\_ (402) 471 - 1767 \_\_\_\_\_ **E-mail** \_\_\_\_\_ rgittins@dnr.state.ne.us \_\_\_\_\_

**Signed this** \_\_\_\_ 30th \_\_\_\_ **day of** \_\_\_\_ March \_\_\_\_, \_\_\_\_ 2004 \_\_\_\_

\_\_\_\_\_  
**Agency Director**

**Please Return to:**

**State Records Board  
Suite 2300, State Capitol  
P.O. Box 94608  
Lincoln, NE 68509-4608**

*Recommendations of an Advisory Committee on Facilitating Geospatial Data Sharing  
– a subcommittee of the Nebraska GIS Steering Committee*

## **FACILITATING GEOSPATIAL DATA SHARING IN NEBRASKA**

### **Meeting the Growing Needs for Enterprise-wide Access to Available Geospatial Data**

#### **INTRODUCTION**

Timely, accurate information, easily accessed and capable of being shared across federal, state, and local political jurisdictions is now recognized as a fundamental component of sound public policy decision-making and good, efficient government. Over the last decade public entities have invested in the development of compatible database structures and networks to facilitate data sharing in pursuit of these information-sharing objectives.

During this same period, an increasing number of public and private entities have discovered that Geographic Information Systems (GIS) provide powerful tools for displaying, combining, and analyzing information based on its geographic location (latitude/longitude, etc.). GIS is now used by a wide variety of public entities for an even wider variety of applications. These applications range from reapportionment, emergency vehicle routing, highway pavement management, water quality management, property assessment, economic development, public health, and the more recent applications related to homeland security planning and response.

As more and more public and private entities adopt GIS technology, it has become increasingly important that institutions be developed to facilitate the reliable and efficient sharing of the geospatial information integral to these systems. The public costs of developing geospatial databases are one of the important reasons for developing mechanisms to facilitate data sharing. Today's governments can not afford to have multiple agencies investing scarce public resources in the development and maintenance of duplicate (or similar) databases. Sound public policy decisions are more likely when multiple agencies (state, local and federal) are making decisions based on the same data. Increased efficiency and enhanced public policy decisions-making will be likely results of coordinated public investments in the development and maintenance of quality, core geospatial databases coupled with mechanisms to share this data widely among public and private entities.

The terrorist attacks of September 11<sup>th</sup> have illustrated that it is also important that data sharing mechanisms be reliable in times of crisis, that they provide ready access to the most recent data maintained by multiple agencies, and that they provide access to data that has been pre-formatted to facilitate its rapid integration with other geospatial data. It was to address this range of needs and concerns that the intergovernmental Advisory Committee on Facilitating Geospatial Data Sharing was created and tasked with making recommendations for how we might meet the growing needs for enterprise-wide, ready access to available geospatial data.

#### **BACKGROUND**

While GIS can no longer be considered a new technology, its wide spread use among many agencies, many applications and numerous users is relatively new. In Nebraska, the Conservation and Survey Division at UNL was one of the early experimenters with GIS technology starting back in 1985. Other early users were the Nebraska Natural Resources Commission starting in '89, the Legislature in '91, the Dept. of Roads in '91, the Dept. of Environmental Quality in '92 and Game and Parks in '94. During this same period a similar



limited, specialized use of GIS was evolving in federal and local government agencies. In all of these instances, the early GIS users were based in just a few agencies, the specialized applications residing only on the computers operated by skilled technicians, and the applications relied on geospatial data that was primarily developed and maintained within that same agency.

However, over the last few years the nature of GIS users and applications has undergone major changes. These changes are related to the growing awareness of the potential of GIS technology, and the evolution of the technology in terms of its sophistication and ease of use. The current trend is toward widespread use of GIS technology across both the horizontal and vertical breadth of public and private agencies. As a result of these changes, people with a wide range of technical skills are now using the technology. Many current GIS applications rely on the ability to readily access a variety of geospatial databases (roads, streams, aerial imagery, political boundaries and property parcels) that are both dynamic in nature and maintained by a variety of public and private entities. The relatively new phenomenon of providing a wide range of interactive GIS applications over the Internet (i.e. general public access of assessor's property parcel information via the Internet) is just one example that illustrates these trends.

These trends in GIS software, applications, and users have served to heighten the demand for mechanisms that facilitate easy, reliable, enterprise-wide access to geospatial databases that are developed and maintained by a variety of entities. Also contributing to this increasing demand for geospatial data sharing, has been a growing recognition that with limited public resources available it is vitally important that public entities avoid costly duplication by cooperating in the development and maintenance of the geospatial databases that are needed for many GIS applications.

In pursuit of this intergovernmental cooperation, several state and federal geospatial coordination initiatives have been organized. Many of these coordination efforts have focused on a core subset of geospatial databases (roads, streams, aerial imagery, political boundaries, property parcels, etc.) that have become known as Framework Databases because they provide the underlying framework for so many GIS applications. Most of these coordination initiatives also highlight the need for mechanisms to provide easy access, across the enterprise, for these and other geospatial databases. Among these coordination initiatives are the following.

Nebraska GIS Steering Committee. Over the last several years this intergovernmental coordinating body has outlined in its annual reports the need and plans for the coordinated development of key geospatial databases on a statewide basis. These strategic reports have also consistently noted the needs for enhanced mechanisms for facilitating online geospatial data access and sharing across the enterprise.

Federal Geographic Data Committee. The FGDC is a federal level GIS coordinating body that works closely with its state counterparts. The FGDC took the lead in identifying Framework Databases, developing database standards, and actively works with states to encourage the development of a national network of geospatial data clearinghouses as a means to find and provide online access to existing geospatial data.

Implementation Teams. Implementation Teams (I-Teams) are a national initiative to bring together representatives of state, local, federal and private entities to define collaborative strategies for the development of widely needed geospatial databases and the means to distribute them. One of the priority needs identified in the draft Nebraska I-Team Strategic Plan is the development of a geospatial data center to serve the Nebraska GIS user community.

USGS National Map. For many years the US Geological Survey's 7.5" paper topography maps have served as the standard reference map for a wide variety of applications. Many state statutes, including Nebraska's, refer to these maps. Most of these maps are at least 30 years

old and in need of revision and updating. As part of its National Map strategy, the USGS has made a strategic decision that it will rely on digital geospatial data, created largely at the state and local level, as the means to update and keep relatively current these standard reference maps. As currently envisioned, this evolving strategy will rely heavily on state-by-state data centers that provide the focal point for collecting, integrating, and providing online access to the digital geospatial data (see State of Delaware pilot, <http://datamil.udel.edu>).

