

**NEBRASKA STATE RECORDS BOARD
MEETING: January 26, 2006**

Nebraska State Capitol
Room 1507
Lincoln, NE
January 26, 2006
9:00 A.M.

Lincoln Journal Star
Thursday, January 19, 2006

Public Notice

NOTICE OF PUBLIC MEETING

Notice is hereby given of a public meeting of the Nebraska State Records Board on Thursday, January 26, 2006, at 9:00 AM in Room 1507 of the State Capitol, Lincoln, Nebraska. The agenda, which is kept continually current, will include grant applications from State and Local Agencies, and is available at the office of the Secretary of State for public inspection during regular business hours.

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NEBRASKA STATE RECORDS BOARD AGENDA

Room 1507 State Capitol
January 26, 2006 – 9:00 A.M.

1. Call to Order, Roll Call
2. Notice of Hearing (01-19-2006 Lincoln Journal Star)
3. Adoption of Agenda
4. Approval of Minutes from, September 27, 2005 meeting
5. Records Management Cash Fund
6. Grant Status Report
7. Report on Reinvested Revenue
8. Chairman's report on Board staffing issues
9. State Agency Grant Application
 - a. Nebraska Arts Council Replacement of Current E-Grant Operating System (\$24,804.00)
10. Local Agency Grant Application
 - a. Merrick County Digitizing of Merrick County Records (\$25,000.00)
11. Report on state and federal legislation (Greg Lemon)
12. Report of Department of Motor Vehicles and Nebraska.gov on contract re: Identity theft (Beverly Neth)
13. Nebraska.gov General Manager's Report
 - a. Project Priority List – Review and Approve
 - b. 2006 Business Plan
14. ADJOURNMENT

• **September**

• ***27***

• **2005**

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NEBRASKA STATE RECORDS BOARD

MINUTES

Meeting of September 27, 2005

The meeting was called to order by Chairman John Gale at 9:35 A.M. on September 27, 2005, in Room 1507 of the State Capitol, Lincoln, Nebraska.

The following Board members were present:

John Gale, Chairman;
Dave Buelt;
Jerry Catlett;
John Curry;
Brenda Decker, representing the Director of Administrative Services;
Leslie Donley, representing the Attorney General;
Lauren Hill, representing the Governor;
Laureen Riedesel;
Ron Ross;
Kate Witek.

Not present were:

William Bidrowski;
Diane Vicars.

The Chairman announced that the meeting notice had been published in the Lincoln Journal Star on September 20, 2005, and published on the public meetings website.

Mr. Ross moved to approve the agenda as circulated; motion seconded by Mr. Buelt.

Voting For:	Buelt Gale	Catlett Hill	Curry Riedesel	Decker Ross	Donley Witek
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Voting Against:	None
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Absent:	Bidrowski Vicars
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The motion carried.

Mr. Ross moved to approve the May 10, 2005 meeting minutes. Bill Ptacek cited two changes in the May 10, 2005 meeting minutes; page 4 indicated Ms. Witek was replaced by Deann Haefner. Ms. Witek was replaced by Jeanne Herbers. Page 5 indicated a vote for adjournment by 'Witek'. The vote for adjournment was by Ms. Herbers. Ms. Decker seconded the motion to approve with changes.

Voting For:	Buelt Gale	Catlett Hill	Curry Riedesel	Decker Ross	Donley Witek
Voting Against:	None				
Absent:	Bidrowski Vicars				

The motion carried.

Chairman Gale gave a report on an Executive Director Study/possible PSL increase. Mr. Gale called for volunteers from the Board to meet with him to discuss possible solutions to this issue. Ms. Decker and Mr. Buelt volunteered. Mr. Gale will report back to the Board after meeting with these members.

Chairman Gale asked Mr. Greg Lemon to present an update on the Privacy and Security/Identity Theft issue. Ms. Witek moved for a Resolution to support the efforts of the Department of Motor Vehicles and Nebraska Interactive in their ongoing contract discussions regarding notification; motion seconded by Mr. Buelt.

Voting For:	Buelt Gale	Catlett Hill	Curry Riedesel	Decker Ross	Donley Witek
Voting Against:	None				
Absent:	Bidrowski Vicars				

The motion carried.

Ms. Witek moved to have Mr. Lemon draft a letter to Senator Baker's Transportation Committee regarding LR 140, to communicate the consensus of the Nebraska State Records Board that Identity Theft is a high priority, using Mr. Lemon's September 23, 2005 report on Privacy and Security as back up and the Resolution just passed regarding the Department of Motor Vehicles and Nebraska Interactive. The motion was seconded by Ms. Riedesel. If a witness is required when a hearing on LR 140 is scheduled, Chairman Gale will appear on behalf of the State Records Board.

Voting For:	Buelt Gale	Catlett Hill	Curry Riedesel	Decker Ross	Donley Witek
Voting Against:	None				
Absent:	Bidrowski Vicars				

The motion carried.

Mr. Lemon submitted a report on Technical Support of the State Records Board. The Technical Advisory Committee of the State Records Board will review the report.

Chairman Gale introduced the new Chief Deputy Secretary of State/General Counsel, Mr. Ron Moravec. Mr. Moravec gave a brief biography.

Mr. Moravec presented a report on the State Records Board Subcommittee Membership. He identified five committees; the Technical Advisory Committee, Implementation Committee, Contract Operations Committee, Local Government Grant Committee and the Budget Committee.

Ms. Witek moved to disband the Implementation Committee; motion seconded by Mr. Catlett.

Voting For:	Buelt Gale	Catlett Hill	Curry Riedesel	Decker Ross	Donley Witek
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Voting Against:	None
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Absent:	Bidrowski Vicars
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The motion carried.

Mr. Catlett moved to disband the Budget Committee; motion seconded by Ms. Hill.

Voting For:	Buelt Gale	Catlett Hill	Curry Riedesel	Decker Ross	Donley Witek
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Voting Against:	None
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Absent:	Bidrowski Vicars
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The motion carried.

Chairman Gale excused Mr. Keith Day, Department of Motor Vehicles, from the Contract Implementation Committee and thanked him, as well as Ms. Beverly Neth, Director, Department of Motor Vehicles, for Mr. Day's excellent service to the Board. Chairman Gale will rebuild the Contract Implementation Committee to ensure compliance of all members.

Mr. Catlett moved to disband the Local Government Grant Committee; motion seconded by Ms. Witek.

Voting For:	Buelt Gale	Catlett Hill	Curry Riedesel	Decker Ross	Donley Witek
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Voting Against:	None
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Absent:	Bidrowski Vicars
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The motion carried.

Mr. Moravec will give an updated report on Subcommittee Membership at the next Board meeting.

