

**NEBRASKA STATE RECORDS BOARD
MEETING: November 23, 2004**

Nebraska State Capitol
Room 1507
Lincoln, NE
November 23, 2004
9:00 A.M.

NOTICE OF PUBLIC MEETING

Notice is hereby given of a public meeting of the Nebraska State Records Board on Tuesday, November 23, 2004, at 9:00 AM in Room 1507 of the State Capitol, Lincoln, Nebraska. The agenda will include consideration of a grant application from the State Division of Personnel. The agenda for the meeting is available at the office of Secretary of State for public inspection during regular business hours.

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11.18.04

NEBRASKA STATE RECORDS BOARD
AGENDA
Room 1507 State Capitol
November 23, 2004 – 9:00 A.M.

- ~~1.~~ Call to Order, Roll Call
- ~~2.~~ Notice of Hearing (11/18/04 Lincoln Journal Star)
- ~~3.~~ Adoption of Agenda
- ~~4.~~ Approval of Minutes from August 25, 2004 meeting
- ~~5.~~ Records Management Cash Fund Balance
- ~~6.~~ Grant Status Report
- ~~7.~~ Report of the Contract Implementation Committee on Reinvested Revenue
- ~~8.~~ Report of the Local Government Grant Subcommittee
 9. State Agency Grant Applications
 - a. Department of Personnel—Online Job Application Upgrade (\$25,000)
- ~~10.~~ Nebraska Online General Manager's Report
 - a. Project Priority List--Review and Approve
 - b. Proposed Staffing Changes—Nebraska Interactive
- ~~11.~~ Attorney General's Opinion—Convenience Fees
- ~~12.~~ Agreement with State Treasurer Regarding ACH (electronic check) Transactions
- ~~13.~~ Possible Legislation 2005 Legislative Session
14. Adjournment



NEBRASKA STATE RECORDS BOARD

MINUTES

Meeting of August 25, 2004

The meeting was called to order by Chairman John Gale at 1:05 P.M. on August 25, 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;
Jerry Catlett;
Sarah Kohlhof;
Laureen Riedesel;
Steve Schafer, representing the Director of Administrative Services;
Diane Vicars;
Scott Yank, representing the State Treasurer.

Not present were:

David Buelt;
Lauren Hill, representing the Governor;
Kate Witek.

The Chairman announced that the meeting notice had been published in the Lincoln Journal Star on August 16, 2004, and published on the public meetings website.

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

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

Mr. Schafer moved to approve the minutes of the meeting of April 28, 2004; motion seconded by Ms. Riedesel.

Voting For:	Bidrowski Kohlhof	Bolen Riedesel	Catlett Schafer	Gale Vicars
Voting Against:	None			
Not Voting:	Yank			
Absent:	Buelt	Hill	Witek	

The motion carried.

Greg Lemon, Chief Deputy Secretary of State, reported the cash fund balance was \$307,225 at the end of July, 2004. This did not include the July deposit of \$370,000 which did not post until August.

Mr. Lemon presented the Grant Project Status Report for the Third Quarter 2004.

Chairman Gale opened discussion of a request for an extension of the grant for \$25,000.00, to the UNL Center for Applied Rural Innovation for Access eGovernment project

Ms. Witek arrived at the meeting.

Leslie Crandall, Extension Educator, testified in favor of a completion time extension for this grant. After discussion Mr. Catlett moved that the grant completion deadline be extended by six months; motion seconded by Ms. Witek.

Voting For:	Bidrowski Kohlhof Witek	Bolen Riedesel Yank	Catlett Schafer	Gale Vicars
Voting Against:	None			
Absent:	Buelt	Hill		

The motion carried.

Mr. Lemon presented the report of the Budget Subcommittee. The Board discussed the first two recommendations:

1. There should be no recommended allocation of grant funds at this time.
2. Additional information will be provided to the Board each meeting to aid in reviewing grant requests.

After discussion, Ms Witek moved to approve recommendations 1 and 2; motion seconded by Mr. Catlett.

Voting For:	Bidrowski Kohlhof Witek	Bolen Riedesel Yank	Catlett Schafer	Gale Vicars
Voting Against:	None			
Absent:	Buelt	Hill		

The motion carried.

The Board then discussed the last recommendation:

3. The three CIO grants requested will be treated as reinvested revenue requests.

There was no motion regarding this recommendation. These requests will be considered as reinvested revenue requests.

Chairman Gale opened the public hearings on Nebraska State Records Board fees. Beverly Neth, Director of the Department of Motor Vehicles, testified in favor of Contract Addendum 6 setting the fee and split for vehicle title searches. Mr. Schafer moved that Contract Addendum 6 be approved; motion seconded by Ms. Witek.

Voting For:	Bidrowski Kohlhof Witek	Bolen Riedesel Yank	Catlett Schafer	Gale Vicars
Voting Against:	None			
Absent:	Buelt	Hill		

The motion carried.

Janice Satra, Legal Counsel for the Legislature Executive Board, testified in favor of Contract Addendum 1 to establish electronic access fees for the enhanced legislative information system.

Chairman Gale announced that the previous motion on Contract Addendum 6 for the Department of Motor Vehicles was void because not public input was allowed at the public hearing. Mr. Gale reopened the public hearing on vehicle title searches and the enhanced legislative information system, and asked if there was any public input on these proposals. There was no public response.

Mr. Schafer moved to close the public hearing on the proposals under discussion; motion seconded by Mr. Catlett.

Voting For:	Bidrowski Kohlhof Witek	Bolen Riedesel Yank	Catlett Schafer	Gale Vicars
Voting Against:	None			
Absent:	Buelt	Hill		

The motion carried.

Mr. Schafer moved to approve Contract Addendum 6 regarding vehicle title searches; motion seconded by Ms. Witek.

Voting For:	Bidrowski Kohlhof Witek	Bolen Riedesel Yank	Catlett Schafer	Gale Vicars
Voting Against:	None			
Absent:	Buelt	Hill		

The motion carried.

Mr. Shafer stated that Contract Addendum 1 for the enhanced legislative information system should be corrected to show the categories of 1-3 profiles, 4-10 profiles, 11-20 profiles, and 21 or more profiles. Mr. Schafer moved to approved Contract Addendum 1 with the corrected profile categories; motion seconded by Mr. Catlett.

Voting For:	Bidrowski Kohlhof Witek	Bolen Riedesel Yank	Catlett Schafer	Gale Vicars
Voting Against:	None			
Absent:	Buelt	Hill		

The motion carried.

Chairman Gale opened the public hearing on Contract Addendum 8 to establish electronic access fees for Uniform Commercial Code filings. Mr. Lemon discussed these fees for the Board. No further public input appeared. Mr. Schafer moved to close the public hearing on this proposal; motion seconded by Ms. Witek.

Voting For:	Bidrowski Kohlhof Witek	Bolen Riedesel Yank	Catlett Schafer	Gale Vicars
Voting Against:	None			
Absent:	Buelt	Hill		

The motion carried.

Ms. Witek moved to approved Addendum 8 for Uniform Commercial Codes fees; motion seconded by Mr. Schafer.

Voting For:	Bidrowski Kohlhof Witek	Bolen Riedesel Yank	Catlett Schafer	Gale Vicars
Voting Against:	None			
Absent:	Buelt	Hill		

The motion carried.

At 2:45 P.M., the Board recessed and reconvened at 3:05 P.M.

Chairman Gale opened discussion of a grant application for \$25,000.00, from the Department of Natural Resources, for surface water records scanning. Susan France, Department of Natural Resources testified in favor of this application. After discussion, Ms. Witek moved that this application be tabled pending clarification and redefinition; motion seconded by Ms. Riedesel.

Voting For:	Bidrowski Kohlhof Witek	Bolen Riedesel Yank	Catlett Schafer	Gale Vicars
Voting Against:	None			
Absent:	Buelt	Hill		

The motion carried.

Chairman Gale opened discussion of a grant application for \$59,200.00, in reinvested revenue, from the Department of Revenue, for online income tax filing. Richard Gettemy, Department of Revenue, testified in favor of this request. The Board discussed that this must be taken from reinvested revenue because it exceeds the grant amount limit. Mr. Catlett moved that the Board approve the Budget Subcommittee's recommendation to use reinvested revenue to approve this request; motion seconded by Ms. Bolen.

Voting For:	Bidrowski Kohlhof Witek	Bolen Riedesel Yank	Catlett Schafer	Gale Vicars
Voting Against:	None			
Absent:	Buelt	Hill		

The motion carried.

Mr. Lemon opened discussion of the Contract Implementation Subcommittee report. After discussion, Ms. Witek moved that all recommendations of the subcommittee be approved; motion seconded by Ms. Riedesel;

Voting For:	Bidrowski Kohlhof Witek	Bolen Riedesel Yank	Catlett Schafer	Gale Vicars
Voting Against:	None			
Absent:	Buelt	Hill		

The motion carried.

Mr. Lemon opened discussion of the report of the Local Government Grant Subcommittee. After discussion, Mr. Catlett moved that this report be tabled for further development; motion seconded by Ms Kohlhof.

Voting For:	Bidrowski Kohlhof Witek	Bolen Riedesel Yank	Catlett Schafer	Gale Vicars
Voting Against:	None			
Absent:	Buelt	Hill		

The motion carried.

Ms. Riedesel departed from the meeting.

Chairman Gale opened discussion of the request from Nebraska Interactive, Inc., to change the Nebrask@ Online hosting environment. Rod Armstrong, Nebrask@ Online General Manager, discussed this request with the Board. Mr. Schafer moved to approve the change in the hosting environment; motion seconded by Ms. Witek.