Homeland Security. In the wake of the September 11<sup>th</sup> terrorist attacks the critical importance of ready, reliable access to a cross-section of geospatial data, from a wide variety of agencies, has become very clear. At the federal, state and local level, GIS and geospatial data collected from a variety of sources is being used for short-term homeland security planning efforts. In the longer-term, it will be important to be able to quickly access the most current geospatial data, from a variety of sources, to provide an informed basis for responding to emergencies.

## **CURRENT STATUS**

There are currently two state-operated geospatial data clearinghouses, which allow GIS users to conduct online searches for available geospatial data related to the Nebraska geographic area. There are also several online clearinghouses operated by federal agencies, at the national or regional level, which contain Nebraska-related geospatial data among their data catalogues. Both of the state-operated clearinghouses are compatible with the FGDC national clearinghouse network. However, neither is comprehensive in the scope of their listings and as a consequence there are numerous existing Nebraska-related geospatial databases that are not currently listed and therefore not available through the clearinghouse network.

The Nebraska Department of Natural Resources operates one clearinghouse, which provides a comprehensive online, up-to-date listing of the data holdings in its Natural Resources Databank. Through this clearinghouse, online access is available to most, if not all, of the data holdings of the NDNR Databank.

The other state-operated clearinghouse, the Nebraska Geospatial Data Clearinghouse, was developed under the auspices of the Nebraska GIS Steering Committee, in cooperation with the Nebraska Library Commission. This clearinghouse node was originally developed as a pilot project, with the goal of ultimately building a comprehensive clearinghouse for Nebraska-related geospatial data. The clearinghouse was initially developed in 1995-96, with the support of an FGDC grant. As part of this pilot project, the necessary documentation was created for approximately 45 geospatial databases and an online clearinghouse node was established on a Nebraska Library Commission server. This clearinghouse node has since been moved to servers operated by Nebraska Online.

Unfortunately, since the completion of this clearinghouse pilot project, the GIS Steering Committee has not had the resources to continue the necessary outreach and education work with agencies to get their data documented and added to the clearinghouse catalogue. There are now numerous Nebraska-related geospatial databases that have been developed at the state and local level, but which are not currently documented and have not been added to the Nebraska Geospatial Data Clearinghouse catalogue. As a consequence, GIS users can not easily discover that these databases exist and they are not readily available for online access.

Related Initiatives. In exploring how we can best address the current gaps in providing online access to Nebraska-related geospatial data, it is important to consider several related initiatives that are currently underway or planned. In this time of scarce public resources, cooperation and coordination among these initiatives may hold the key to developing of a more comprehensive and enduring approach to facilitating Nebraska geospatial data sharing.

On the federal level, there are several related initiatives that are being proposed and/or developed. Among these is the evolving USGS vision of the National Map, and its proposed implementation through a series of state or regionally-based online digital mapping portals. While this initiative will probably not be as comprehensive in terms of the range of Nebraska-related data themes, it will however involve many of the same databases and similar infrastructure. America View is another USGS pilot program with possible synergy for the development of an enhanced Nebraska geospatial data center. The goal of America View is the development of state-level distribution mechanisms to provide rapid online access to recent satellite data. Another related initiative is the USGS pilot program to develop state-based USGS Mapping Project Offices, as one way to develop closer coordination with states and decentralize some of its national mapping operations. Finally, the President's Geospatial One Stop E-Government Initiative envisions creating a single Internet portal through which one could locate and access all federal agency geospatial data.

All of these federal initiatives share an understanding that if they are to be successful, they will require a fairly high degree of coordination with states. At the same time, it is also important to note that most of these initiatives do not currently have new funding available that could be used to help states provide the on-going support needed to maintain a geospatial data center.

On the state level there are also several initiatives that could possibly lend support to the development of an enhanced Nebraska geospatial data center. The Dept. of Natural Resources has agreed to host a combined clearinghouse (NDNR Databank and Nebraska Geospatial Data Clearinghouse) on their servers, given proper endorsement and support. The UNL Libraries have offered to conduct a survey of state agencies, universities, and natural resource districts to identify the geospatial data that are currently available but not listed in a clearinghouse and to help document that data.

The University of Nebraska Peter Kiewit Institute has recently announced that they will be acquiring a large scale server and creating an internet ESRI interactive map interface and web site to allow users to more easily locate and select location-based information along the Lewis and Clark Bicentennial (2003-2006) Celebration route. They have also expressed an interest in hosting and serving state geospatial data on this server. Several other state agencies are either considering or have developed plans to expand their current GIS capabilities (NDOR, NDEQ, NEMA, NPAT, NGPC, CSD-UNL). Many of these proposed plans involve developing additional interactive Internet mapping capabilities as a way to bring these analytical tools and information to either their field offices and/or the general public. For many of these applications, there are compelling reasons to base most of these initiatives within a specific agency. It is however a possibility that within these agency initiatives there are areas of potential collaboration that could lend support to the development of an enterprise Nebraska geospatial data center.

As avenues are explored for addressing the current need for a Nebraska geospatial data center, it is important to not forget the lessons learned from the Nebraska Geospatial Data Clearinghouse experience. If these intergovernmental data sharing programs are to be successful, they require resources for on-going development, maintenance and outreach. In considering the possible synergy of the various federal and state programs, it is quite possible that through collaboration and partnerships we may be able to bring together the hardware and software infrastructure required for an online enterprise data center. More difficult, but equally or more important are the resources necessary to provide on-going support for the operation of an enterprise such as a Nebraska geospatial data center.