Keith Schraad, Regional Manager of NIC, presented the new NIC Management Team. He introduced Brian Stevenson, General Manager and Trevor Bair, Director of Marketing. Mr. Bair's duties will include portal operations and daily project management. The positions of Director of Project Management and Director

of Local Government have been eliminated. Each NIC Team member introduced themselves and gave a brief biography.

Mr. Ross moved to approve the NIC Management Team personnel changes as presented; motion seconded by Ms. Decker.

Voting For:	Buelt Gale	Catlett Hill	Curry Riedesel	Decker Ross	Donley Witek
Voting Against:	None				
Absent:	Bidrowski Vicars				

The motion carried.

Mr. Schraad will provide written backgrounds on the new members to the Board.

Mr. Ptacek suggested a change in the order of the agenda. He recommended the Board begin discussion on State Agency and Local Agency Grant Applications so those who traveled to testify may complete their business before continuing with the rest of the agenda. The Board agreed.

Mr. Gale opened discussion of a grant application for \$23,000 by the University of Nebraska – Lincoln Libraries for the Digitization of Nebraska Public Documents. Ms. Andrea Faling, NE State Historical Society State Archivist and Ms. Beth Goble, NE Library Commission, testified on behalf of Katherine Walters for the University of Nebraska. Ms. Riedesel moved to approve this grant; motion seconded by Ms. Witek. Discussion was initiated by Mr. Ross regarding the history and balance of the grant fund. Mr. Ptacek explained the current status and funding history and stated the current cash fund balance is adequate to fund all 3 projects presented today if the projects merit funding. Mr. Ptacek stated the Technical Advisory Committee deemed the project feasible and doable. The Contract Operations Committee did not have a quorum, so no recommendation was given.

Voting For:	Buelt Gale	Catlett Hill	Curry Riedesel	Decker Ross	Donley Witek
Voting Against:	None				
Absent:	Bidrowski Vicars				

The motion carried.

Mr. Gale opened discussion of a grant application by the Board of Barber Examiners for \$25,000 to update the Barber Licensing System. Mr. Ptacek stated the Technical Advisory Committee deemed the project feasible and doable. The Contract Operations Committee did not have a quorum, so no recommendation was given. Ronald Pella, Director, Board of Barber Examiners testified on behalf of the project. Mr. Ross moved to approve the grant provided the funds be used within this fiscal year; motion seconded by Ms. Witek.

Voting For:	Buelt Gale	Catlett Hill	Curry Riedesel	Decker Ross	Donley Witek
Voting Against:	None				
Absent:	Bidrowski Vicars				

The motion carried.

Mr. Gale opened discussion of a grant application for \$10,000 from South Sioux City for an Electronic Filing System. Mr. Ptacek stated the Technical Advisory Committee deemed the project feasible and doable. The Contract Operations Committee recommended the grant not be funded. Mr. Paul Young, technical consultant, testified on behalf of Mr. Lance Headquist, City Administrator, South Sioux City, NE. Following discussion, Mr. Buelt moved to disapprove the grant application; motion seconded by Mr. Curry.

Voting For:	Buelt Gale	Catlett Hill	Curry Riedesel	Decker Ross	Donley Witek
Voting Against:	None				
Absent:	Bidrowski Vicars				

The motion carried.

Chairman Gale called a recess at 12:10 p.m.

Mr. Buelt was excused.

Chairman Gale reconvened the meeting at 12:20 p.m.

Mr. Ptacek reported the Records Management Cash Fund Balance was \$773,334.

Mr. Ptacek presented the Third Quarter, 2005 Grant Status Report.

Mr. Ptacek presented the Third Quarter, 2005 Reinvested Revenue Status Report.

Keith Schraad reported on the Peer Review Report recently completed. Mr. Schraad will brief Chairman Gale on this report. Chairman Gale will share the results of this briefing with the Board when completed.

Mr. Stevenson presented the Nebraska.gov Project Status Report. Ms. Witek moved to approve the Project Status Report; motion seconded by Ms. Hill.

Voting For:	Catlett Gale	Curry Hill	Decker Riedesel	Donley Ross	Witek
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Voting Against: None

Absent: Buelt
Bidrowski
Vicars

The motion carried.

Mr. Stevenson presented the Problem Report on Online Filings.

Mr. Stevenson presented an update on the status of the County Web Site Project.

Mr. Stevenson indicated there was an update on the migration to the Central Data Center in Ashburn, VA. Chairman Gale requested Mr. Stevenson continue to keep the Board updated on this issue via a written report.

No further business appearing before the Board, Ms. Witek moved to adjourn; motion seconded by Mr. Catlett.

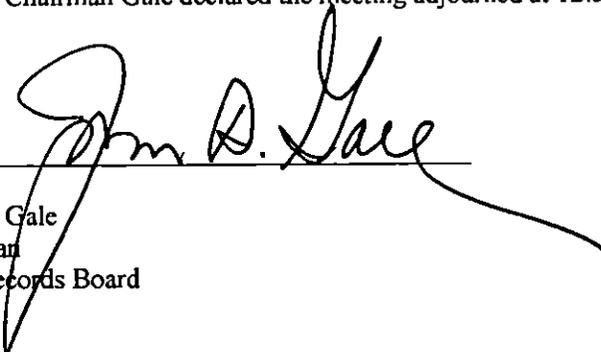
Voting For:	Catlett Gale	Curry Hill	Decker Riedesel	Donley Ross	Witek
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Voting Against: None

Absent: Buelt
Bidrowski
Vicars

The motion carried.

Chairman Gale declared the meeting adjourned at 12:50 p.m.



John A. Gale
Chairman
State Records Board

State Records Board - Revenues & Expenditures

FY 05-06

	<u>July, 05</u>	<u>August, 05</u>	<u>September, 05</u>	<u>October, 05</u>	<u>November, 05</u>	<u>December, 05</u>
<u>Revenues:</u>						
Sale of Service	\$420,547.86	\$388,311.26	\$439,061.98	\$427,167.51	\$404,879.86	\$403,091.91
Drivers Records	\$2,725.66	\$3,036.00	\$3,222.00	\$2,771.00	\$3,556.00	\$2,348.67
General Business Fees	\$313.01	\$570.02	\$343.75	\$268.48	\$3,471.94	\$143.55
Investment Income	\$1,911.14	\$2,386.75	\$2,093.70	\$1,920.76	\$2,469.43	\$2,209.26
Total	\$425,497.67	\$394,304.03	\$444,721.43	\$432,127.75	\$414,377.23	\$407,793.39
<u>Expenditures:</u>						
State Agency Payment	\$280,418.64	\$255,481.02	\$289,949.54	\$291,796.32	\$267,462.66	\$270,043.44
NIC Payment	\$128,643.27	\$121,985.76	\$137,219.65		\$120,603.84	\$248,760.94
Misc. Expense	\$5,184.01	\$59,668.13		\$3,446.88	\$35.25	\$192.00
Total	\$414,245.92	\$437,134.91	\$427,169.19	\$295,243.20	\$392,101.25	\$518,996.38
<u>Profit (Loss)</u>	\$11,251.75	(\$42,830.88)	\$17,552.24	\$136,884.55	\$22,275.98	(\$111,202.99)
<u>Fund Balance:</u>	\$778,824.00	\$735,993.12	\$753,545.36	\$890,429.91	\$912,705.89	\$801,502.90
<u>Grant Encumbrances:</u>						\$157,221.83
<u>Reinvested Revenue:</u>						\$160,617.00
<u>Unencumbered Funds:</u>						\$483,664.07