Voting For:	Bidrowski Kohlhof Yank	Bolen Schafer	Catlett Vicars	Gale Witek
Voting Against:	None			
Absent:	Buelt	Hill	Riedesel	

The motion carried.

Rod Armstrong presented the Nebrask@ Online General Manager's Report. Mr. Schafer moved to approve the project priority list; motion seconded by Ms. Witek.

Voting For:	Bidrowski Kohlhof Yank	Bolen Schafer	Catlett Vicars	Gale Witek
Voting Against:	None			
Absent:	Buelt	Hill	Riedesel	

The motion carried.

Mr. Lemon opened discussion of a draft request for an Attorney General's opinion about a potential in a conflict in statues regarding fees. Ms. Witek moved to approve the request with spelling corrections; motion seconded by Mr. Catlett.

Voting For:	Bidrowski Kohlhof Yank	Bolen Schafer	Catlett Vicars	Gale Witek
Voting Against:	None			
Absent:	Buelt	Hill	Riedesel	

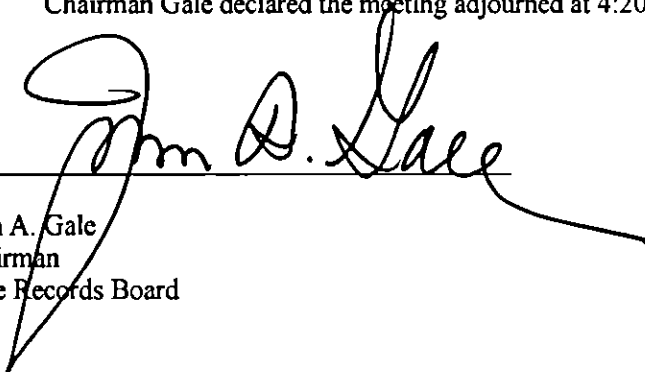
The motion carried.

No other business appearing before the Board, Ms. Vicars move that the meeting be adjourned; motion seconded by Mr. Gale.

Voting For:	Bidrowski Kohlhof Yank	Bolen Schafer	Catlett Vicars	Gale Witek
Voting Against:	None			
Absent:	Buelt	Hill	Riedesel	

The motion carried.

Chairman Gale declared the meeting adjourned at 4:20 P.M.



John A. Gale
Chairman
State Records Board

STATE RECORDS BOARD
 RECEIPTS & EXPENDITURES FY2004/05
 BU 9128677 FUND 20931

11/16/04

	JUL	AUG	SEP	OCT	NOV THRU 11/10/04
TOTAL RECEIPTS	\$21,509	\$704,038	\$384,303	\$386,056	\$111,689
TOTAL EXPENDITURES	(\$391,506)	(\$331,989)	(\$415,789)	(\$262,112)	(\$116,677)
PROFIT(LOSS)	(\$369,997)	\$372,049	(\$31,486)	\$123,944	(\$4,988)
FUND BALANCE	\$307,225	\$679,275	\$647,789	\$771,733	\$766,745
GRANT ENCUMBRANCES					(\$175,514)
REINVESTED REVENUE					(\$59,200)
UNENCUMBERED FUNDS	\$134,177				\$532,031

Grant Project Status Report Fourth 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	\$18,448.25	December, 2004
Chief Information Officer	Citizen's Portal(Phase II approved 6/24/03)	5/20/2002	\$25,000	\$8,500	January, 2005
Chief Information Officer	Education Portal	5/20/2002	\$25,000	\$10,000	Unknown
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	\$17,453.25	Winter 2004
Chief Information Officer	Interactive Licensing Phase II	9/18/2003	\$25,000	\$25,000	Complete
Chief Information Officer	Interactive Licensing Phase III	4/28/2004	\$25,000	\$2,500	January, 2005
Chief Information Officer	Public Meeting Calendar Upgrade	4/28/2004	\$15,000	\$5,000	September, 2004
Chief Information Officer	Business Forms Search Upgrade	4/28/2004	\$16,500	\$11,700	September, 2004
Department of Natural Resources	Geospatial Data Clearinghouse	4/28/2004	\$25,000	\$4,470	December, 2004

DA 5 Personnel

Online Job Application

11/23/2004

\$ 25,000

Status Report – State Records Board Grants to the CIO
Date of Last Revision: November 10, 2004

A. Business Portal Phase II

<u>Deliverables</u>	<u>Status and Comments</u>	<u>Expended To Date</u>	<u>Funds Remaining</u>
Forms Inventory Database Maintenance Strategy	Completed	\$1,000	\$0
Training for Businesses and Development Professionals	<ul style="list-style-type: none"> • 10 meetings held to date • Promotional materials published • Lincoln B to B trade show – 10/7/03 • Omaha trade show –10/14/03 • Target Completion Date: Shift remaining funds (\$281.75) to Forms Automation 	\$3,718.25	\$281.75
Interactive Licenses (3)	<ul style="list-style-type: none"> • EMT (Sept 2003) – done • Well Drillers (fall 2003) – done • Water Operators (10/1/03) – done 	\$7,500	\$0
Forms Automation	<ul style="list-style-type: none"> • Completed: 20 forms for Secretary of State, 10 forms for Board of Public Accountancy, 260 forms for HHSS; • Completed: 29 forms for Dept of Ag, 26 forms for Labor, 11 forms for Tourism, 5 forms for NEMA, and 2 forms for Attorney General. • Completed: 27 forms for Dept of Ag, 4 forms for Attorney General, 5 for Brand Committee, 7 for Court Admin, 2 for Electrical Div., 11 for DEQ, 4 for Fire Marshal, 26 for MVILB, 2 for State Patrol, 1 for State Treasurer • Completed: 39 for Workers Comp, 6 for Agriculture, 1 for Fire Marshal, and 2 for Liquor Control. • Completed: 70 forms for Public Service Commission (July 2004); 15 pages for Secretary of State (August 2004) • Completed: 3 forms for Electrical Division and 1 form for Attorney General (Oct. 2004) • Target Completion Date: When Governor’s Directive for Forms Automation has been fully implemented by 12/31/2004. Revisions to the Business Forms Search Function will provide accurate metrics regarding progress. 	\$ 6,420	\$ 6,080
	Overall Completion Date: December 31, 2004		
Totals		\$ 18,638.25	\$6,361.75

B. Citizen's Portal

<u>Deliverables</u>	<u>Status and Comments</u>	<u>Expended To Date</u>	<u>Funds Remaining</u>
Portal Web Site (www.ne.gov/citizen)	Completed	\$5,000	\$0
Self-Registered E-mail	<ul style="list-style-type: none"> Central website and subscription service for agency newsletters, information releases, and e-mail lists (May 30, 2004) Automatic notification of changes to Public Meeting Calendar (www.ne.gov) -- Done Meeting with Agency PIOs will be held in mid to late September to present central website and subscription service in the context of an overall marketing strategy. 	\$0 \$3,500	\$1,500 \$0
Enhancements to campaign finance information searches	Target completion date is June 30, 2004, but is dependent on Accountability and Disclosure's schedule. Update, August 2004: The Commission will not implement major system changes until after the elections. Estimated implementation date is January 2005.	\$0	\$10,000
Enhanced Legislative Bill Tracking System	Target completion date within 6 months of approval by Legislature's Executive Board <ul style="list-style-type: none"> Target Completion Date: December 1, 2004 	\$0	\$5,000
Overall Completion Date: January 1, 2005			
Totals		\$8,500	\$16,500

C. Education Portal

<u>Deliverables</u>	<u>Status and Comments</u>	<u>Expended To Date</u>	<u>Funds Remaining</u>
Portal Web Site (www.ne.gov/education)	Completed	\$5,000	\$0
Statewide application for admission to all higher education institutions	Education Council has gathered admissions forms from all institutions. Initial list of common elements has been identified. Initial application has been completed. <ul style="list-style-type: none"> Target Completion Date: pending implementation effort 	\$5,000	\$5,000
Information technology training calendar	Work on screen design is underway <ul style="list-style-type: none"> Target Completion Date: (Dependent on Revisions to Public Meeting Calendar) 	\$0	\$5,000
Searchable database of education courses, programs	Waiting for information on what might be available from other sources <ul style="list-style-type: none"> Target Completion Date: TBD 	\$0	\$5,000
Overall Completion Date: TBD			

Totals		\$10,000	\$15,000
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D. Interactive License Renewal (First Grant) – Completed

<u>Deliverables</u>	<u>Status and Comments</u>	<u>Expended To Date</u>	<u>Funds Remaining</u>
Dentists	Completed and in operation	\$5,000	\$0
Dental Hygienists	Completed and in operation	\$5,000	\$0
Pharmacists	Completed and in operation	\$5,000	\$0
Medical Nutrition Therapists	Completed and in operation	\$5,000	\$0
Physical Therapists	Completed and in operation	\$5,000	\$0
Totals		\$25,000	\$0

E. Payment Portal -- Completed

<u>Deliverables</u>	<u>Status and Comments</u>	<u>Expended To Date</u>	<u>Funds Remaining</u>
Payment module for credit card and electronic check processing	The payment portal went live in January 2003 with credit card processing for license renewals. The electronic check module is complete.	\$12,500	\$0
Enhanced Shopping Cart Feature	Completed	\$10,000	\$0
Automated general ledger transmission tool	Completed	\$2,500	\$0
Totals		\$25,000	\$0