## RECOMMENDATIONS

At the outset of the Advisory Committee's discussions, there was general agreement that the unmet needs in this area were substantial. However, it was also acknowledged that the resources available in the short-term to help address those needs were likely to be very limited, particularly in this time of state budget shortfalls. Based upon this understanding, the Advisory Committee decided to proceed to identify the unmet needs and to take a two-fold approach to making recommendations to address those needs. This two-fold approach involved:

- a) Making recommendations for short-term limited resources efforts that could be undertaken, and have a reasonable chance of success, within the current constraints of little or no additional resources;
- b) Outlining a consensus longer-term vision for the policies and structures that should be pursued, as additional resources become available, to address the longer-term needs for institutional structures and policies to facilitate an on-going, high-level of geospatial data sharing among the public and private sector in Nebraska; and
- c) Following an 18-month period, the GIS Steering Committee and the Department of Natural Resources shall re-evaluate the policies, barriers, opportunities and options for facilitating Nebraska-related geospatial data sharing. The purpose of this re-evaluation is to determine how well the arrangements outlined in this document are working and to make recommendations for changes as necessary

### **Short-term, limited resources efforts**

- 1) Initiate a process to create a unified, enterprise-wide, Nebraska geospatial data clearinghouse with the goal of ultimately providing a one-stop portal for searching for available geospatial data related to the geographic area of Nebraska. Recommended initial steps would involve merging the two existing online geospatial catalogues/clearinghouses which are currently operated by the State of Nebraska. The metadata catalog which describes a limited, cross-section of geospatial data themes and is currently hosted on the Nebraska Online servers would be combined with the metadata catalog describing the natural resources geospatial data currently hosted by the Nebraska Department of Natural Resources Databank. This enterprise geospatial data clearinghouse node would be hosted on a NDNR server and would be structured and maintained in a manner to be compatible with the national Federal Geographic Data Committee (FGDC) geospatial data clearinghouse network. This work would be conducted primarily by the staff of NDNR (as time and resources permit), with assistance from Nebraska Online staff and the Coordinator for the Nebraska GIS Steering Committee.
- 2) As an enterprise-wide Nebraska geospatial data clearinghouse, it is recommended that the Nebraska GIS Steering Committee would be the ultimate owner of this enterprise clearinghouse and NDNR would be the trustee charged with operational responsibility for the clearinghouse, subject to available resources. NDNR staff commitments would require the endorsement of the NDNR Director. Under this conceptual model, the Steering Committee would have the primary responsibility to take the lead in pursuing any additional resources needed to insure adequate support for clearinghouse-related functions. It is recommended that the Nebraska Department of Natural Resources and the Nebraska GIS Steering Committee develop a Memorandum of Agreement to further define the nature and terms of this relationship.

- 3) Identify other existing geospatial data that is not currently listed in either of the existing metadata catalogs/clearinghouses via an online survey. Due to current resource limitations, the initial survey would focus on state agencies, institutions of higher education, and natural resources districts. The survey should identify not only what geospatial data exists, but also whether the data is documented. This online survey will be conducted primarily by the staff of University of Nebraska - Lincoln Libraries, with the assistance of the Coordinator for the Nebraska GIS Steering Committee.
- 4) Agencies with existing geospatial data, that is not been documented with metadata, will be encouraged and assisted to develop FGDC-compliant metadata to document their data. This is a necessary step before this data can be listed on FGDC-compliant geospatial clearinghouses and is consistent with the Nebraska GIS Steering Committee policy on metadata. *"To preserve the public's investment in geospatial databases and to facilitate data sharing, public agencies should document new geospatial data it collects or produces, either directly or indirectly, with metadata compliant with the Federal Geographic Data Committee (FGDC) Content Standards for Digital Geospatial Metadata (data describing the data). Systematic efforts should also be made to develop metadata for existing legacy geospatial data, as time and resources allow."* — adopted 3/9/00. Within the limits of available resources, the staff of UNL Libraries, the staff of Conservation and Survey Division UNL and the Coordinator for the Nebraska GIS Steering Committee will assist agencies to develop metadata.
- 5) Agencies with geospatial data, which has been documented with FGDC-compliant metadata, should be encouraged to list that data in the enterprise Nebraska geospatial data clearinghouse by adding the metadata to the clearinghouse catalog. This work would be conducted primarily by the staff of NDNR (as time and resources permit), with assistance from the Coordinator for the Nebraska GIS Steering Committee.

#### **Longer-term institutional structures and policies**

- 6) As resources become available, it is recommended that the Department of Natural Resources and the GIS Steering Committee work together to enhance the Nebraska geospatial data clearinghouse/center and provide a broader range of data access and support services for the enterprise-wide Nebraska GIS user community.

For most GIS applications, it is very helpful if users can have ready access to the best available geospatial data. As the use of GIS-related technologies continues to grow across a broad range of state, local and federal agencies, and the private sector, there is a growing demand for reliable, timely access to the geospatial data that is developed and maintained by a variety of agencies. For applications related to public safety, emergency/disaster response or homeland security, it is vitally important to have ready access to the most current and accurate geospatial data available, that the data be maintained in a manner such that it can be rapidly integrated with data from multiple sources, and that the online access service is reliable in times of an emergency. Many states have found that state geospatial data access and support centers, designed to support the enterprise, are an efficient, reliable means to provide these specialized services of on-going geospatial data integration and online distribution. In developing an enterprise Nebraska geospatial service center, the following services and/or characteristics should be considered:

#### **Recommended Services**

- a) On-line Catalog and Data Access Point. An enterprise geospatial data center should develop and maintain a Nebraska geo-portal through which users could search for and

gain online access to a wide range of existing Nebraska-related geospatial data from multiple agencies (state, local, federal, and private). Data access services should be structured to provide the flexibility of either housing data directly on the center's servers or providing online access via hyperlinks to data residing on other agencies' servers. An enterprise geospatial data center could also provide an efficient avenue for investing in the secure and reliable information architecture necessary to insure ready access to critical geospatial information in times of natural disasters or other emergencies.

- b) Help Desk. An enterprise geospatial data center should be structured to provide users with an initial single contact point for assistance in obtaining the most recent versions of a variety of dynamic geospatial databases and a first avenue of inquiry for basic questions related to those databases. Consequently, the data center personnel could relieve the skilled personnel in those agencies that are directly responsible for developing and maintaining these dynamic geospatial databases from the necessity of responding directly to many common day-to-day questions and requests related to those databases.
- c) Data Integration. Databases developed by multiple agencies frequently require at least some manipulation before they can be integrated with other datasets. In some cases this manipulation may involve patching together several similar datasets from multiple jurisdictions to form a statewide dataset (i.e. street centerlines/addresses) or inserting a new update from one area into a larger statewide dataset. In other cases, this data manipulation may involve changing several datasets to common map projections or scales. Providing many of these data integration services through a data center would result in increased efficiency and accuracy in that these same data manipulations would be performed once by skilled technicians, instead of by the multiple users of the data, with varying levels of knowledge and skills. In emergency situations, this on-going data integration service could save critical analysis and response time.
- d) Interactive Internet Mapping. Internet mapping is a rapidly growing trend in GIS software and applications development. Internet mapping applications go beyond using the power of the Internet to just locate and download existing geospatial databases. Internet mapping technology provides the ability to graphically display, combine and analyze geospatial data remotely. This evolution of GIS technology is having the effect of moving GIS applications from just the desktops of central office technical personnel, to putting these powerful tools in the hands of personnel in agency field offices and in the hands of the general public via the Internet.