Grant Project Status Report First Quarter, 2006

Agency Name	Project Description	Date Grant Awarded	Original Grant Amount	Amount Not Spent To Date	Completion Date
Bd. Of Public Accountancy	On-line review of Annual Register & submission of Applications & Forms	7/8/2003	\$25,000	\$25,000	April, 2006
Chief Information Officer	Business Forms Search Upgrade	4/28/2004	\$16,500	\$10,200	July, 2005
DAS Personnel	Online Job Application	11/23/2004	\$25,000	\$25,000	February, 2006
UNL - Rural Initiative	Basic e-Government & Access 2-Government Training	5/10/2005	\$25,000	\$24,021.83	July, 2006
Kearney County	Kearney County Enhanced Web Page	5/10/2005	\$25,000	\$25,000	April, 2006
Board of Barber Examiners	Barber Licensing System Update	9/27/2005	\$25,000	\$25,000	March, 2006
University of Nebraska - Lincoln Libraries	NE Public Documents Digitalization	9/27/2005	\$23,000	\$23,000	March, 2006
TOTALS			\$164,500	\$157,221.83	

Reinvested Revenue Status Report First Quarter, 2006

Project Description	Date Awarded	Original Amount	Amount Not Spent to Date	Completion Date
Google Search Engine	11/23/2004	\$25,000	\$21,017	
Local Portal/Services Integration	11/23/2004	\$50,000	\$0.00	<i>Completed</i>
One-Stop Business Registration	11/23/2004	\$75,000	\$75,000	
Online License Renewals	11/23/2004	\$25,000	\$25,000	
1040N Income Tax Filing	8/25/2004	\$59,200	\$14,600	
Online Property Tax Payment System - Seward Co.	5/10/2005	\$25,000	\$25,000	
TOTALS		\$259,200	\$160,617	

Technical Advisory Committee
to the
Nebraska State Records Board

Grant Application Review

Applicant: Nebraska Arts Council

Project Title: Replacement of Current E-Grant Operating System

Resolution passed by the Technical Advisory Committee on January 23, 2006:

The committee, having reviewed the grant application entitled "Replacement of Current E-Grant Operating System ", finds that:

- The project is technically feasible.
- The appropriateness of the proposed technology is unknown.
- The technical elements can be accomplished within the proposed time frame and budget.
- Other concerns raised by this application:
 - Application software and data will be maintained in a proprietary system using proprietary software.
 - Unknown reliability of the proposed solution.
 - Maintenance costs of the proposed system are not clear.

Technical Advisory Committee Members

- Richard Brown
- Brenda Decker
- Walter Weir

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
(State Agency Grant Application)**

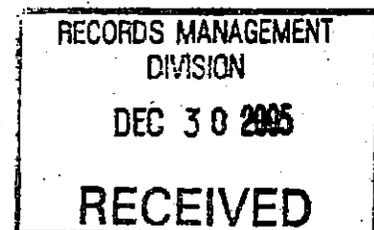
State Agencies desiring grants from the Nebraska State Records Board for projects to improve access to state government information should complete this application and follow any procedures outlined in this application and any accompanying materials.

I. Grant Summary

1. Name of agency applying for grant: **Nebraska Arts Council**
2. Title of project: **Replacement of Current E-Grant Operating System**
3. Brief Description of Project

The Nebraska Arts Council (NAC) is requesting funding to replace its current e-grant software system, which has been diagnosed as being unstable, with a system designed by Community TechKnowledge (CTK) of Austin, Texas. A stable, bug-free egrant system is a critical component of agency operations. The primary function of the NAC is awarding grants to Nebraska nonprofit organizations for cultural activities. Approximately 70% of the agency's budget, which includes administrative costs, is devoted to this function. The NAC processes between 350-400 grants annually, and in FY04, allocated \$1.3 million for support of cultural activities statewide.

3. Grant request amount: **\$24,804**
4. Will there be a fee for accessing records associated with this project? **No**
5. If yes, provide any statutory reference or authorization for the fee? **Not applicable**



II. Grant Detail

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

In 2003, the NAC contracted with Nebraska On-Line to produce an e-grant system designed to eliminate the paper grant application. The e-grant system was developed at a cost of \$25,000 with an annual \$5,000 maintenance fee. It became operational in February of 2004. Since its inception, the system has been plagued by bugs. Unfortunately for the NAC, Nebraska On-Line (now Nebraska.gov) became increasingly unable to address basic repair and maintenance issues. Since October of 2005 when new management assumed control, e-grant repairs have ceased completely. Because of this, the e-grant system has become close to unusable, therefore the NAC began investigating options to repair or replace the system. The NAC asked Nebraska.gov to review the system and provide an estimate for repair.

An assessment by the new management team at Nebraska.gov concluded that a total re-write of the current e-grant system would be necessary to make it function properly. Apparently, Nebraska On-Line failed to keep a style sheet, code map outline, or other administrative documentation while constructing the current system, which makes efficient repair and maintenance difficult. Also, their review of the code base has determined that the system is inherently instable, thus repairs to one part of the system create additional bugs elsewhere. The veracity of this assessment has already been demonstrated in day to day use by constituents. Prior to October of 2005, when Nebraska.gov still had a person assigned to the NAC project, new bugs would appear weekly as other problems were repaired. Since the hiatus in repairs, problems have continued to appear regularly in the system. The cost of undertaking a redesign of the system was estimated at \$108,000. New management at Nebraska.gov has stated that they are not comfortable modifying the system and do not have the ability to allocate the required resources a rewrite would take.

The Nebraska Arts Council concluded that additional vendors should be solicited for proposals. Based on recommendations from our colleagues at other state arts agencies, proposals were sought from Bromelkamp Company of Minneapolis, Western States Arts Federation (WESTAF) of Denver which has a system called Culture Grants On-Line and Community Techknowledge of Austin. Bromelkamp's system would require extensive customization, and since the company uses consultants for this purpose, they indicated they could not provide a sufficiently specific cost estimate, which we judged an unsatisfactory response. The Western States Arts Federation did not respond to our requests in a professional and timely manner, which we also found problematic.