F. Interactive License Renewal (Second Grant) – Completed

<u>Deliverables</u>	<u>Status and Comments</u>	<u>Expended To Date</u>	<u>Funds Remaining</u>
HHSS -- Podiatrists	• Target Date: April 1, 2004 (live as of March 1)	\$2,500	
HHSS -- Veterinarians	• Target Date: April 2004 (Live as of March 8)	\$2,500	
HHSS -- Respiratory Care	• Target Date: March 15, 2004 (done 3/29)	\$2,500	
HHSS -- Chiropractitioners	• Target Date: August 2004 (done 6/30)	\$2,500	
HHSS -- Optometrists	• Target Date: August 2004 (done 6/30)	\$2,500	
HHSS -- Occupational Therapists	• Target Date: August 2004 (done 6/30)	\$2,500	
Fire Marshal- Fireworks Distributors, Jobbers & Retailers	• Target Date: April 15, 2004	\$2,500	
Osteopathic Physical	• Target Date: 9/01/04	\$2,500	
Osteopathic Physician & Surgeon	• Target Date: 9/01/04	\$2,500	
Physician	• Target Date: 9/01/04	\$2,500	
Totals	Overall Completion Date: September 1, 2004	\$25,000	\$0

G. Interactive License Renewal Grant (Third Grant -- \$25,000)

<u>Deliverables</u>	<u>Status and Comments</u>	<u>Expended To Date</u>	<u>Funds Remaining</u>
Fire Marshal – Grain Elevators	Target Date: November 2004		\$2,500
Fire Marshal Fireworks Display Permit	Target Date:		\$2,500
Audiologist	12/1/04 (Completed 11/8/04)		\$2,500
Speech-Language Pathologist	12/1/04 (Completed 11/8/04)		\$2,500
Cosmetologist	12/31/04 (Completed 11/15/04)		\$2,500
Cosmetology Instructor	12/31/04 (Completed 11/15/04)		\$2,500
Hearing Aid Instrument Dispenser & Fitter	12/31/04 (Completed 10/31/2004)	\$2,500	0
Nursing Home Administrator	12/31/04 (Completed 11/15/04)		\$2,500
Environmental Health Specialist	1/1/05		\$2,500
Psychologist	1/1/05		\$2,500
Special Psychologist	1/1/05		
Totals	Overall Completion Date: January 1, 2005	\$2,500	\$22,500

H. Public Meeting Calendar Upgrade (\$15,000)

<u>Deliverables</u>	<u>Status and Comments</u>	<u>Expended To Date</u>	<u>Funds Remaining</u>
Project Charter	6/15/2004	\$1,500	
Systems Requirements	6/30/2004	\$3,500	
System Design	7/15/2004		\$2,000
System Implementation	8/31/2004		\$5,000
Marketing Plan Development	8/31/2004		\$2,400
Project Closure	9/30/2004		\$ 600
Totals	Overall Completion Date: December 31, 2004	\$5,000	11,000

I. Business Forms Search Upgrade (\$16,500)

<u>Deliverables</u>	<u>Status and Comments</u>	<u>Expended To Date</u>	<u>Funds Remaining</u>
Project Charter	6/15/2004	\$1,500	0
Systems Requirements	7/15/2004	\$3,300	0
System Design	7/31/2004		\$1,500
System Implementation	9/30/2004		\$4,900
Marketing Plan Development	9/30/2004		\$4,700
Project Closure	10/31/2004		\$ 600
Totals	Overall Completion Date: December 31, 2004	\$4,800	\$11,700

Steve
Schafer/DASCIO/NEBRLN
11/16/2004 04:03 PM

To glemon@mail.state.ne.us
cc Rod Armstrong <rod@nol.org>
bcc
Subject Status Report on CIO Grants

Greg,

The current status report is attached. Here is a brief overview of progress:

Business Portal Phase I: Completed

Business Portal Phase II: All work is completed, except for the forms automation component of the project. NOL reports that forms automation is on track to achieve the December 31 target date. There will likely be some funds unspent. These will either be lapsed, or a request submitted to shift the remaining funds to interactive licensing.

Citizens Portal: Both the NebAnnounce feature and the e-mail subscription service for agency newsletters and information releases are completed. The Enhanced Legislative Bill Tracking System is in progress and will be completed in time for the next session of the Legislature. Enhancements to campaign finance information searches is on target for completion by January 1.

Education Portal: Progress on the information technology training calendar is linked to enhancements to the public meeting calendar. The target completion date for both is December 31, 2004. The other two elements of this project are in jeopardy. The Statewide application for admission to higher education institutions would be popular with guidance counselors but would present implementation problems for higher education institutions. A similar project is under development a national organization, which might have a greater chance of success. We are evaluating whether an application tailored to Nebraska would provide sufficient value to proceed. The searchable database of education programs encountered data accuracy problems with the original source of information. An entity called Education Quest has better data, and discussions are underway to get access to their information.

Payment Portal: Completed

Interactive License Renewal (First Grant): Completed

Interactive License Renewal (Second Grant): Completed

Interactive License Renewal (Third Grant): All 10 license types have been identified, and five of the ten will be completed this month. The remaining license types will be completed by January 1, 2005.

Public Meeting Calendar Upgrade: The completion date has been moved from October 31 to December 31, 2004, because of other priorities at NOL.

Business Forms Search Upgrade: The completion date has been moved from October 31 to December 31, 2004, because of other priorities at NOL.

Let me know, if you have any questions or need more information.

Steve

Steven Schafer
Chief Information Officer
State of Nebraska
521 South 14th Street Suite 301

Proposed Reinvested Revenue I
Nebraska Interactive 2003 Contract

Overview

In its 2003 contract proposal to the State Records Board, number of proposed projects for which Reinvested Revenue support. Following is a listing of these proposed projects, divided into three categories. The first category includes projects that are either completed or underway and for which no additional resources will be required. The second category is a list of proposed projects and estimated resources required for which an allocation of Reinvested Revenue is recommended. These projects are ready to begin, as soon as funds are available. The third category includes proposed projects that will be considered at a later date, or for which resources other than Reinvested Revenue may provide support. 1 a

Category 1

These projects are either underway or completed, and no additional resource requirements are expected:

1. Forms Automation

Purpose: Allow all forms to be available online in an editable format.

Status: Expected to be completed by January 1, 2005

Resource Requirements: Existing grant resources (Business Portal Grant) should be sufficient to complete the project.

2. Motor Carrier Services Portal

Purpose: Improve ease of access to all governmental functions affecting the motor carrier industry.

Status: In process by the Department of Motor Vehicles

Resource Requirements: No NOL resources should be required.

3. E-Mail Notification

Purpose: Improve public awareness of official meetings and functions.

Status: In operation for Public Meeting Calendar (nebAnnounce) and pending approval with Rules & Regulations Tracking.

Resource Requirements: Capability exists, no additional resources are expected to be necessary unless unusual circumstances dictate. (Funding provided by the Citizen Portal Grant.)

4. Payment Processing

Purpose: Expand options for making online payments.

Status: The NOL Payment Portal supports online credit card processing for numerous agencies and applications. Electronic check capability has been developed and tested, and is pending final agreement with the State Treasurer. Numerous state and local government applications should be able to use both features.

Resource Requirements: For payment processing beyond current state agency applications, a modest convenience or transaction fee might be considered to support more widespread adoption. A need for reinvested revenue is not anticipated at this point. (Funding provided by the Payment Portal Grant.)

These are proposed projects that are ready to start, for which an allocation of Reinvested Revenue is recommended:

5. Search Engine

Purpose: Improve search engine for locating government information and services.

Status: Nebraska Interactive has an opportunity to participate in an NIC-wide program to utilize a Google search appliance. The appliance brings the power of Google to the state portal and government Web sites, and would replace the current open-source search engine used on the portal.

Resource Requirements: Cost for NOL is directly related to the number of portals participating in the NIC Google program and the total number of URLs indexed. NIC has negotiated an attractive annual rate with Google, which is allocated to participating portals based on the percentage of total URLs indexed that belong to each portal. Based on current estimates and expectations of other states participating throughout the year, 2005 cost to Nebraska would be just under \$14,000. This amount may change based on the total number of URL's indexed for Nebraska and the addition of more networks to the system. We estimate about 175,000 URLs would be indexed; the cost will increase if that estimate is low or if fewer than expected states begin participation in 2005. As a contingency, NI recommends that \$25,000 in reinvested revenue be reserved for 2005 to cover these costs, with only actual costs being billed against this amount

HCS
\$14,000

6. Local Portal/Services Integration

Purpose: Improve access and marketing of local government online applications; identify opportunities for sharing code among local jurisdictions; provide integration with state government online applications such as one-stop business registration.

Status: Planning is underway, original target date for launch is April 2005. Depending on project scope, launch date may be delayed 3-6 months. A local government portal is included in the state's e-Government Strategic Plan. The CIO will assist this effort if needed.

Resource Requirements: Tasks associated with this project include:

- Creating and organizing an inventory of existing local government online applications;
- Develop site architecture to provide access to local services by type and location;
- Create design templates;
- Develop and test site;
- Obtain input and assistance from NACO, League of Municipalities, and other local government associations throughout the process.
- Develop marketing plan
- Launch, implement marketing plan & maintain

Estimated Resource Requirements: Depending on project scope, estimated resources required are \$25,000 - \$50,000

7. One-Stop Business Registration:

Purpose: Promote economic development by making it easier to conduct business with state and local government.