However, the application of Internet mapping technology requires an additional layer of technical skills, software, and hardware, in addition to the traditional GIS requirements. The provision of this service within the context of a broader geospatial data center would provide an efficient means for multiple government agencies to transition into this relatively new evolution in the technology. Providing this service through an enterprise data center would provide the opportunity for the multiple agencies, either with existing GIS capabilities or not, to explore the applications of this new technology without the necessity of their agency making substantial up-front investments in staff training and additional software and hardware purchases.

- e) Technical Assistance. Significant public resources could be saved if GIS technical assistance was available to help guide state and local public entities in planning for and making public investments in GIS technology. An enterprise geospatial data center would be a logical place to provide such assistance. At the current time, policy makers and administrators, at both the state and local level, are called upon to make public

investment decisions related to the development and/or procurement of GIS data, hardware and software, and technical personnel, for which they have little or no experience. Absent that experience, it is relatively easy to make GIS-related investment decisions that can have costly long-term negative consequences. At the present time, there is no entity in state government charged with providing this type of GIS-related technical assistance. The nature of this assistance could vary widely. Many state or local agencies would benefit greatly from the availability of a consultant to help them plan an overall multipurpose GIS implementation strategy and to work with vendors on implementation. Technical assistance is needed to help define data needs and help negotiate with vendors for GIS data development to realize the required data quality and compatibility for the widest range of applications and users. The availability of limited technical assistance could also help stretch the capabilities of current agency personnel to develop new application and utilize new software capabilities without extensive additional training.

- f) Pooling of resources. Many entities (state, local, federal and private) have need of similar geospatial databases (streams, roads, street addresses, digital photography, etc.). Great efficiencies can be gained, when these entities cooperate in the development and maintenance of geospatial databases needed by multiple entities, instead of developing duplicate or similar databases. In developing the organizational structures related to an enterprise geospatial data center, considerations should be given to incorporating mechanisms to help facilitate the voluntary pooling of resources that is frequently a key to achieving an aggregate level of resources that are necessary for many geospatial data development efforts.

#### **Recommended Organizational Characteristics**

- g) State Agency – University Collaboration. Many states have found that there are benefits to be gained by developing an enterprise geospatial data center in an operational context that involves a state agency – university collaboration. Universities, in general, have more organizational flexibility and can draw upon a talented pool of students to help staff up to meet temporary project needs and to keep a data center on the cutting edge of technological evolution. University-related enterprises also frequently benefit from very significant price breaks from GIS software vendors. A university connection can also be helpful in drawing upon the education experience and technical expertise of the faculty in support of a technical assistance mission of the data center. On the other hand, a state agency connection can provide a more direct connection to changing state and local policies, priorities, and accountability. Given these potential benefits, opportunities for a collaborative state agency – university geospatial data center should be pursued.
- h) Relationship with Nebraska GIS Steering Committee. The Nebraska GIS Steering Committee is the statutorily-defined (§81-2601) intergovernmental entity charged with establishing enterprise-wide GIS policies, priorities, and standards, including “The acquisition, development, maintenance, quality assurance such as quality control standards, access, ownership, cost recovery, and priorities of data bases”. For this reason, it is important for the overall coordination of the GIS enterprise in Nebraska that there be a close, and clearly defined, relationship between a Nebraska enterprise geospatial data center and the Nebraska GIS Steering Committee. As part of this relationship, the GIS Steering Committee should take an on-going, active role in assisting NDNR to explore opportunities for partnerships and collaboration as a means to enhance the services available through the Nebraska geospatial data center.

- i) Enterprise Service Focus. If a geospatial data center is to be successful in providing the state's overall GIS enterprise with efficient and reliable services, such as on-going geospatial data integration, online data distribution, and technical assistance, it is important that it be designed and structured around an enterprise service focus. If the enterprise is to gain the maximum efficiencies and benefits from such a data center, it is important that the various entities within the enterprise feel that they can rely on these services being consistently available through the data center. Such reliability will minimize the tendency of other entities to develop similar or redundant systems to ensure the availability of these services. While it is probable that such a geospatial data center would be located within the context of an existing agency, policies and/or organizational structures should be considered to help buffer the enterprise data service center from the short-term fluctuations in the host agency's priorities. In a similar vein, to provide these reliable services to the enterprise, it would be important to the host agency that they have at least a minimum level of relatively stable funding to support this enterprise service function.



Technical Panel  
of the  
Nebraska Information Technology Commission

**Project Review**

Type of Review: State Records Board Grant Application  
Project Title: Nebraska Geospatial Data Center Clearinghouse  
Agency: Nebraska Department of Natural Resources

Resolution passed by the Technical Panel on April 13, 2004:

The Technical Panel, having reviewed the grant application entitled "Nebraska Geospatial Data Center Clearinghouse" finds that:

- The project is technically feasible.
- The proposed technology is appropriate for the project; however, an accessibility audit should be performed to ensure access for individuals with disabilities.
- The technical elements can be accomplished within the proposed time frame and budget.

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

Agencies desiring grants from the Nebraska State Records Board for projects to improve access to state government information should complete this application and follow any procedures outlined in this application and any accompanying materials.

### I. Grant Summary

1. **Name of agency applying for grant:** Chief Information Officer
2. **Title or project:** Interactive Licensing Phase IV
3. **Brief Description of Project:** Previous grants have supported efforts by Nebrask@ Online with several agencies to bring more than 30 license, permit and registration processes online, including credit card payment of associated fees. The purpose of this grant is to continue work with additional agencies, as well as additional license types for current agency partners such as Health & Human Services. The grant amount for each application is anticipated to be \$2,500, meaning this grant will support ten additional projects.
4. **Grant request amount:** \$25,000
5. **Will there be a fee for accessing records associated with this project?** Licenses, permits and registrations typically have an associated statutory fee, regardless of whether they are acquired or renewed online or through traditional paper processes. It is anticipated that projects undertaken through this grant will include some type of ongoing payment to Nebrask@ Online from existing fee proceeds. Any such arrangements will be negotiated on a case-by-case basis and presented to the board for approval.
6. **If yes, provide any statutory reference or authorization for the fee:** Statutory references for specific fee-based payments to Nebrask@ Online will be presented on a case-by-case basis for board approval.