Our discussions with Community TechKnowledge (CTK) were very satisfactory, and we were pleased that they were able to provide us with an accurate estimate of the cost of a new system, which is 75% less than the estimate provided by Nebraska.gov. Therefore, we are requesting funding to contract with Community TechKnowledge to provide the NAC with their Online Data Manager (ODM) web-based software. The Community TechKnowledge software can perform all the tasks the current e-grant system was designed to do. It provides the ability to "build our system from the ground up," meaning the software will be customized according to NAC forms, fields, and graphics. This inherent flexibility empowers organizations to collect and report exactly what they need in one central database that is accessible from any geographic location. It is very

reliable, and has been tested and implemented by an extensive range of clients (a list of clients is attached). It is clearly a good investment as a method for the Nebraska Arts Council to deliver e-granting to constituents.

CTK's ODM software also possesses capabilities that the current e-grant system does not. The software comes with ODM Designer and Report Builder. ODM Designer is a set of tools that will allow the NAC to create, edit, and delete forms, categories, and programs without the assistance or permission of CTK. This will help NAC be more flexible and efficient. The Report Builder will allow the NAC to create customized reports based on the data that is input into the system. These reports can be quickly modified by NAC users to reflect government reporting requirements.

The proposal from Community TechKnowledge is attached.

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

Expected beneficiaries of the project are:

- Nebraska nonprofit organizations, schools, religious organizations and divisions of government that apply for financial support from the NAC. The NAC processes between 350-400 grant requests annually. To look at the data in another context, over 1.2 million individuals paid to attend a cultural event supported by a Nebraska Arts Council grant in FY04, and over 150,000 school children either attended an arts event geared toward curriculum enhancement or participated in an arts activity with a NAC artist in residence.
- NAC employees that process grant applications

Expected outcomes:

- Grant applicants will no longer experience aggravating delays in writing and submitting proposals to the NAC
- NAC staff will become more efficient because less time will be wasted tracking down why the system isn't functioning properly
- A valuable software system will be stabilized and function within acceptable error limits indefinitely

The beneficiaries will access e-granting via the internet as it is a web-based application. Links on the NAC website will allow users to access the system. E-granting is always widely promoted by staff members among constituents, and staff members are readily available during business hours for technical assistance. Any information that has been entered into the current e-grant system will be made available in the proposed e-grant system through a data migration by CTK. It is expected that this will ease the transition for constituent users.

This system also enables grant reviewers to securely access grants for review on-line, and will enable the NAC to add other types of activities, such as public art artist proposal review for review on-line, thus providing additional administrative cost savings.

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

The Nebraska Arts Council has two set grant deadlines each year, March 1 for projects that begin July 1 (or later) and end June 30 (or sooner) and October 1 for projects that begin January 1 (or later) and end June 30 (or sooner). Approximately 3 months are required to allow for staff review, proposal assessment by a grant review panel, board approval of the panel recommendations and contract issuance to the successful applicants.

Because of the grave concern we have that the current system may crash with the heavy usage it will experience at the March 1 deadline, we felt that we needed to get a new system in place as soon as possible. Since the proposals received at the March 1 deadline are the ones that will be funded from our FY06 budget available July 1, it creates an additional incentive to make the change quickly so that data will be consistent for the entire fiscal year.

To give ourselves and CTK adequate "breathing room" to install and test the new system, we have decided to move our March 1 deadline to April 1 to accommodate this. The NAC staff is prepared to re-double their efforts to work within the shortened timeframe, and as one program staff person observed, "It's worth the stress of playing catch up with a late deadline in order to avoid the greater stress we'd experience with the bugs and crashes of the old system". The following timeline has been proposed to CTK and has met with their approval:

January - February 1, 2006	Design and create forms
February 1 - 15, 2006	NAC staff tests software
February 15 - 28, 2006	CTK makes requested corrections to forms
March 1, 2006	E-grant system is available for constituent users
April 1, 2006	First grant deadline in the new system

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

The NAC will contribute \$5,000 toward the cost of an on-site review by CTK of our current e-grant system and grant guidelines. This amount is not included in the amount requested from the State Records Board. The goal of this intensive on-site visit is to start the preliminary preparations for conversion to the proposed e-grant system. With the short timeline of this project it is necessary to start this process as soon as possible, especially considering the instability of the current e-grant system.

In addition to the funds, the NAC will compile a task force to work on the project consisting of Kathleen Kuszak, Director of Administration, Kristin Hardin, Grants Manager, and Martin Skomal, Director of Programs. Since the NAC is too small (ten employees) to have a dedicated IT employee, the basic IT functions of the agency are shared between these individuals. All have had some technical training in programmer functions and web development, and the Grants Manager is the primary employee assigned to work with e-granting. All three were involved in the initial system development and are adept at trouble shooting and finding solutions. During the implementation of the new software, this task force will spend approximately 50% of their time dedicated to this project.

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

In October of 2005, the NAC submitted a deficit request to the State Budget Office and the Nebraska Information Technology Commission (NITC). That proposal was for a rewrite of the current system by Nebraska.gov. The amount requested was \$108,000. The proposal was not recommended for funding, primarily due to the inability of Nebraska.gov to provide efficient, capable services. Based on the cogent review of the NITC, the NAC agreed with their assessment of the vendor and then began to examine other vendors and alternative solutions, which has resulted in this proposal.

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?

The NAC's entire IT budget is less than \$10,000 annually, so despite the relatively low price of the new system, its cost is still twice as much as our entire annual IT budget.

The initial set-up costs for this project include:

- \$5,000 for licensing
- \$9,984 for training and implementation
- \$2,020 for the first year's annual upgrade fee
- \$4,800 for data migration
- \$3,000 for custom programming

Hosting and maintenance fees (including secure data backups and technical support) of \$407 per month, and the \$2,020 annual upgrade fee will be included in the agency administrative budget after the first year. Currently, the NAC is paying \$5,000 annually to Nebraska.gov to host and maintain the e-grant system, so this will represent a significant cost savings to the agency in the long run.

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)

We have committed extensive personnel resources in ensuring that constituents can easily and effectively submit proposals electronically, therefore, our constituents have become familiar and comfortable with e-granting. Given the instability of the current e-grant system, a permanent crash is inevitable, at which time we would be forced to return to paper applications. This would truly be a step backwards for them and our agency. We expect excellence and professionalism from our grantees, and in turn they expect the same from us.