Status: This project will be broken into several phases. Phase 1 planning is underway and involves the IRS, Dept. of Revenue, Secretary of State, and Dept. of Labor (with feedback requested from other agencies likely to be part of subsequent phases). Plans for subsequent phases will be developed as the prior phase is nearing completion. Original target date for launch is fourth quarter 2005 (likely to be limited to Phase 1). Subsequent phases will include additional state agencies, local government, and more complex requirements. Business Portal enhancements, including online business registration, are part of the state's e-Government Strategic Plan. The CIO is chairing the workgroup for one-stop business registration.

Resource Requirements: Tasks associated with Phase 1 of this project include:

- Reach agreement with participating agencies on data definitions;
- Develop specifications for data flow to each participating agency;
- Develop application and database design that can easily accommodate additional agencies and functions;
- Create site design template;
- Develop system prototype;
- Develop system technical specifications;
- Develop and test system;
- Develop marketing plan;
- Launch, implement marketing plan & maintain
- Develop project plan for Phase 2 (likely including DEQ and Agriculture);
- Develop project plan for subsequent phases for additional state agencies and local government.

Estimated Resource Requirements: \$75,000+ for Phase 1, \$50,000+ for additional phases.

8. Online License Renewals

Purpose: Provide online access for all license renewals for state government.

Status: Work continues on numerous license renewal applications for HHS, with work about to begin on renewals for accountants and accounting firms. Preparing a comprehensive strategy for online licensing of regulated professionals is part of the state's e-Government Strategic Plan. The CIO will assist in getting participation of all agencies that issue professional licenses.

Resource Requirements: NOL is currently paid \$2,500 per renewal application for new licenses from grants to the CIO (with the exception of accounting where the agency received a separate grant). With the exception of HHS, all renewal applications have an associated transaction payment to NOL for ongoing maintenance, support and upgrades. Pending a decision from HHS regarding future plans, work will continue in bringing additional license types online for that agency as well as others that may have an interest. There are up to 50 additional license types that may be candidates, which would be \$125,000 under the current practice. It is recommended that an additional \$25,000 be allocated at this time to support the next round of license renewals in this effort.

Category 3

The following list of projects need further research, before they are ready for allocations from Reinvested Revenue. Some of these projects present opportunities for funding support from other sources, which will be evaluated before a request for funding is made.

9. Property Tax Payments

Purpose: Provide online payment of property tax.

Status: Discussions are underway with three counties regarding a pilot project in 2005. Should it be successful, a broader roll-out would be expected in 2006. A Web prototype has been developed based on similar systems in other states.

Resource Requirements: Back-end integration will be the most significant challenge of this initiative. The project may be a candidate for a Records Board grant of \$25,000. Pending resolution of the convenience fee issue, it is expected that ongoing support would be provided through that means.

10. GIS Site Selection System

Purpose: Promote economic development by using GIS mapping technology to enhance site selection services of state and local government.

Status: Work has not yet commenced on this project. Original target date for launch is first quarter 2006.

Resource Requirements: To be determined but likely to track with requirements for one-stop business registration.

11. Vehicle Registration/Driver License Renewals & Marketing Plans

Purpose: Insure widespread adoption of online services for vehicle registration and drivers license renewals.

Status: Initial draft screen designs for vehicle registration renewal are under review. System design should begin soon, pending completion of back-end work by DMV. Completion of this project is expected prior to initiating work on driver license renewals. Marketing plans will be developed in conjunction with each application. Timing of pilot projects and full roll-out will be determined in cooperation with DMV.

Resource Requirements: Resource requirements are difficult to determine until system design is underway. For both vehicle registration and driver license renewals, it is anticipated that some transaction revenue will be directed to the network. A determination will need to be made regarding use of reinvested revenue to cover development costs vs. tiered transaction pricing. Since marketing these services is expected to be considerably more extensive than marketing for other services with narrower markets, it is recommended that \$20,000+ in reinvested revenue be reserved for the first two years of each to support widespread traditional marketing (e.g. advertising).

12. Integrated Licensee Search

Purpose: Provide one-stop access to public information on license holders.

Status: On hold pending a solid business case to proceed.

Resource Requirements: To be determined if necessary.

13. Address Change Utility

Purpose: Provide online system for updating one's address information for participating state agencies.

Status: Capability exists but no agencies have expressed an interest thus far.

Resource Requirements: Would need to be determined as agencies express interest, not expected to be extensive.

14. Court Scheduling

Purpose: Streamline the process for scheduling certain court functions.

Status: Approximately 3 years ago, NOL developed a court scheduling application for the Lancaster County District Court. The system is still in use, and allows attorneys to schedule time on the court calendar for certain types of motions without needing to go through the bailiff. To date, no other courts have expressed an interest in the system but it has not been widely marketed.

Resource Requirements: The system should not require substantial modification for use in other courts, although that cannot be determined with precision until an opportunity arises.

15. Agency Web Site Records Retention

Purpose: Assist state agencies in complying with records retention policy for web sites.

Status: Pending board direction. NOL currently adheres to the records retention standards for web sites as it applies only to the NOL site. The proposal here is to offer a monthly dump of hosted agency Web sites for filing with Records Management.

Resource Requirements: Should this be an initiative the Records Board would like to pursue, we estimate the time requirements at 30 minutes (or roughly \$35-\$50) per agency per month. Given the current number of agencies and county site hosted by NOL (about 130), this would translate into \$4,500 to \$6,500 per month.

16. Online Vehicle Checkout Enhancements

Purpose: Improve efficiency of process for state employees to reserve a state vehicle.

Status: On hold. This application was developed several years ago for the Transportation Services Bureau. There have been no support requests for some time and it is not known if the system is currently being used.

Resource Requirements: Since this is an internal application, there are no plans to provide ongoing support or upgrades for the system.

17. Limited Criminal History Searches

Purpose: Improve ease of access to critical information for businesses.

Status: On hold pending completion of back-end migration work by the State Patrol, unless a case can be made that a system could be implemented with the existing back-end and migrated. The Patrol also has concerns about data integrity.

Resource Requirements: Cannot be determined until discussions on system design begin. In other states, this is typically a transaction-based service that may not require reinvested revenue to support.

TO: Nebraska State Records Board

FROM: NSRB Contract Operations Subcommittee

RE: Grant Recommendation

DATE: November 16, 2004

The Contract Operations Subcommittee met on November 12, 2004 to discuss the pending grant application from the Department of Administrative Services Division of Personnel.

The Grant Application for Online Employment Application redesign in the amount of \$25,000 was reviewed by the Subcommittee and recommended for full funding on a vote two in favor, none against, one absent.

It was noted in recommending funding that:

- Over 80% of Job Applications Currently Received by the State are received online
- This application was first written in 1999 and has not been updated significantly since
- The application is widely used by the general public
- Improvements to the Online Job Application System will create efficiencies and improve access to information for the applicants, the Division of Personnel, and the state agencies using the system
- Review of available resources within the Division of Personnel indicated the project could not likely be completed with existing resources within the agency

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.

Department of Administrative Services, State Personnel Division

2. Title of project.

Online Employment Application Redesign

3. Brief description of project.

Since 1999, the Personnel Division has offered prospective state employees the opportunity to complete the state employment application online. Currently, about 80% of all employment applications are processed through the system, significantly improving the efficiency of division operations. The upgrade is necessary due to the system's age and the desire for several enhancements to make the system more user-friendly and to improve performance.

4. Grant request amount

\$25,000

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 (you may attach this description).

The State Personnel Division has offered an online state employment application for more than five years. The system is now handling about 80% of all state employment applications. The purpose of the grant is to redesign the system, making improvements in navigation, information storage, and other features.

The end product will be a system that allows users to store and retrieve application information, print applications for filing, and dissemination of applicant data to hiring agencies.

Specifically, the redesigned tracking system will:

- Allow applicants to navigate back & forth between pages of the application. Currently, applicants cannot return to prior pages and edit information;
- Provide a resume template and executive summary template as a convenience to applicants (not currently available);

- Allow applicants to exit the application prior to completion, and return at a later time to pick up where they left off (not available currently);
- Allow applicants to submit an application, print the application for their records, then return at a later time to edit information in that application (not available currently);
- Allow applicants to create login accounts for the purposes described above (not available currently);
- Allow hiring agencies to access applicant information online (not available currently);
- Provide electronic confirmation that an application was received and resides in the database (not available currently);
- Automatically notify applicants when a position has additional requirements, and provide a link to the proper requirements (not available currently).

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

Prospective state employees that are required to complete a standard state employment application will benefit from the proposed enhancements. Also, the online system has proven to be an effective alternative to completing the form on paper, and has introduced much-needed efficiency gains into division operations. These benefits will be expanded through the proposed enhancements.

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

Target completion date for the redesigned system is April 4, 2005.

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

State Personnel staff will assist with requirements definition, review and testing of the system. No additional division equipment will be required.

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

No. The original system was developed by Nebrask@ Online through its contractual relationship with the State Records Board. No budgetary appropriation was required.

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

No. The DAS State Personnel Division currently has all necessary statutory authority for the project.

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 funds will be used to support work by Nebrask@ Online through all aspects of the project. The redesigned system will be sustained through normal NOL revenue sources under its contract with the State Records Board.

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).