### II. Grant Detail

1. **Please describe the project in detail:** Previous grants have supported efforts by Nebrask@ Online with several agencies to bring more than 30 license, permit and registration processes online, including credit card payment of associated fees. One goal of this effort has been to develop standard approaches and modules that can speed development of subsequent online licensing processes. The initial projects have proven successful in that regard, although some degree of customizing is necessary for each application. This is particularly true when dealing with different agency back-end systems.

The purpose of this grant is to continue work with additional agencies, as well as additional license types for current agency partners such as Health & Human Services. The grant amount for each application is anticipated to be \$2,500, meaning this grant will support ten additional projects. Work on each project will include analysis of the process used by the agency in issuing each license, development of web screens to guide the applicant through the process, integration with the agency back-end system, and integration with the NOL payment portal for credit card or electronic check payment processing. NOL and agency staff will do complete system testing prior to the launch of each application. In some instances, license applicants may be recruited to assist with testing if deemed necessary.

2. **Please describe whom the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service:** Beneficiaries of the service will include various professions, facilities and other businesses and individuals who are required to obtain a license, permit or registration for a particular activity or service. The licensing process will be made more convenient, faster and more accurate for users. The licensing agency will also benefit from improved efficiency in the licensing process.
3. **Timeline for implementation (specific completion date must be provided, grant funds lapse if not expended prior to completion date):** Completion dates for each of the ten projects will coincide with the beginning of each license renewal period. Depending on agency interest and cooperation, NOL expects to complete the additional 10 licensing projects by the end of 2004. Licensing schedules may extend the actual implementation dates of some licenses into early 2005.
4. **Agency contribution to the project (labor, equipment, etc.):** Agency staff members involved in various licensing processes will be involved in assisting NOL to understand the business rules and requirements for each license type, and testing the system as it is developed. Agency technical staff will be involved in developing specifications for data exchange between NOL and the agency back-end system.
5. **Has this project every been submitted as a budget request (explain)?** No.
6. **Does the project require additional statutory authority (explain)?** No.
7. **Why is the grant money needed for the project, and if applicable, how will the service be sustained once the grant money is expended?** Grant funding for the work in license, permit and registration applications allows work to proceed, while decisions are made regarding the fee-based revenue stream to support development of licensing applications in the long term. The grants also support continued research and development of standard modules that can be re-used in subsequent projects. Depending on what decisions are made regarding ongoing funding to support maintenance, upgrades and other ongoing costs, it may be necessary to continue modest grant support to bring all appropriate licensing processes online.

8. **Please describe how this project will enhance the delivery of state agency services or access to those services:** E-government services in general enhance the delivery of services by improving convenience, accuracy and speed for the user while introducing efficiencies into the process. These efficiencies include faster turn-around time, elimination or reduction of data entry by agency staff, and improved accuracy of information exchange.
9. **Please describe and provide supporting documentation for how this project will**  
1) improve the efficiency of agency operations; 2) facilitate collaboration among state agencies; 3) facilitate collaboration between state agencies and other public institutions; 4) support public/private partnerships in the delivery of public services (you may respond to any or all of these criteria in your answer, attach additional pages if needed): Experience with projects to date indicates that efficiencies are gained through reduction or elimination of follow-up phone calls or regular mail to ensure completeness and accuracy of information exchanged; reduction or elimination of redundant data entry by agency staff; and faster movement of statutory fees into the state treasury due to the electronic payment associated with each application. The ongoing relationship between the Records Board, state agencies and Nebraska@ Online continues the long-standing public/private partnership in bringing e-government services to Nebraskans.

### **III. Technical Information**

**1. Describe the hardware, software, and communications needed for this project and explain why these choices were made:** Existing hardware and communications networks utilized by Nebraska@ Online and each partner agency will be used, as there is no anticipated need for additional system resources to implement the projects. Existing licensing front-end software developed by NOL will be used as a foundation to the greatest extent possible for each new application, building upon standard modules such as payment processing created for previous projects. Some customizing will be necessary for each new project, with the degree of customization depending on the business rules for each new licensing project. The objective of the online licensing initiative is to minimize the work and time required for each new application, although the nature of this type of project requires some degree of customizing in each instance.

The programming languages for this application will be PHP and Perl, with PHP likely to be the primary one. Both are languages that NOL and other NIC affiliates use frequently. They are common tools for developing applications that integrate with web pages.

#### **2. Address any technical issues with the proposed technology including**

- **Conformity with generally accepted industry standards. Projects which interface with other state systems (such as distance learning systems) should also address NITC technical standards and guidelines.**

- **Compatibility with existing institutional and/or statewide infrastructure.**
- **Reliability, security and scalability (future needs for growth or adaptation).**

Each project will be developed following the NOL standard project life cycle process, and will build upon the foundation developed through prior licensing projects. Each new system will provide an interface to each agency's back-end system (normally a database or management software). Depending on the nature of the back-end system, some manual steps may be required to transfer data back and forth between the agency and NOL. Each project will utilize the existing state communications network, and will use standard programming modules to the greatest possible extent. Security will be provided using standard username/password combinations or personal identification numbers assigned to each licensee. Thorough testing of each application will provide the greatest possible reliability, although factors outside the control of NOL or partner agencies (such as communications networks, user web browser settings, etc.) may impact reliability. Standard development methodologies will provide a foundation for scalability.

3. **Describe how technical support will be provided:** Support for technical aspects of each project will be provided by phone, e-mail and live online help by Nebraska@Online. Each application will also include help screens, and if deemed appropriate, a list of frequently-asked questions. Program support (e.g. policy-related questions) will be provided by agency staff. Contact information for technical and program support will be available on the screens associated with each application.

#### **IV. Contact person information, signature**

##### **Contact person for any questions regarding this application**

Steve Schafer, Chief Information Officer  
 521 South 14<sup>th</sup> Street, Suite 200  
 Lincoln, NE 68508-2707  
 (402) 471-4385  
[slschafe@notes.state.ne.us](mailto:slschafe@notes.state.ne.us)

Signed this \_\_\_\_\_ day of \_\_\_\_\_,

Agency Director \_\_\_\_\_

Technical Panel  
of the  
Nebraska Information Technology Commission

**Project Review**

Type of Review: State Records Board Grant Application  
Project Title: Interactive Licensing Phase IV  
Agency: Chief Information Officer

Resolution passed by the Technical Panel on April 13, 2004:

The Technical Panel, having reviewed the grant application entitled "Interactive Licensing Phase IV" and based on the limited technical information provided, finds that:

- The project is technically feasible.
- The proposed technology is appropriate for the project; however, an accessibility audit should be performed to ensure access for individuals with disabilities.
- The technical elements can be accomplished within the proposed time frame and budget.