The CTK e-grant system will allow the NAC to format grant forms so that applicants are guided very specifically into structured answers. This ensures that our staff members will spend the least amount of time possible asking applicants for additional information after applications have been submitted. The amount of time staff spend reviewing applications for inaccuracies will be minimized; staff will be able to spend more time

analyzing the quality and content of the applications and will have more time to assist constituents with other issues.

The CTK e-grant system will allow us to force applicants to submit balanced budgets. It also allows applicants to upload and electronically attach support materials to their applications. We have investigated e-granting options with other vendors that utilize text and spreadsheet attachments in their application rather than fields that automatically calculate budgets. The systems these vendors provide also do not allow applicants to upload support materials directly to their web-based application. Applicants are manually calculating budget figures on their own, and are required to mail attachments and support materials to agency offices, which, as the NAC has experienced, inevitably results in incorrect budgets and missing or improperly formatted materials. With the CTK system, the amount of time spent on such details would be greatly reduced, resulting in better access to e-granting for applicants and better quality applications.

The CTK e-grant system standardizes the format and look of the application. All applicants enter their data on the same web-based form, and e-granting generates application documents that visually all look the same. This helps to equalize opportunities between large professionally staffed organizations and small volunteer-based organizations. This ensures that applications are judged based on the quality of the project, not on visual appeal.

9. Please describe 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)

This project will definitely improve the efficiency of agency operations. Currently up to 40% of the Grants Manager's day and up to 20% of our three Program Manager's day is spent adjusting to problems inherent in the current e-grant system configuration. This time should be spent addressing other objectives and priorities. As a service-oriented agency, the needs of our constituents are the main focus. The NAC prides itself on maintaining a very low ratio of administrative costs to program costs (23% to 77%). By boosting the reliability of an e-granting system, the staff will be able to provide important services and advice to constituents, resulting in higher quality cultural experiences for the State of Nebraska.

The flexibility allowed by the ODM Designer will contribute to the ability of the NAC to provide efficient services, as it allows NAC users to quickly change and reformat fields and forms as needed. We have contacted staff at other state arts agencies that contract with the vendors mentioned above, and have found that their staff has to spend 50% of their time balancing figures and requesting additional information from grantees. With an e-grant system that accounts for necessities such as flexible form and report design, balanced budgets, and essential support materials, NAC staff time can be properly allocated to important cultural services.

The NAC is required to collect certain statistics for our federal partner, the National Endowment for the Arts. CTK's e-grant system will allow us to collect these statistics,

and will import them automatically into our database. This would not be possible if we were forced to return to paper applications. Staff would have to spend 20% more time entering statistics into our database manually, inevitably resulting in lower accuracy.

All of the benefits mentioned above will increase the NAC's efficiency as an agency, and will allow us to provide more effective services to our constituents.

By hosting and maintaining an effective and user-friendly e-grant system, the NAC will foster good relations with other state agencies and organizations that apply for NAC funding. By contracting with a private company, the NAC is making the most of a public/private partnership that will sustain itself for many years.

III. Technical Information

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

All hardware, software, and communications needed for this project are already in place. Any hardware required to host the e-grant system is housed at CTK's home office, and they are responsible for its upkeep. The software has already been developed by CTK. All that is needed is some reformatting of forms and fields to make it applicable to NAC programs and guidelines. Two of the NAC's grant categories require special budgets based on artist fees and organizational ability to pay. Custom programming is built into the request, and accounts for aspects of NAC programs such as these that would not automatically fit into pre-designed fields.

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.

The system currently meets applicable standards. Further, the current system meets Federal requirements for certain data reporting procedures.

- **Compatibility with existing institutional and/or statewide infrastructure.**

The system is designed to be compatible with other software and hardware used by the NAC. The software is compatible with both PC and Mac computers, an issue that is currently not addressed by our e-grant system, and one which is perhaps unique to the NAC, since a large number of constituents, being in creative fields, use Apple computers.

- **Reliability, security and scalability (future needs for growth or adaptation).**

The new system will be infinitely more reliable and secure than anything the NAC currently uses. Each year CTK releases updates to ODM to all clients. These updates are paid for by an annual fee. Additionally, if the NAC requires immediate updates or changes to its own e-grant system, those can be procured through additional funding. CTK's system should be useable for at least ten years, and possibly beyond through upgrades.

3. Describe how technical support will be provided.

The monthly fee required by CTK provides for technical support for authorized NAC staff members. The NAC is confident that the hours of training and support listed in the contract are sufficient to provide NAC with a working knowledge of the software. The NAC provides a series of statewide grant workshops twice a year to assist any users with e-granting. NAC staff is also available for additional meetings, workshops, or phone support during business hours. Given the familiarity that NAC constituents and staff already have with e-granting, the NAC does not anticipate that a transfer will be problematic.

IV. Contact Information and Signature

Contact person for any questions regarding this application Kathy Kuszak

phone # 402-595-2195 E-mail KKuszak@nebraskacouncil.org

Signed this 29 day of December, 2005


Agency Director

Please Return to:
State Records Board
Suite 2300, State Capitol
P.O. Box 94608
Lincoln, NE 68509-4608

Agreement in Effect for 12 Months from _____ (Date)

CTK proposes to provide to Nebraska Arts Council(NAC):

- Configuration and implementation of a CTK Online Data Manager ("NAC ODM") based on the mutually agreed upon NAC specifications
- One group user license for access and operational use of the NAC ODM for data collection, management and reporting of data for NAC
- Licensed access for use of the CTK ODM Designer and Report Builder to add and modify data fields, forms, and reports in the NAC ODM
- Associated services for customization, hosting, security, technical support, and training for the NAC ODM

I. Included Services and Additional Services

The following services are included with the implementation, Monthly & Annual Upgrade fees:

- Unlimited User access to the NAC ODM during the duration of the License.
- Limited User access to the ODM Designer and Report Builder during the duration of the License
- Configuration of NAC ODM by CTK personnel
- Form-Builds at the time of implementation
- Remote Implementation Consultation
- Remote End-User Training
- Remote Administrator Training for ODM, ODM Designer & Report Builder
- 2 hours per-month, 9-5 CST telephone consultation and Tech Support for identified NAC users
- Secure Application & Data hosting, SSL encryption, and data backup
- System upgrades with each CTK general product version release

The following services require additional fees:

- Custom Programming Code is provided at the Custom Programming Rate. (CTK reserves the right, at its discretion, to decline any custom-programming request)
- Data Migration: Data transfer to or from existing databases is provided at the Custom Programming Rate.

II. Online Data Manager Implementation

NAC will provide staff support to assist and support CTK's development and deployment of the NAC ODM through: identification of data fields, forms, and work flow; scheduling user training; and implementation of NAC's use of the ODM.