The current system has introduced a number of productivity improvements in State Personnel. However, five years of experience with the current system and user suggestions have identified several issues that should be addressed. The redesigned system will address these issues and incorporate industry best practices:

- Improved functionality for applicants, State Personnel and hiring agencies. For example:
 - The resume template will help to standardize the format of this information and reduce the number of resumes sent on paper or by separate electronic communication;
 - The executive summary template will replace a paper cover letter and allow the applicant to summarize relevant qualifications;
 - Hiring agencies will have a number of tools at their disposal to identify and review information from prospective employees.
- Significant improvements in the utility of the system for applicants and State Personnel staff, with an expected corresponding reduction in processing time due to automation of several features.

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).

Expected improvements in the efficiency of agency operations are outlined in previous sections of this application. The intended redesign of the online employment application will enable agencies to take advantage of recent technological improvements resulting in greater efficiencies related to the processing and referral of potential state employees. The project will continue the established partnership between the state and its contracted network manager.

III. Technical Information

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

The system will be developed on and reside on NOL's existing hardware, software and communications platforms. Integration with State Personnel's current system may be required. Access to the system will be through the Internet, with appropriate security measures in place as required. No additional hardware, software or communications services will be required by State Personnel.

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.**

System design and development will be conducted in conformity with NOL and industry best practices. Any integration required with the State Personnel system will be done in conformity with NITC technical standards and guidelines.

- **Compatibility with existing institutional and/or statewide infrastructure**
NOL systems currently integrate with the state communications network for a variety of purposes. This system will operate in the same manner.

- **Reliability, security and scalability (future needs for growth or adaptation).**
Since the system will reside on the NOL infrastructure, standards for reliability and security will conform to network requirements. Scalability should not be an issue, and in fact will be

easier to accommodate than the current system which requires a high volume of storage for document images that will no longer be required. In addition, it is very unlikely that large fluctuations in the volume of applications received will occur.

3. Describe how technical support will be provided.

Support for the application will be a team effort between NOL and State Personnel. Administrative support (i.e. questions related to content of the application form, procedures, etc.) will be handled by State Personnel. Technical questions regarding performance of the system itself will be handled by NOL. A list of frequently-asked questions and contact information for support will be provided throughout the system.

IV. Contact person information, signature

Contact person for any questions regarding this application

Name	Charles Roberson	Loraine Epperly
Phone #	402-471-3678	402-471-4456
E-mail	croberso@notes.state.ne.us	lepperly@notes.state.ne.us

Signed this _____ day of _____,

Agency Director

Please Return to:

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

Revised 9/29/03

Technical Panel
of the
Nebraska Information Technology Commission

Project Review

Type of Review: State Records Board Grant Application
Project Title: Online Employment Application Redesign
Agency: Department of Administrative Services, State Personnel Division

Resolution passed by the Technical Panel on November 2, 2004:

The Technical Panel, having reviewed the grant application entitled "Online Employment Application Redesign", finds that:

- The project is technically feasible.
- The proposed technology is appropriate for the project.
- The technical elements can be accomplished within the proposed time frame and budget.
- The agency should consider other employment application software alternatives.
- The project should address issues relating to accessibility for persons with disabilities.

NEBRASKA@ ONLINE PROJECT REPORT - NOVEMBER 23, 2004

*** Indicates new project, status change, or other significant change to existing project.

Projects Completed					
Agency	Project	Public Benefit	Resource Requirement	Type of Payment	
Health & Human Services	Audiologist Professional License Renewal	Large	High	Grant	
Health & Human Services	Hearing Aid Instrument Dispenser & Fitter Professional License Renewal	Large	High	Grant	
Health & Human Services	Speech-Language Pathologist Professional License Renewal	Large	High	Grant	
Health & Human Services	Health Practitioner Lists Online Sale & License Search	Large	High	Trans. Fee	
Health & Human Services	Psychologist/Special Psychologist Professional License Renewal	Large	High	Grant	
Economic Development-Business Dev.	Online Conference Registration	Moderate	Moderate	Fixed Cost	
Motor Vehicles	CDL Third-Party Testing Application Enhancements	Large	Moderate	Fixed Cost	
Real Estate Appraiser Board	Map Application Hosting and Redesign	Large	Moderate	Non-Fee	
Secretary of State	Student Vote Web Site Design and Online Voting Results	Extensive	High	Non-Fee	
Secretary of State	Rule & Regulation Tracking E-mail Notification	Extensive	High	Grant	
Secretary of State	General Election Results Site	Extensive	High	Non-Fee	
Treasurer	PayFuse Integration with Child Support Payment Processing	Large	Moderate	Non-Fee	

Projects Pending Approval										
Agency	Project	Date Received	Public Benefit	Deadline Sensitivity	Resource Requirement	Type of Payment	Assigned Staff	Percent Complete	Original Due Date	Revised Due Date
Attorney General	Online Subscription for Email Consumer Notifications and Newsletters <i>Comment: Due date revised while waiting for agency approval. (November 7, 2004)</i>	17-Sep-04	Large	Flexible	Moderate	Fixed Cost	K. Lyons	95%	31-Oct-04	12-Nov-04
Counties: Nuckolls County	Web Site Design: New design for county site with navigation and graphics. <i>Comment: NOL is still waiting for final approval from county; site has been complete since original due date</i>	3-Oct-03	Moderate	Flexible	Moderate	Approp.	Duffy	95%	30-Nov-03	
Crime Commission	Web Site Redesign: Complete redesign of agency web site with navigation and graphics. <i>Comment: Personnel changes at agency forced delay in completion at agency's request. (June 15, 2004)</i> <i>Comment: Web site design has been approved and is ready to go live pending finishing requested enhancements to databases. (November 4, 2004)</i>	1-Aug-03	Large	Flexible	Moderate	Fixed Cost	Benes	95%	1-Feb-04	30-Jul-04
Health & Human Services	Cosmetologist/Cosmetology Instructor Professional License Renewal: Online license renewal request, credit card payment, and administration. <i>Comment: Due date revised at agency's request. (October 22, 2004)</i>	19-Aug-04	Large	Rigid	High	Grant	Norton/Warriner	95%	31-Oct-04	22-Nov-04
Health & Human Services	Nursing Home Administrator Professional License Renewal: Online license renewal request, credit card payment, and administration. <i>Comment: Due date revised at agency's request. (October 22, 2004)</i>	8/19/2004	Large	Rigid	High	Grant	Norton/Warriner	95%	31-Oct-04	17-Nov-04
Health & Human Services	Environmental Health Specialist Professional License Renewal: Online license renewal request, credit card payment, and agency administration. <i>Comment: Due date revised at agency's request. (October 22, 2004)</i>	19-Aug-04	Large	Rigid	High	Grant	Norton/Warriner	95%	1-Nov-04	17-Nov-04
Liquor Control	Web Site Design: New design for agency web site with navigation and graphics. <i>Comment: Due date revised due to agency delay on design decision. (July 1, 2004)</i>	1-Apr-04	Large	Flexible	Moderate	Non-Fee	Duffy	95%	15-Jul-04	30-Jul-04
NRCSA	Web Site Design & Hosting: New design for association site with navigation and graphics. <i>Comment: Association requested delay until after Legislative session</i> <i>Comment: Completion date delayed while organization changes and updates web site content, no completion date has been established as of November 8, 2004.</i>	1-Nov-03	Modest	Flexible	Moderate	Fixed Cost	Duffy	95%	15-Mar-04	31-Aug-04