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

Agencies desiring grants from the Nebraska State Records Board for projects to improve access to state government information should complete this application and follow any procedures outlined in this application and any accompanying materials.

### **I. Grant Summary**

1. **Name of agency applying for grant:** Chief Information Officer
2. **Title or project:** Public Meeting Calendar Upgrade
3. **Brief Description of Project:** Nebrask@ Online has hosted an online Public Meeting Calendar since 1999. With greater use by state agencies, the Public Meeting Calendar is becoming a comprehensive repository of official meetings that the public can depend on for timely notification and easy access to information such as agendas. nebAnnounce was a major improvement, but other enhancements are needed to make the Public Meeting Calendar more useful.
4. **Grant request amount:** \$15,000
5. **Will there be a fee for accessing records associated with this project?** No.
6. **If yes, provide any statutory reference or authorization for the fee:** N/A.

### **II. Grant Detail**

1. **Please describe the project in detail:** Nebrask@ Online has hosted an online Public Meeting Calendar since 1999. The calendar allows agency staff to add and update listings for public meetings, and includes links to agendas and other meeting materials. The public can review information posted to the calendar and search by several criteria including date, agency, and meeting type.

E-mail notification capability was recently added, called nebAnnounce. Interested citizens can register to receive e-mail notification whenever an event is added to the calendar that matches a profile they set up. The e-mail notification includes a link to event details.

With greater use by state agencies, the Public Meeting Calendar is becoming a comprehensive repository of official meetings that the public can depend on for timely notification and easy access to information such as agendas. nebAnnounce was a major improvement, but other enhancements are needed to make the Public Meeting Calendar more useful. These include:

- Adding “granularity” to the nebAnnounce feature so that users may be more specific in what meetings to include in their notification profile. With the current system, for example, anyone registering to receive notices for Health & Human Services could potentially receive dozens of notifications on topics that might be of no interest.
- Adding an archiving feature for removing old meetings from the system.
- Adopt a naming convention with corresponding edits for the “List of Activities” to make this a more useable field.
- Create a feature for entering recurring events into the system.
- Allow agencies to file attachments, such as agendas, minutes or meeting materials.
- Provide additional fields that agencies need.
- Create additional categories and allow users to screen events by those categories. An example of additional categories would be county government, city government, school districts, etc.

Given the system’s age and requests for additional enhancements received from agency staff, NOL recommends that a project be undertaken to identify and organize requests for enhancements, develop requirements and specifications for a system upgrade, and implement the upgrade.

The existing Public Meeting Calendar system was modified from a version used in the Commonwealth of Virginia and is nearly five years old. Technical limitations and a need for some content guidelines regarding how agencies input information demonstrate that an upgrade is in order. The system will continue to provide a standard Web interface for both agencies and the public, providing ease of use both for those who post information and those who view it. Upgrades will allow more granular selection of options for e-mail notification, down to a greater level of detail below the agency level.

2. **Please describe whom the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service:** The general public and those interested in monitoring public meetings benefit from a one-stop Web site where information regarding public meetings is posted. With the addition of nebAnnounce, citizens can receive e-mail notification when meetings or events matching their profile are posted to the calendar. The additional enhancements will improve the usefulness of this feature and the overall system. The enhancements will also make it easier for agencies to add or edit meetings and events in the system.
3. **Timeline for implementation (specific completion date must be provided, grant funds lapse if not expended prior to completion date):** Work is expected to begin in May 2004, starting with development of a Project Charter, soliciting input from agencies and citizens on possible enhancements, and development of system specifications. Development work is expected to begin in mid-June, with completion, testing and launch of the enhanced system anticipated by early September. The time required for development and testing is dependent upon the requirements identified in



early stages of the project, so the launch date is an estimate and may be revised once system specifications are developed.

4. **Agency contribution to the project (labor, equipment, etc.):** Agencies will continue existing efforts to post meeting and event information to the calendar. All design and development work associated with the upgrade will be done by Nebrask@ Online.
5. **Has this project every been submitted as a budget request (explain)?** No.
6. **Does the project require additional statutory authority (explain)?** No.
7. **Why is the grant money needed for the project, and if applicable, how will the service be sustained once the grant money is expended?** Initial development and maintenance of the system has been subsidized by general network revenue since 1999. This project constitutes a significant review and upgrade of the system, and grant funding is warranted. Long-term, the NSRB may wish to review how ongoing maintenance and periodic upgrade of the system is supported.
8. **Please describe how this project will enhance the delivery of state agency services or access to those services:** Online posting of and e-mail notification about public meetings and events significantly enhances public access to the workings of various agencies, boards and commissions.
9. **Please describe and provide supporting documentation for how this project will 1) improve the efficiency of agency operations; 2) facilitate collaboration among state agencies; 3) facilitate collaboration between state agencies and other public institutions; 4) support public/private partnerships in the delivery of public services (you may respond to any or all of these criteria in your answer, attach additional pages if needed):** The Public Meeting Calendar and nebAnnounce represent a strong commitment by the State to enhancing digital democracy in Nebraska. Citizens can more easily stay informed about meetings and events in which they have an interest. With the ability to post meeting agendas and other information to the Web, costs associated with printing, mailing and related activities can be reduced. The work being done by Nebrask@ Online continues the long-standing public/private partnership in the delivery of public services.

### **III. Technical Information**

1. **Describe the hardware, software, and communications needed for this project and explain why these choices were made:** Existing hardware and communications networks will be utilized. The software, which was adapted several years ago from a similar system in Virginia, will be upgraded by NOL based on requirements gathered during the first phase of the project. Agencies will continue using the current access method (Web access with username/password protection) to update information in the

calendar, and users will continue to access the information through any of several standard Web browsers.

The programming languages for this application will be PHP and Perl, with PHP likely to be the primary one. Both are languages that NOL and other NIC affiliates use frequently. They are common tools for developing applications that integrate with web pages.