Unless NAC has approved a bid for Custom Programming Code, all data elements and features for the NAC ODM will be limited to NAC specifications that can be implemented through the ODM Designer. All NAC automated reporting will be determined, designed and developed by NAC with the ODM Report Builder, including demographic and other tailored reports required by NAC.

III. ODM Designer and Report Builder

CTK requires that NAC's administrative user(s) participate in two-hours of training on the ODM Designer and the Report Builder and may withhold ODM Designer or Report Builder access if CTK deems that NAC is insufficiently prepared to safely utilize these tools. Upon training, NAC's administrative user(s) will receive access to the ODM Designer and Report Builder.

Responsibilities assumed by NAC for use of the ODM Designer

Use by NAC of the ODM Designer is expressly conditioned upon NAC assuming the risk of loss or alteration of features, forms, data and reports through use of the ODM Designer.

- Use of the ODM Designer on ODM forms containing custom programming code created at NAC's request can erase the custom code. Upon request, CTK will provide NAC with a list of ODM forms containing custom code.
- Changes made with the ODM Designer may adversely affect existing reports.
- Recovery or restoration of data, programming code, or reports resulting from NAC's use of the ODM or ODM Designer shall be billed at the Custom Programming Rate.
- Use of the ODM Designer should be limited to a restricted number of administrative users. If NAC is uncertain about the impact of any planned use of the ODM Designer, CTK recommends that NAC contact CTK Tech Support before implementing changes.

IV. Training and Technical Support

Data, ODM Fields, ODM Designer fields, instructional materials, consultation and technical support will be provided in English unless translation fees and language specifications have been otherwise agreed in writing.

CTK will provide Administrator and End-User Training as stated in Project Pricing. Additional or onsite live training sessions for NAC end-users or administrative users for the ODM, ODM Designer, or Report Builder can be provided at the rates stated under Additional Service Fees.

CTK will provide monthly telephone consultation and Tech Support to identified staff, (identified on page 12) with a response time of three hours, Monday through Friday, excluding federal holidays, from 9 AM to 5 PM Central Time (GMT for UK customers) solely relating to diagnosing and addressing technical questions and problems with the ODM, ODM Designer and Report Builder. Tech Support requests may also be submitted by email, facsimile and through the ODM administrative interface. Telephone consultation outside of Tech Support hours will be billed at the After-Hours Tech Support billing rate. CTK does not provide technical support for NAC's Internet connectivity, desktop or network computer functions, firewalls, or other NAC systems affecting utilization of the ODM. Telephone consultation relating to NAC hardware, software, connectivity, or other internal systems will be billed at the After-Hours Tech Support billing rate.

V. Data Privacy and Confidentiality

CTK staff must, from time to time, access NAC's ODM for the purpose of upgrading functions, addressing NAC Tech Support requests or adding custom features at NAC's request. Access to the NAC ODM is limited to CTK employees whose access is required to address the above items. Only members of the CTK programming team and account management team assigned to NAC have access to the NAC ODM, database, data or reports. All CTK staff sign confidentiality agreements for the protection of sensitive data governed by HIPAA, the UK Data Protection Act of 1998, or other regulatory authorities. CTK complies with the requirements for Data Processors set forth by the UK Data Protection Act of 1998. CTK is a participant in the U.S. Department of Commerce Safe Harbor.

NAC retains ownership of and access to all confidential NAC data (specifically: company/individual contributor name, SS#, address, date of birth, telephone or any other identifiable personal information) entered into the ODM.

VI. Hosting and Security

CTK will provide application and data hosting for the NAC ODM. CTK will provide 97.5% uptime, measured annually, for the NAC ODM and will provide notice of downtime of which CTK receives advance notice. CTK cannot guaranty 97.5% uptime in the event of an act of terrorism or force majeure.

Each week day CTK begins data backup at midnight CST and runs two separate backups nightly. The data backups consist of a complete copy of NAC's ODM and ODM data (collectively referred to as 'ODM data'), and can be considered a 'snapshot' of NAC's database at that moment in time. CTK is able to restore NAC's ODM data to reflect status as of one, two, three, four, and five days before the restoration date. CTK is also able to restore NAC's ODM data status as of approximately ten, fifteen, twenty, forty, eighty, and one hundred sixty days before the restoration date. The second nightly backup is performed independently by CTK's server hosting provider and , providing 100% redundant data backup.

CD copies of data backups can be provided for \$60 per request. Data restoration to the ODM for user error will be charged at the Custom Programming Rate and CTK requires a minimum of 3 business days to provide data restoration.

In the event that CTK or its successor ceases to do business or otherwise terminates operation, support and hosting for the ODM system, NAC shall be entitled to operate the NAC ODM for the duration of this Agreement, under limited license on a server host of its choice. This License shall be limited to the right to operate the ODM for NAC's use only and shall be subject to the ODM LIMITED USE SOFTWARE LICENSE TERMS of this Agreement.

VII. Explanation of Standard Fees and Additional Options

Implementation, Monthly and Annual Upgrade Fees

- Standard Implementation Fee is due upon signing this CTK Service and License Agreement
- First Monthly Fee is due thirty (30) days from the signature date on this Agreement (Page 8)
- Annual Upgrade Fee is due twelve (12) months from the signature date on this Agreement (Page 8)
- For detailed breakdown of Fees, please refer to Project Pricing (Page 9)

VIII. Restrictions and Limitations

Please note that the ODM is a web-based data management application with specific properties and capabilities as defined by current Internet and browser technologies. As a result, the NAC ODM will NOT look or operate exactly like an Access, FileMaker Pro, or other database systems.

The ODM, ODM Designer and Report Builder require NAC to have Internet connectivity and utilize freeware MS Internet Explorer 6.0. No other software is required for ODM operation. **For specific ODM, ODM Designer and ODM Report Builder operating system and browser compatibility, please see the CTK Product Compatibility Chart.**

IX. ODM Limited Use Software License Terms

NOTICE: NAC IS NOT AUTHORIZED TO ACCESS OR USE THE CTK ODM, ODM DESIGNER, REPORT BUILDER OR ANY OTHER CTK SOFTWARE APPLICATIONS, ON OR OFF LINE, UNLESS NAC FIRST READS AND AGREES TO THESE LIMITED-USE SOFTWARE LICENSE TERMS. NAC AGREES TO BE BOUND BY THE TERMS AND CONDITIONS OF THIS AGREEMENT BY SIGNING BELOW. IF NAC DOES NOT AGREE TO THE TERMS AND CONDITIONS OF THIS AGREEMENT, NAC MAY, BEFORE USING THE SOFTWARE, RETURN THIS AGREEMENT AND ANY ACCOMPANYING DOCUMENTATION TO CTK.