Agency	Project	Date Received	Public Benefit	Deadline Sensitivity	Resource Requirement	Type of Payment	Assigned Staff	Percent Complete	Original Due Date	Revised Due Date
Account. & Disclosure	Citizen Search Enhancements: Improvements to current search capabilities of elections, campaigns, and lobbyists database. <i>Comment: Agency has requested revised due date due to election year conflicts and unwillingness to implement new system during that time</i>	23-Jun-03	Extensive	High	Extremely High	Fixed Cost	Bush	85%	1-Jun-04	31-Dec-04
***Arts Council	Credit Card Payment: Online site for ordering and payment with credit card for NAC products.	23-Aug-04	Moderate	Flexible	Moderate	Fixed Cost	K. Lyons	15%	7-Dec-04	
Chief Information Officer	Forms Automation	15-Mar-01	Extensive	Flexible	High	Grant	All	75%	31-Dec-04	
Chief Information Officer	Business Portal Upgrade: Upgrades to Forms Inventory database and portal architecture.	2-Jan-04	Extensive	Flexible	High	Grant	Warnner	50%	29-Oct-04	
Chief Information Officer	Ed Portal Course Database Search: Search of postsecondary institutions course offerings and programs. <i>Comment: Search engine completed on schedule; source data needs extensive revision.</i>	1-Jun-03	Large	Flexible	High	Grant	Norton	85%	30-May-04	29-Oct-04
Chief Information Officer	Ed Portal IT Training Calendar: Calendar of IT training classes, seminars and workshops posted by institutions & agencies. <i>Comment: Change in priority of project resulting in revised due date and conforming this project with rewrite of Public Meeting Calendar.</i>	1-Jun-03	Extensive	Flexible	High	Grant	Warnner	50%	29-Feb-04	30-Nov-04
Chief Information Officer	Public Meeting Calendar Rewrite: Rewrite current online public meeting calendar to improve usability and functionality.	28-Apr-04	Extensive	High	Very High	Grant	Warnner	50%	15-Jun-04	30-Nov-04
Chief Information Officer	Ed Portal Common College Application: Provide common online college admittance application for Nebraska higher ed institutions. <i>Comment: After review by NITC Ed Council, project has been delayed pending further feedback from counselors and admissions groups</i>	1-Jun-03	Large	Flexible	High	Grant	Benes	85%	1-Apr-04	Pending
Chief Information Officer	Citizen Portal Press Release Center: Web site where state agencies can post & archive press releases and media and public can access. <i>Comment: Change in scope of original project resulting in revised due date; Also waiting for input from state PIO group.</i>	7-Jan-03	Extensive	Flexible	Moderate	Grant	Norton	80%	1-Feb-04	1-Nov-04
Chief Information Officer	One-Stop Business Registration: Online site for business to access all information necessary to register and do business in Nebraska.	28-Apr-04	Extensive	Flexible	Extremely High	Reinv. Rev	Unassigned	10%	Pending	
Counties: Thayer County	Web Site Design: New design for county site with navigation and graphics.	21-Jun-04	Moderate	Flexible	Moderate	Approp.	Benes	0%	30-Sep-04	30-Nov-04
Counties: Morrill County	Web Site Design: New design for county site with navigation and graphics. <i>Comment: County had decided to wait on site updates and changes until after November General Election. (Sept. 17, 2004)</i>	17-Aug-04	Moderate	Flexible	Moderate	Approp.	Benes	0%	1-Nov-04	15-Nov-04
***Crime Commission	Searchable Database #2: Database search of crime statistical information <i>Comment: Agency added new fields to the database requiring further coding by NOL. Implementation further delayed by staff changes at agency (June 15, 2004)</i> <i>Comment: Agency has requested enhancements to database. (November 4, 2004)</i>	31-Jul-03	Large	Flexible	High	Non-Fee	Pabian	85%	1-Dec-03	30-Nov-04
***Crime Commission	Searchable Database #3: Database search of crime statistical information. <i>Comment: Agency added new fields to the database requiring further coding by NOL. Implementation further delayed by staff changes at agency (June 15, 2004)</i> <i>Comment: Agency has requested enhancements to database. (November 4, 2004)</i>	31-Jul-03	Large	Flexible	High	Non-Fee	Pabian	85%	1-Dec-03	30-Nov-04
Fire Marshal	Fireworks Display Permits: Allows user to apply for fireworks display permit online and pay with credit card. <i>Comment: Agency revisions and change requests resulted in revised due date</i> <i>Comment: Project placed on delayed status at request of agency while fireworks permits application was implemented and permit period was over (June 15, 2004)</i>	1-Jan-04	Large	High	Very High	Grant & Trans. Fee	Norton	90%	1-Jun-04	15-Dec-04
***Legislature/CIO	Legislative Bill Tracking System: User designated bill tracking with keyword profiles, bill number tracking, & email notification. <i>Comment: Due date revised due to agency delays in responding to requests for information necessary to determine project specifications. (October 22, 2004)</i>	18-Dec-03	Extensive	Flexible	High	Grant & Trans. Fee	Bills	35%	1-Nov-04	15-Dec-05
Liquor Control	Database Web Interface: Upgrade search capability with NOL Web search of IMService database for license information		Large	Flexible	High	Unknown	K. Lyons	50%	1-Jan-05	
***Motor Vehicles	Insurance Database <i>Comment: This project was returned to report because of stepped up enforcement of reporting requirements by Dept. of Insurance and resultant reporting activity by previously non-complying insurance carriers.</i>	15-Oct-04	Large	Flexible	High	Non-Fee	Pfister	Ongoing	Unknown	
Motor Vehicles	Specialty Plate Ordering: Ability to check availability of message plates and order online with credit card/ACH payment.	2-Jan-04	Large	Flexible	High	Unknown	Pfister	10%	30-Aug-04	30-Nov-04
Motor Vehicles	Vehicle Tax Estimator: Online site for user to access to determine approximate	2-Jan-04	Large	High	High	Unknown	Pfister	0%	30-Oct-04	30-Nov-04
Motor Vehicles	Vehicle Registration Renewals: Online renewal of motor vehicle registration and credit card/ACH payment.	2-Jan-04	Extensive	Rigid	Extremely High	Trans. Fee	Pfister	10%		
***Natural Resources	Water Well Drilling Application Templating: Provide applicant with templated sections to expedite application for multiple wells <i>Comment: Need to rewrite entire application which will significantly extend deadline; still need agency approval to change. (Oct. 12, 2004)</i> <i>Comment: Agency approved delay of application, resulting in revised due date. (November 1, 2004)</i>	8-Aug-04	Moderate	Firm	Moderate	Fee	Pabian	15%	30-Sep-04	1-Feb-05
Public Accountancy	License Renewals: Online system for license renewals including database conversion, continuing education, credit card payment. <i>Comment: Project was approved by Board in late Sept. and will be done in three phases with final phase to be completed by end of 2005. (Oct. 1, 2004)</i>		Large	Firm	High	Fee	K. Lyons	15%	31-Dec-05	

Real Estate Commission	License Application: Online application for real estate agent and/or broker license. <i>Comment: Deadline revised and percentage completed revised due to numerous changes requested by agency (Sept. 3, 2004) Comment: After further review of application and necessary changes to application and with approval of agency, have revised due date (Sept. 29, 2004)</i>	1-Sep-03	Moderate	High	Moderate	Fee	Norton	50%	1-Nov-03	1-Feb-05
Revenue	Sales Tax Upgrade: Annual upgrades and necessary changes to sales tax application.	1-Jun-04	Large	Rigid	Moderate	Trans. Fee	Pabian	75%	1-Jan-05	
Revenue	Income Tax Forms: Online income tax filing forms.	26-Aug-04	Large	Rigid	High	Grant/Trans. Fee	Pabian	50%	15-Jan-05	
Secretary of State	UCC Statutory Liens: Filing of statutory agricultural liens to original UCC financing statement. <i>Comment: Due date revised at agency request because of other obligations (June 30, 2004)</i>	1-May-04	Large	High	Very High	Trans. Fee	Pfister	80%	30-Jun-04	30-Nov-04
Volunteer Service Comm	Web Site Redesign: Redesign of agency web site with new graphics and navigation, and password-protected sections for users. <i>Comment: Due date revised at agency request</i>	15-Mar-04	Large	Flexible	High	Fixed Cost	Benes	35%	1-Aug-04	30-Dec-04

Projects Requested:

Agency	Project	Date Received	Public Benefit	Deadline Sensitivity	Resource Requirement	Type of Payment	Assigned Staff	Percent Complete	Original Due Date	Revised Due Date
Administrative Services	State Employment Application Upgrade: Changes and enhancements to state's online employment application. <i>Comment: Agency placed on hold pending internal discussions of how to proceed with project Comment: May see some movement on this project in fall 2004 based on recent agency input. (Aug. 8, 2004) Comment: Agency is applying for State Records Board grant to fund project. (Sept. 24, 2004)</i>	8-Apr-03	Extensive	Firm	Extremely High	Unknown	K Lyons	0%		
Arts Council	Enhancements to eGrants System	29-Oct-04	Moderate	High	Moderate	Fixed Cost	Warmner	0%	7-Dec-04	
Engineers & Architects	Web Site Message Board	2-Aug-04	Low	Flexible	Low	Non-Fee	K Lyons	0%	15-Nov-04	
Grain Sorghum Board	Web Site Redesign: Redesign of agency web site with new graphics and navigation.	28-Jun-04	Moderate	Flexible	Low	Non-Fee	Benes	0%	1-Oct-04	
Health & Human Services	Water Standards: Online application for water well and/or septic system inspections	24-Aug-04	Moderate	Flexible	Moderate	Unknown	Gibbs	0%	1-Jan-05	
Health & Human Services	Redesign & Enhancements to HHS-SICA Web Site	10-Nov-04	Large	Flexible	Moderate	Fixed Cost	Gibbs	0%		
Insurance	Company and Producer Online Search	20-Oct-04	Moderate	Flexible	Moderate	Fixed Cost	Bush	0%		
Crime Commission	Law Enforcement Training Center Web Site & Application Completion <i>Comment: Finish web site and online applications for division because company originally contracted to do work has gone out of business.</i>	19-Oct-04	Moderate	Flexible	Unknown	Fixed Cost	K Lyons	0%		
Motor Vehicles	Drivers' License Renewals: Online renewal of drivers' license and credit card/ACH payment.	2-Jan-04	Extensive	Rigid	Extremely High	Trans. Fee	Pfister	0%		
Motor Vehicles	Drivers' License Reinstatement: Online application for reinstatement of drivers' license and credit card payment.	1-Feb-02	Modest	Flexible	High	Unknown	Pfister	10%		
Motor Vehicles	Commercial Plate Search <i>Comment: Trying to obtain necessary information from EZ Pass states has proven to be very difficult Comment: Project was on hold but agency recently decided to move forward. (June 21, 2004)</i>	15-Jun-03	Moderate	Flexible	High	Fee	Pfister	10%		
Motor Vehicles	Drivers' License Data Update: Add reinstatement information to drivers' license record.	2-Sep-04	Moderate	Flexible	Moderate	Unknown	Pfister	0%		
Property Assessment & Taxation	Online Database Search: Government property database search engine and FTP site to implement provisions of LB 644. <i>Comment: Due date revised at agency request. (Oct. 6, 2004)</i>	8-Sep-04	Large	Firm	Moderate	Fixed Cost	Gibbs	0%	15-Dec-04	1-Mar-05
Real Estate Commission	Database Format Change for submitting database to ARELLO.	15-Aug-04	Low	Flexible	High	Unknown	Bush	0%		
Revenue	Online Sale of Tax Permits: Online application for tax permit and credit card payment.	2-Jan-04	Large	High	High	Trans. Fee	Armstrong	0%		
Revenue	Web Site Search Engine: Assist with implementation of agency site search engine.	7-Sep-04	Large	Flexible	Moderate	Non-Fee	Pfister/Duffy	0%		
Secretary of State/IRS	Federal Tax Lien Filings: Online filing of IRS tax liens in conjunction with Secretary of State's Office.	15-Apr-04	Extensive	Flexible	High	Unknown	Armstrong	0%		
Secretary of State	EFS Filing	2-Feb-02	Large	Firm	High	Trans. Fee	Pfister	0%		