**2. Address any technical issues with the proposed technology including**

- **Conformity with generally accepted industry standards. Projects which interface with other state systems (such as distance learning systems) should also address NITC technical standards and guidelines.**
- **Compatibility with existing institutional and/or statewide infrastructure.**
- **Reliability, security and scalability (future needs for growth or adaptation).**

No outside systems will be affected by the project, as it will continue to be hosted on NOL's server with normal system reliability and security, including password protection for updates conducted by agencies. The system upgrade will provide scalability for expansion to a larger number of agencies, possibly including the Legislature and political subdivisions.

- 3. Describe how technical support will be provided:** Support for technical aspects of the Public Meeting Calendar will continue to be provided by phone, e-mail and live online help by Nebraska@Online. Questions regarding details associated with events posted to the calendar will be referred to the appropriate agency or organization.

**IV. Contact person information, signature**

**Contact person for any questions regarding this application**

Steve Schafer, Chief Information Officer  
521 South 14<sup>th</sup> Street, Suite 200  
Lincoln, NE 68508-2707  
(402) 471-4385  
[slschafe@notes.state.ne.us](mailto:slschafe@notes.state.ne.us)

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Agency Director \_\_\_\_\_

Technical Panel  
of the  
Nebraska Information Technology Commission

**Project Review**

Type of Review: State Records Board Grant Application

Project Title: Public Meeting Calendar Upgrade

Agency: Chief Information Officer

Resolution passed by the Technical Panel on April 13, 2004:

The Technical Panel, having reviewed the grant application entitled "Public Meeting Calendar Upgrade" and based on the limited technical information provided, finds that:

- The project is technically feasible.
- The proposed technology is appropriate for the project; however, an accessibility audit should be performed to ensure access for individuals with disabilities.
- The technical elements can be accomplished within the proposed time frame and budget.

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

Agencies desiring grants from the Nebraska State Records Board for projects to improve access to state government information should complete this application and follow any procedures outlined in this application and any accompanying materials.

### I. Grant Summary

1. **Name of agency applying for grant:** Chief Information Officer
2. **Title or project:** Business Forms Search Upgrade
3. **Brief Description of Project:** Nebrask@ Online for Business, also known as the Business Portal, was initially launched in 2001. The basic system for the inventory database remains viable, but enhancements are needed to improve the user interface (through which businesses access forms information) and the administrative tools (used by agencies and NOL staff to maintain information in the inventory). These enhancements will provide a foundation for use of the system for a wider range of forms, including those used by citizens in general. This would allow the Citizen Portal and possibly other secondary portals to include a forms search capability targeted to its users.
3. **Grant request amount:** \$16,500
4. **Will there be a fee for accessing records associated with this project?** There will be no direct fee for any services available through the Business Forms Search feature. Some services that are linked to the portal may have fees that have been separately approved by the board.
5. **If yes, provide any statutory reference or authorization for the fee:** N/A.

### II. Grant Detail

1. **Please describe the project in detail:** Nebrask@ Online for Business, also known as the Business Portal, was initially launched in 2001. The Business Portal is designed as a one-stop-shop for information and services used by business in their interactions with government agencies. The most significant value-added feature of the portal is an inventory of forms used by various agencies in their interaction with business. The inventory, which is called the "Business Forms Search" allows users to search the forms inventory by agency, key word or business type and, if desired, store the information in an online portfolio. Maintenance of information in the inventory is handled by staff members from various agencies.

Experience with the system over the past three years has disclosed several shortcomings. Currently, information exists on more than 1,200 forms. However, information on some forms is not complete. Different methods are used to input form titles, with the result being several dozen that begin with "Nebraska" or "Application for." This makes search and retrieval less than optimal. The industry search function has not been very useful, because the underlying standard industry codes do not generate good results.

Another problem is linking to online systems that require authentication as the first step. The forms database needs a feature that helps the user understand the authentication process before being asked for a password, PIN, or other means of authentication.

The basic system for the inventory database remains viable, but enhancements are needed to improve the user interface (through which business access forms information) and the administrative tools (used by agencies and NOL staff to maintain information in the inventory).

These enhancements will provide a foundation for use of the system for a wider range of forms, including those used by citizens in general. This would allow the Citizen Portal and possibly other subportals to include a forms search capability targeted to its users.

Proposed enhancements include:

- Review and revise the type of information that is collected for the inventory to add new requirements (e.g., authentication) and eliminate sections such as the industry code that have not been as useful as anticipated;
  - Develop "naming conventions" for certain types of information such as form titles. This will provide guidance for agencies to enter form titles in a consistent manner, and will result in more consistency and ease of use for businesses;
  - Review and upgrade of user interfaces for both external users (businesses) and internal users (agency staff);
  - Review and upgrade the overall portal architecture to improve navigation and expand sources of information;
2. **Please describe whom the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service:** Beneficiaries include businesses of all types who must complete forms to transact various activities with government agencies. Businesses will also benefit by having one-stop access to a wide range of information from federal and state agencies, educational institutions, and economic development organizations.
  3. **Timeline for implementation (specific completion date must be provided, grant funds lapse if not expended prior to completion date):** Work is expected to begin in May 2004, starting with development of a Project Charter, soliciting input from agencies on possible enhancements, and development of system specifications. Development work is expected to begin in mid-June, with completion, testing and launch of the enhanced system anticipated by November. The time required for development and testing is dependent upon the requirements identified in early stages

of the project, so the launch date is an estimate and may be revised once system specifications are developed.

4. **Agency contribution to the project (labor, equipment, etc.):** All design and development work will be performed by Nebrask@ Online, with review by the CIO, and if appropriate, other agency personnel. Once upgrades to the forms database and administrative screens are completed, agency staff will need to review and update their information in the system.
5. **Has this project every been submitted as a budget request (explain)?** No.
6. **Does the project require additional statutory authority (explain)?** No.
7. **Why is the grant money needed for the project, and if applicable, how will the service be sustained once the grant money is expended?** Initial development of Nebrask@ Online for Business was supported by a prior NSRB grant. Once launched, maintenance of the system has been subsidized by general network revenue. This project constitutes a significant review and upgrade of the forms inventory, and an additional grant for the enhancements is warranted. Long-term, the NSRB may wish to review how ongoing maintenance and periodic upgrade of the system is supported.
8. **Please describe how this project will enhance the delivery of state agency services or access to those services:** The proposed enhancements are intended to increase the value of Nebrask@ Online for Business in providing one-stop access to a wide range of agency services. The utility of the forms inventory should be enhanced, and the upgraded portal architecture will improve ease of use and access to an even broader range of information and services.
9. **Please describe and provide supporting documentation for how this project will 1) improve the efficiency of agency operations; 2) facilitate collaboration among state agencies; 3) facilitate collaboration between state agencies and other public institutions; 4) support public/private partnerships in the delivery of public services (you may respond to any or all of these criteria in your answer, attach additional pages if needed):** Improving the effectiveness and utility of forms information and one-stop access to business resources can reduce the number of phone calls and written requests for information received by agencies, allowing time to be redirected toward more productive activities. Integrating information in a single location promotes collaboration among agencies and other public institutions. The work being done by Nebrask@ Online continues the long-standing public/private partnership in the delivery of public services.