1. CONDITIONS AND ACCEPTANCE. This document contains the Community TechKnowledge, Inc. Limited Use Software License Agreement that governs NAC's rights to use this software product.

2. GRANT AND LIMITATIONS OF LICENSE. Subject to the terms and conditions of in this Agreement, CTK hereby grants NAC, and NAC accepts, a limited, nonexclusive and non-transferable license to use the CTK ODM, ODM Designer, Report Builder and other CTK software applications, computer program(s), user manual(s), and any related materials (collectively referred to as the "Software"). This license may not be transferred or sublicensed, either temporarily or permanently, without the prior written consent of CTK. The Software is solely for NAC's internal use, and NAC agrees to not use the Software for any other purpose. In addition, NAC agrees that NAC has no right to, and that NAC will not (whether directly or indirectly by causing, permitting or licensing anyone else to): i) copy the Software or related documentation, ii) modify, recompile, decrypt, disassemble, translate or reverse engineer the Software in whole or in part; iii) encumber, time share, rent or lease the Software; or iv) manufacture, adapt, create derivative works of, translate, localize, port, or otherwise modify the Software or related documentation.

3. RIGHTS AND DUTIES. The Software is owned by CTK and/or its suppliers and is protected by United States copyright laws, international treaty provisions and all other applicable laws. By entering this Agreement, NAC does not become the owner of the Software, but NAC does have the right to use the Software in accordance with the terms and conditions of this Agreement. NAC agrees to use best efforts and take all reasonable steps to protect the Software from unauthorized use, illegal reproduction, or illicit distribution. NAC agrees that no other copies of the Software will be made and NAC agrees that NAC will maintain and reproduce all copyright and other proprietary notices on all copies in the same form and manner that such copyright and other proprietary notices are included on the Software.

4. LIMITED WARRANTY. If NAC obtained the Software from CTK, then CTK warrants that during the Warranty Period (as defined herein) the Software will substantially perform to its published specifications under normal use. CTK additionally warrants that the Software is properly recorded. The "Warranty Period" means a period beginning on the date of NAC's acceptance of this Agreement and ending on the earlier of NAC's termination of use of the Software or the termination of this Agreement. These warranties extend only to NAC as the original licensee. NAC's sole and exclusive remedy and the entire liability of CTK, its suppliers, and resellers under these warranties shall be, upon notification of a request for warranty service in writing to CTK or as otherwise directed by CTK, replacement of the Software and/or appropriate Software patches and/or temporary workarounds.

Except as expressly warranted in this Agreement, the Software is provided AS IS. CTK does not warrant that the Software is error free, that NAC will be able to operate the Software without a reasonable level of problems or interruptions, or that the Software is not susceptible to intrusion, attack or computer virus infection. If such interruptions do occur, however, CTK warrants that back data will be available within three business days, excluding any data submitted within 24 hours prior to the interruption. These warranties do not apply if the Software has been altered (except by CTK) or has not been installed, operated, repaired or maintained in accordance with any applicable instructions from CTK.

EXCEPT FOR THE LIMITED WARRANTY DESCRIBED IN THIS SECTION AND TO THE EXTENT ALLOWED BY APPLICABLE LAW, CTK MAKES NO OTHER WARRANTIES, EXPRESS, IMPLIED OR STATUTORY, AND EXPRESSLY DISCLAIMS ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, GOOD TITLE, ON INFRINGEMENT, SATISFACTORY QUALITY OR ARISING FROM A COURSE OF DEALING, USAGE OR TRADE PRACTICE. TO THE EXTENT AN IMPLIED WARRANTY CANNOT BE EXCLUDED, SUCH WARRANTY IS LIMITED IN DURATION TO THE WARRANTY PERIOD (BECAUSE SOME JURISDICTIONS DO NOT ALLOW LIMITATIONS ON DURATION OF CERTAIN IMPLIED WARRANTIES, THIS LIMITATION MAY NOT APPLY TO NAC).

5. LIMITED LIABILITY. NAC agrees that regardless of the form of any claim NAC may have, CTK's liability for any damages to NAC or to any other party shall not exceed the fees paid for this license. CTK WILL NOT BE LIABLE OR RESPONSIBLE FOR ANY SPECIAL, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, SUCH AS, BUT NOT LIMITED TO, LOSS OF PROFITS RESULTING FROM THE USE OF THE SOFTWARE OR ARISING OUT OF ANY BREACH OF THIS AGREEMENT OR THE LIMITED WARRANTY, EVEN IF CTK HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE. BECAUSE SOME JURISDICTIONS DO NOT ALLOW THE LIMITATION OR EXCLUSION OF LIABILITY FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES, THE ABOVE LIMITATION OR EXCLUSION MAY NOT APPLY TO NAC. NAC MAY ALSO HAVE OTHER RIGHTS, WHICH VARY, FROM STATE TO STATE.

6. TERMS AND TERMINATION OF AGREEMENT. This Agreement is effective from the date NAC signs below and continues until NAC terminates use of the software or until the termination of this Agreement between NAC and CTK. If NAC fails to abide by the terms or conditions of this Agreement, CTK has the right to unilaterally terminate this Agreement, which shall terminate the limited license granted herein, and upon demand by CTK, NAC agrees to return the Software, and all copies, to CTK. NAC also agrees, upon return or destruction of the Software and all copies, to certify in writing that NAC has not retained any copies of the Software.

This Agreement is in effect until the date stated at the top of Page 1. NAC has 30 days after the end of the term of this Agreement to notify CTK of its intent to non-renew or Agreement will automatically renew for the following 12 months.

7. RESTRICTED RIGHTS. The Software is provided with Restricted Rights. Use, duplication or disclosure by the Government is subject to the restrictions set forth in subparagraph (c)(1)(ii) of the Rights in Technical Data and Computer Software Clause at DFARS 252.227-7013 or subparagraphs (c)(1) and (2) of the Commercial Computer Software Restricted Rights 48 CFR 52.227-19, as appropriate.

8. **EXPORT.** NAC hereby acknowledges that the Software is subject to export controls under the laws and regulations of the United States, including, but not limited to, the Export Administration Regulations, 15 C.F.R. Parts 730-774. NAC agrees to: i) comply with all applicable United States export control laws and regulations pertaining to the Software; ii) not export, re-export, or divert the Software to any other country or transfer the Software to any other site or location; or iii) not transfer or disclose the Software to any other person, firm, corporation and/or other entity (except those of NAC's employees within the United States) without the prior written authorization of CTK and the United States Department of Commerce.