Projects On Hold:

Agency	Project	Date Received	Public Benefit	Deadline Sensitivity	Resource Requirement	Type of Payment	Assigned Staff	Percent Complete	Original Due Date	Revised Due Date
Abstracters Board	License Renewals: Online filing of application for license renewal with credit card payment. <i>Comment: Not a top priority for small agency with limited staff</i>	1-Oct-03	Large	High	High	Fee	Brown	0%	1-Feb-04	
Banking	Bank Financial Information Section: Password-protected section on agency site for banks to enter trust information. <i>Comment: Joint decision to place on hold due to priority of other projects and agency needing to work out details</i>	7-May-03	Large	High	Moderate	Non-fee	Lyons	30%	1-Mar-04	
Counties: Fillmore County	Web Site Design: New design for county site with navigation and graphics. <i>Comment: No response from county regarding design forced due date to be revised</i>	1-Nov-03	Moderate	Flexible	Moderate	Approp.	Duffy	25%	30-May-04	30-Nov-04
County Project: Merrick	Web Site Design: New design for county site with navigation and graphics. <i>Comment: NOL waiting to hear back regarding design approval</i>	2-Jan-04	Moderate	Flexible	Moderate	Approp.	Duffy	50%	15-Mar-04	30-Apr-04
Energy Office	Energy Loan Program Automation: Ability for participating banks to enter information on secured web site on loan program.	15-May-03	Modest	Flexible	Very High	Grant	Bush	85%	1-Aug-04	

	<i>Comment: IMS is working on enhancements to system.</i>										
Fire Marshal	Grain Permits: Online application for Grain Storage permits and credit card payment.	1-Nov-03	Moderate	Firm	High	Trans. Fee	Norton	0%	1-Nov-04		
	<i>Comment: Agency made decision to place project on hold for immediate future due to lack of agency staff time to work on project.</i>										
Indian Affairs	Online Resource Directory: Convert from current format and place Commission resource directory online.	1-Nov-03	Modest	Flexible	Moderate	Fixed Cost	Norton	0%			
Investment Council	Web Site Design: New design for agency that does not currently have a site; with navigation and graphics.	2-Jan-04	Large	Flexible	Moderate	Non-Fee	Benes	50%	15-Feb-04		
	<i>Comment: Project on hold while agency decides on design.</i>										

Possible Future Projects										
Agency	Project	Date Received	Public Benefit	Deadline Sensitivity	Resource Requirement	Type of Payment	Assigned Staff	Percent Complete	Original Due Date	Revised Due Date
Account. & Disclosure	Campaign Statement Filings: Online system to allow campaign/candidate committees to file online.		Large	High	High	Fixed Cost	Pfister			
Account. & Disclosure	Web Site Redesign: Redesign web site navigation and graphics.		Extensive	Flexible	Moderate	Non-Fee	Duffy			
Corn Board	Web Site Redesign: Redesign web site navigation and graphics.		Large	Flexible	Moderate	Non-Fee	Duffy			
County Project: Brown	Web Site Design: New design for county site with navigation and graphics.		Large	Flexible	Moderate	Approp.	Brown			
County Project: Rock	Web Site Design: New design for county site with navigation and graphics.		Large	Flexible	Moderate	Approp.	Brown			
Courts	Online Ordering of Publications: Ability for user to search for and order Court publications online with credit card payment.		Large	Flexible	Moderate	Unknown	Armstrong			
Fillmore County	Online Permits: Application for local permits with credit card payment.		Moderate	Flexible	High	Trans. Fee	Brown			
Health & Human Services	Online Survey: Create online survey on current web site with import of results to agency database.		Large	Flexible	Very High	Fixed Cost	Norton			
Historical Society	Suite of E-Gov Services/Databases		Large	Flexible	High	Trans. Fee	Gibbs			
Historical Society	Photo Image Database: Online search of photo image database with payment for search results via credit card.		Large	Low	Very High	Non-Fee	Pfister			
Patrol	Criminal History Search System: Online search for criminal history with credit card payment.		Extensive	Flexible	Extremely High	Fee	Armstrong			
Revenue/SOS	State Tax Lien Filings: Online system to do state tax lien filing in conjunction with two state agencies.		Extensive		High	Unknown	Armstrong			
Roads	Online Shopping Cart: Online system that allows users to purchase items from different divisions and pay at one time with credit card.		Extensive	Flexible	High	Unknown	Gibbs			
TERC	Online Appeals: Online system to allow user to appeal property tax decisions from county to state agency with credit card payment.		Extensive	High	High	Fee	Gibbs			



Nebraska Interactive, LLC
A subsidiary of NIC Inc.
301 So. 13th St., Ste. 301
Cornhusker Plaza
Lincoln, NE 68508-2532

November 16, 2004

The Honorable John Gale
Secretary of State
Chairman, Nebraska State Records Board
P.O. Box 94608
Lincoln, NE 68509

Dear Secretary Gale:

I am writing to inform you of a planned addition to the Nebraska Interactive team and associated realignment of responsibilities. We are excited about these changes, and I believe they will provide enhancements to our service as Nebrask@ Online Network Manager. Since these changes involve reassignment of an individual designated in our 2003 contract proposal to a different position, I feel it is appropriate to inform the board pursuant to contract provisions.

Within the next few weeks, we will welcome Trevor Bair to our team as a Senior Marketing Associate. Trevor is currently on the staff at the NIC affiliate in Alabama and has been with the company about two years. He is a native of Aurora, Nebraska and a graduate of the University of Nebraska-Lincoln with a degree in Management Information Systems. As you may know, this is a program that combines business training with background in computer science. In addition to marketing and project management, Trevor's skill set includes experience with Web design and online tutorials and training programs.

Trevor brings NIC experience in marketing and project management, and will be an asset to our company in several areas. We plan to expand our efforts in the marketing area, and Trevor's focus will be on driving adoption for portal services. As needed, he will supplement our efforts in other areas but his principal attention will be marketing.

Associated with this addition to our team, we plan to bring renewed focus to our county and local government initiatives by moving Dan Brown into a newly-created position, Director of Integrated Services. In this position Dan will continue his successful efforts in working with counties throughout Nebraska and expand into interactive services such as property tax payments and other local services. In addition, Dan will be the project leader for our planned Local Government Portal and will assist with other projects that involve state/local partnerships, such as vehicle registration renewals and one-stop business

November 16, 2004

Page two

registration. Dan has a proven track record of success with the county initiative and by focusing his full attention on these efforts, we expect to continue our expansion into local government services.

Once Trevor has established himself in the Senior Marketing Associate position, and with satisfactory performance over a period of approximately six months, we plan to promote him into the Director of Marketing position that is being vacated by Dan's new assignment. This should provide ample opportunity for the Records Board and various government partners to evaluate his effectiveness prior to promotion.

Other key individuals identified in our proposal will remain in place with some adjustments in supervisory assignments. In the unanticipated event of a need for succession in the General Manager position, Director of Project Management Doug Gibbs is designated as my immediate successor until further notice.

Please feel free to contact me should you have questions. Thank you very much.

Sincerely,


Rod Armstrong
President

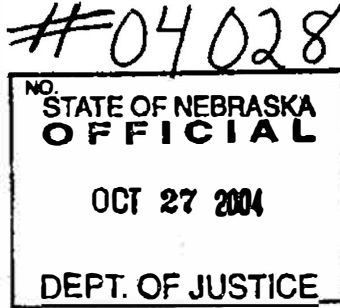
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STATE OF NEBRASKA
Office of the Attorney General

2115 STATE CAPITOL BUILDING
LINCOLN, NE 68509-8920
(402) 471-2682
TDD (402) 471-2682
CAPITOL FAX (402) 471-3297
K STREET FAX (402) 471-4725

JON BRUNING
ATTORNEY GENERAL



SUBJECT: Authority of the State Records Board to Approve
Surcharge or Convenience Fees on Electronic
Payments for Electronic Access to Public Records

REQUESTED BY: John A. Gale
Secretary of State

WRITTEN BY: Jon Bruning, Attorney General
Leslie S. Donley, Assistant Attorney General

In your capacity as Chairman of the State Records Board (hereinafter, the "Board"), you have requested our opinion with respect to a potential conflict of two statutes relating to fees that may be charged by state agencies for providing electronic access to public records. The first statute at issue, Neb. Rev. Stat. § 84-1205.02 (Cum. Supp. 2002), is part of the Records Management Act, Neb. Rev. Stat. §§ 84-1201 through 84-1228 (1999; Cum. Supp. 2002; Supp. 2003), and provides that the Board may establish reasonable fees not to exceed the statutory fee for electronic access to public records. The second statute at issue, Neb. Rev. Stat. § 81-118.01 (2003), provides, as pertinent, that a state official or state agency may impose an additional surcharge or convenience fee on a payment made electronically by credit card, charge card, debit card, or electronic funds transfer as part of a system for providing or retrieving information electronically. You indicate that the Board regularly approves fees to be charged for electronic access to services through Nebrask@ Online.