### **III. Technical Information**

**1. Describe the hardware, software, and communications needed for this project and explain why these choices were made:** Existing hardware and communications networks will be utilized. The forms inventory database uses standard database software and provides user interfaces that can be displayed with any of several standard web browsers. The database and user interfaces will be upgraded by NOL based on requirements gathered during the first phase of the project. Agencies will continue using the current access method (Web access with username/password protection) to update information in the forms inventory, and business users will continue to access the information through any of several standard Web browsers.

The programming languages for this application will be PHP and Perl, with PHP likely to be the primary one. Both are languages that NOL and other NIC affiliates use frequently. They are common tools for developing applications that integrate with web pages.

#### **2. Address any technical issues with the proposed technology including**

- **Conformity with generally accepted industry standards. Projects which interface with other state systems (such as distance learning systems) should also address NITC technical standards and guidelines.**
- **Compatibility with existing institutional and/or statewide infrastructure.**
- **Reliability, security and scalability (future needs for growth or adaptation).**

No outside systems will be affected by the project, as it will continue to be hosted on NOL's server with normal system reliability and security, including password protection for updates conducted by agencies. The system upgrade will provide scalability for expansion to include information on a large number of forms while maintaining optimal system performance.

**3. Describe how technical support will be provided:** Support for technical aspects of the Nebraska@ Online for Business will continue to be provided by phone, e-mail and live online help by Nebraska@ Online. Questions regarding details associated with forms posted to the forms inventory will be referred to the appropriate agency or organization.

### **IV. Contact person information, signature**

#### **Contact person for any questions regarding this application**

Steve Schafer, Chief Information Officer  
521 South 14<sup>th</sup> Street, Suite 200  
Lincoln, NE 68508-2707  
(402) 471-4385  
[slschafe@notes.state.ne.us](mailto:slschafe@notes.state.ne.us)

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Agency Director \_\_\_\_\_



Technical Panel  
of the  
Nebraska Information Technology Commission

**Project Review**

Type of Review: State Records Board Grant Application  
Project Title: Business Forms Search Upgrade  
Agency: Chief Information Officer

Resolution passed by the Technical Panel on April 13, 2004:

The Technical Panel, having reviewed the grant application entitled "Business Forms Search Upgrade" and based on the limited technical information provided, finds that:

- The project is technically feasible.
- The proposed technology is appropriate for the project; however, an accessibility audit should be performed to ensure access for individuals with disabilities.
- The technical elements can be accomplished within the proposed time frame and budget.

## **Addendum One**

### **Contract for Network Manager Services**

#### **NSRB & NII**

Whereas, Nebraska Interactive, Inc. (NII, Inc.) desires to execute a change in form from a 'C' Corporation to a Limited Liability Company, Nebraska Interactive, LLC, (NI, LLC) under the Business Corporation statutes of the State of Nebraska; and

Whereas, NI, LLC and NII, Inc. affirm that NI, LLC will continue the performance of NII, Inc. under the Contract with the same employees, the same office, and the same equipment and assets and liabilities as NII, Inc. used in performing under the Contract;

Therefore, the parties agree as follows:

- 1) The State of Nebraska (State) affirms that the change in corporate form of NII will not constitute a default under the Contract and consents to the assignment of the Contract from Nebraska Interactive, Inc. to Nebraska Interactive, LLC;
- 2) Nebraska Interactive, Inc. hereby assigns and Nebraska Interactive, LLC hereby assumes all duties and obligations created under the contract for network manager services for Nebraska Online entered into by Nebraska Interactive, Inc. and the State Records Board pursuant to State of Nebraska Request for Proposal SCA0261 (issued in 2003) and any amendments or addenda thereto.
- 3) NICUSA, Inc., Nebraska Interactive, LLC and the State affirm that the change in form of NII is not intended to alter, diminish or enlarge any rights,

privileges, obligations or duties of NICUSA, NII, nor the State under the Contract, but is merely to change the form of the entity delivering services under the Contract to the State, primarily for administrative and tax purposes unrelated to the Contract.

In witness to the agreement of the parties to the above and foregoing Amendment to the Contract, the parties have caused their authorized officers to sign below.

NEBRASKA INTERACTIVE, INC.:

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
Date

STATE OF NEBRASKA     )

) ss.

COUNTY OF LANCASTER)

Rod Armstrong, of lawful age, being first duly sworn, deposes and says that he is President of Nebraska Interactive, Inc. and has been duly authorized to execute this addendum on its behalf.

\_\_\_\_\_  
SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of \_\_\_\_\_, 2004

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_

NEBRASKA INTERACTIVE, LLC:

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
Date

STATE OF NEBRASKA     )

) ss.

COUNTY OF LANCASTER)

Rod Armstrong, of lawful age, being first duly sworn, deposes and says that he is President of Nebraska Interactive, LLC. and has been duly authorized to execute this addendum on its behalf.

\_\_\_\_\_  
SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of \_\_\_\_\_, 2004

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_

NEBRASKA STATE RECORDS BOARD

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
Date

John A. Gale, of lawful age, being first duly sworn, deposes and says that he is Chairman of the Nebraska State Records Board and has been duly authorized to execute this addendum on its behalf.

\_\_\_\_\_  
John A. Gale, Chairman  
Nebraska State Records Board

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2004

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_

NICUSA, Inc.

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
Date

STATE OF \_\_\_\_\_)

) ss.

COUNTY OF \_\_\_\_\_)

Harry H. Herington, of lawful age, being first duly sworn, deposes and says that he is President of NICUSA, Inc. and has been duly authorized to execute this addendum on its behalf.

\_\_\_\_\_

SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of \_\_\_\_\_, 2004

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_