Finally, you indicate that "[t]he question as to whether the Board may approve a convenience fee in excess of the statutory fee has been discussed, but not conclusively decided due to the conflict in statute."

Your questions to us are as follows:

1. Did the passage of the convenience fee language by the Legislature in 2002 apply to or modify the statutory fee limit imposed on the State Records Board when approving fees for online access to services through Nebrask@ Online, or modify the meaning of "statutory fee" to include the statutory fee plus a convenience fee since both are authorized by statute?
2. In short, may the State Records Board approve a convenience fee for electronic government services above the base statutory fee set in law?
3. Would the answer to this question differ depending on whether it is a statutorily fixed fee service such as a driver's abstract versus a payment such as an income or occupation tax payment?

The first statute in your opinion request, Neb. Rev. Stat. § 84-1205.02, provides, in pertinent part:

* * *

(2) Beginning on July 1, 2001, except as provided in sections 49-509, 52-1316, and 60-483 and article 9, Uniform Commercial Code, the board may establish reasonable fees for electronic access to public records through the gateway.

(3) The fees shall not exceed the statutory fee for distribution of the public records in other forms. Any fee established by the board under this section may be collected for an eighteen-month period and shall terminate at the end of such period unless enacted by the Legislature. Any fees collected under this section shall be deposited in the Records Management Cash Fund.

(Emphasis added.) State agencies (other than the courts) wanting to contract or otherwise provide electronic access to public records for a fee are required to make a written request for approval to the Board. The request must include (a) a copy of the contract under consideration if the electronic access is to be provided through a contractual arrangement, (b) the public records which are the subject of the contract or proposed electronic access fee, (c) the anticipated or actual timeline for implementation, and (d) any security provisions for the protection of confidential or sensitive records. The Board is then required to take action on the request after a public hearing within thirty days after receipt of the written request. See Neb. Rev. Stat. § 84-1205.03(1) (1999).

The second statute cited in your opinion request, Neb. Rev. Stat. § 81-118.01, is found in the "General Provisions" section of Article 1, "The Governor and Administrative Departments." Subsection (6), stated in its entirety, provides:

A state official or state agency obtaining, for each transaction, authorization for use of any credit card or charge card used pursuant to this section may, but is not required to, impose a surcharge or convenience fee upon the person making a payment by credit card or charge card so as to wholly or partially offset the amount of any discount or administrative fees charged to the state agency, but the surcharge or convenience fee shall not exceed the surcharge or convenience fee imposed by the credit card or charge card companies or third-party merchant banks which have contracted under subsection (5) of this section. The surcharge or convenience fee shall be applied only when allowed by the operating rules and regulations of the credit card or charge card involved or when authorized in writing by the credit card or charge card company involved. When a person elects to make a payment to a state agency by credit card or charge card and such a surcharge or convenience fee is imposed, the payment of such surcharge or convenience fee shall be deemed voluntary by such person and shall be in no case refundable. If a payment is made electronically by credit card, charge card, debit card, or electronic funds transfer as part of a system for providing or retrieving information electronically, the state official or state agency shall be authorized but not required to impose an additional surcharge or convenience fee upon the person making a payment.

(Emphasis added.) In Nebraska, in the absence of anything to the contrary, statutory language is to be given its plain and ordinary meaning; when the words of a statute are plain, direct, and unambiguous, no interpretation is necessary or will be indulged in to ascertain their meaning. *Van Ackeren v. Nebraska Board of Parole*, 251 Neb. 477, 558 N.W.2d 48 (1997). We note that § 81-118.01(6) contains no reference to the State Records Board, nor is any approval process outlined, as in § 84-1205.03. We believe the statute is plain, direct and unambiguous and should be given its plain and ordinary meaning, i.e. state officials or state agencies may impose an additional fee on electronic payments made for electronic access to records.

The questions presented to us indicate a presumption on behalf of the Board that a surcharge or convenience fee is tied to the access fee authorized in § 84-1205.02, and is therefore subject to approval by the Board. We disagree. The convenience fee at issue is a fee that may be imposed by a state official or state agency to offset the amount charged to the state agency by a credit card company for financial transactions. In essence, it represents a fee which may be imposed for the opportunity to pay by credit card. In contrast, the fee authorized in § 84-1205.02 deals specifically with the electronic access to public records

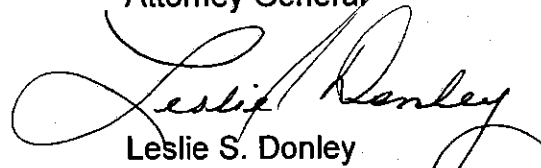
John A. Gale
Page 4

through Nebrask@ Online and represents a fee for such access. Although § 81-118.01(6) authorizes the imposition of two fees on one electronic financial transaction, it does not contemplate that the fees should be treated the same, or that the surcharge or convenience fee should fall within the purview of the State Records Board.

For the reasons set forth above, we believe that the two statutes cited in your opinion request are not in conflict, and that the State Records Board has no authority to approve or disapprove surcharge or convenience fees authorized in Neb. Rev. Stat. § 81-118.01(6).

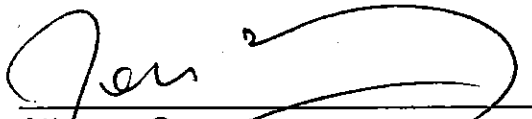
Sincerely,

JON BRUNING
Attorney General



Leslie S. Donley
Assistant Attorney General

Approved by:



Attorney General

12

REQUEST FOR APPROVAL TO ESTABLISH ELECTRONIC ACCESS FEES FOR ENHANCED LEGISLATIVE INFORMATION SYSTEM

Pursuant to Neb. Rev. Stat. §84-1205.03 and the *Nebraska State Records Board Guidelines for Submission of Requests for Fee Based Electronic Access*, the following information is submitted regarding Enhanced Legislative Information System

1. A copy of the contract under consideration.

A copy of the proposed Interagency Agreement between the Records Board and Legislative Council is attached.

2. A description of the Public Records which are the subject of the proposed electronic access fee and the proposed fees and splits (combines #2 & 5 of State Records Board Guidelines).

Information to be made available through the proposed system are public records of various legislative documents, including legislative bills, amendments, committee statements and other documents related to proposed legislation. This information is currently available online through the Unicameral's Web site. The proposed enhancements would provide additional tools to manage the information, including e-mail notification and other features designed to provide additional options to citizens and others who track legislative activity.

Proposed fees are not associated with the information itself, but are intended to provide revenue for ongoing support of the system through fees for enhanced services. Specific enhancements and proposed fees include:

1. **Electronic Bill Book**, allowing users to track activity on up to 15 bills at a time. This service would be made available at no charge;
2. **Profiles**, which allow automatic identification of bills or amendments that match key words specified by the user and management of information associated with those bills. Proposed charges for this service are:

• 1 - 3 Profiles	\$50 per session
• 4-10 Profiles	\$100 per session
• 11-20 Profiles	\$250 per session
• More than 20 Profiles	\$500 per session

3. **Generating reports** on bills in a profile that can be printed or e-mailed, no additional charge to profile subscribers;
4. **Automated e-mail messages** sent to users when a change is made to a bill in their electronic bill book or one or more of their profiles, no additional charge to

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

John Gale
Chairman
(402) 471-4070
<http://www.nol.org>



**APPLICATION FOR STATE RECORDS BOARD GRANT
TO IMPROVE ACCESS TO PUBLIC INFORMATION
(Local Government Grant Application)**

Cities and Counties desiring grants from the Nebraska State Records Board for projects to create or improve electronic access to government information or services should complete this application and follow any procedures outlined in this application and any accompanying materials.

I. Grant Summary

1. Name of entity applying for grant _____

2. Title of project _____

3. Brief Description of Project

3. Grant request amount \$ _____ (\$25,000 limit for collaborative grants,
\$10,000 limit for single jurisdiction grants)

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

5. If yes, provide any statutory reference or authorization for the fee _____

II. Grant Detail

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

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

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

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

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

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

7. Please describe how this project will enhance the delivery of government services or access to those services (you may attach a separate sheet if needed)

8. Please describe how this project will improve the efficiency of government operations (attach additional pages if needed)

9. Please describe any collaborative effort among multiple jurisdictions or political subdivisions related to this project (if applicable, attach additional pages if needed)

10. Please provide information on who will complete the project (in house personnel, outside contractor, combination of both, etc.)

11. Does the project involve the licensing, permitting or regulation of businesses, if yes then explain how the project or service will allow integration with the State of Nebraska's Business Portal and the one-stop online business registration system.

III. Technical Information

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

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

- **Conformity with generally accepted industry standards. Projects which interface with 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).**

3. Describe how technical support will be provided.

4. Describe How the Project will comply with the State's Technology Access Clause
<http://www.nitc.state.ne.us/standards/accessibility/tacfinal.htm>

IV. CONTACT INFORMATION, SIGNATURE

Contact person for any questions regarding this application _____

phone # _____ E-mail _____

Signed this _____ day of _____, _____

Signature

Title

Please Return to:

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

“The State of Nebraska is committed to ensuring the integrity and security of the information and systems it maintains. The State has taken steps designed to safeguard its telecommunications and computing infrastructure to prevent unauthorized access to internal systems and confidential information. If you have any knowledge of a security breach or potential security breach, please contact us at 402-471-4636 or IHELP@notes.state.ne.us.”