9. GENERAL PROVISIONS.

If NAC is domiciled in the United States of America:

This Agreement is to be governed by, and interpreted in accordance with, the laws of the State of Texas, United States of America, as if performed wholly within the State of Texas and without giving effect to principles of conflict of law. Any dispute arising out of or in any way related to the existence or performance of this Agreement shall be resolved by binding arbitration in Austin, Texas pursuant to the arbitration rules of JAMS, or if arbitration by JAMS is not available, then under the arbitration rules of the American Arbitration Association.

If NAC is domiciled outside the United States of America:

All obligations of ORGANISATION are to be governed by, and interpreted in accordance with, the laws of NAC's Domicile without giving effect to principles of conflict of law. All obligations of CTK shall be governed by, and interpreted in accordance with, the laws of the State of Texas, United States of America, as if performed wholly within the State of Texas and without giving effect to principles of conflict of law. Any dispute arising out of or in any way related to the existence or performance of this Agreement shall be resolved by binding arbitration in New York City, New York, U.S.A. according to the rules of the International Chamber of Commerce for international commercial arbitration in effect at the time of the arbitration proceedings. Notwithstanding the foregoing, in addition to the arbitration remedy described, CTK may seek injunctive relief in any court of competent jurisdiction for the protection of any Intellectual property rights or trade secrets and the invocation of judicial injunction proceedings by CTK shall not waive or otherwise impair CTK's right to enforce this arbitration clause.

Any terms or conditions of the Agreement found to be unenforceable, illegal, or contrary to public policy in any jurisdiction will be deleted, but will not affect the remaining terms and conditions of this Agreement, which shall remain in full force and effect. CTK hereby specifically disclaims the UN Convention of Contracts for the International Sale of Goods. This Agreement constitutes the entire agreement between NAC and CTK with respect to the Software distributed pursuant to this Agreement. This Agreement supersedes any other agreement between NAC and CTK with respect to the Software, but does not otherwise modify or cancel any other agreement between NAC and CTK.

X. Agreement Termination

In the event that NAC wishes to terminate this Agreement, NAC agrees to provide CTK with written notification to cancel. Upon receipt of NAC written intent to terminate, CTK will provide NAC with all client/consumer registration and related services data held in the NAC ODM within five business days of such notification. This data will be provided to NAC as a flat text file, on CD, and sent registered mail to the NAC registered site of operations.

NAC agrees to pay the Monthly licensing fee for the full calendar month in which service is terminated. In addition, NAC agrees that any outstanding fees due and payable to CTK will be paid in full at the time of written notification of intent to terminate by NAC and failure to remit all such payments due may result in withholding of NAC data until such time as all past due balances are paid in full.

NAC HAS READ THE LIMITED USE SOFTWARE LICENSE AGREEMENT, HAS READ THE TERMS AND CONDITIONS, AND UNDERSTANDS AND AGREES TO ITS TERMS AND CONDITIONS. CTK and NAC hereby acknowledge that the above Agreement constitutes the complete understanding of the parties regarding the description, functions and costs involved in purchasing a group user license for CTK Online Data Manager.

Community TechKnowledge, Inc.

Date

By: _____

Its: _____

NAC

Date

By: _____

Its: _____

Address: _____

City: _____

State: _____

PLEASE ATTACH A COPY OF STATE OR IRS TAX EXEMPTION FORM

Project Pricing

Standard Fees

Activation, Monthly and Annual Upgrade Fees are based primarily upon NEBRASKA ARTS COUNCIL's annual distribution of **\$1,200,000** and use in connection with approximately **3,500** primary records (i.e. agencies, contacts, volunteers, donors, staff members, etc.) associated with NEBRASKA ARTS COUNCIL's activities. If the number of funded-agencies increases more than the range listed above during the period of this Agreement, or if the number of primary records increases more than 10% during any 12-month period, CTK may require additional Monthly fees (not to exceed a 10% increase).

Implementation, Monthly and Annual Upgrade

Item 1: Licensing

\$5,000.00

- Initial Licensing Fee Due at Signing of Contract
- 1 group user license for access and operational use of the NAC ODM for data collection, management and reporting of data for NAC
- 4 User access Report Builder
- 2 User access to ODM Designer

Item 2: Implementation & Training

\$9,984

- 50 form-builds
- 6 hours of remote-delivered (via phone/web) Implementation consultation
- 10 hours of remote-delivered (via phone/web) administrator & end-user training
- Implementation and Training Fees are due 45 days from the date the contract is signed
- CTK Virtual Office
 - MyODM / Bulletin Board
 - Personal Messaging System
 - Bulk E-Mail System
 - Discussion Forums
 - 5MB Document Library
 - User Calendars
- Provides application and data hosting and maintenance
- 2x daily application & data backups (weekday)
- 2hrs per month technical support for life of Agreement
- Security provisions (128 bit encryption, SSL)

Item 3: Annual Upgrade Fee

\$2,020.00

- Equal to 20% of the Implementation Fee, (see Item 1 above)
- First Annual Upgrade Fee is due 12 months from the contract date (p.8)
- Entitles customer to general product release upgrades each contract year
- Provides user license renewals

Additional Fees

The following charges are only applicable if requested by the customer, or deemed necessary by CTK and mutually agreed upon with the customer (see Page 13 for additional information on these options).

Custom Development & Data Migration

Item 4: Data Migration Total **\$4800.00**

- 32 Hours of custom-programming time
- Price shown is based upon standard CTK rate of \$150.00/hour (unless otherwise specified)
- See attached Data Transfer Requirements Document (if requested)

Item 5: Custom Programming Code Total **\$3000.00**

- 20 Hours of custom-programming time
- Price shown is based upon standard CTK rate of \$150.00/hour (unless otherwise specified)
- See attached Project Specifications Document

TOTAL Fees **\$24,804.00**

- Includes items 2-6 if applicable

Please identify any additional fees included with initial Set-Up payment:

- Payment of Monthly Fees _____
- Payment of Annual Fees _____
- Payment for Onsite Consultation _____
- Payment for Remote Consultation _____
- Payment for data migration _____
- Payment for custom programming _____
- Payment for ODBC connection _____
- Payment for Report Service Package _____
- Payment for Onsite Training _____
- Payment for Remote Training _____
- Additional Designer Licenses _____
- Additional Report Builder Licenses _____

Comments, Notes, Special Concessions

By agreeing to pay the Onsite Implementation Consultation by December 15, NAC is entitled to a \$1,000.00 discount from the standard price of \$11,100.

NAC Tech Support Users

Please list all NAC individuals who will be accessing CTK Tech Support. If any changes, subtractions or additions to this list are required, please notify CTK Tech Support.

Name	Title/Role	Phone	e-Mail
1.			
2.			
3.			
4.			
5.			

ODM Designer Licensees

Please list NAC's administrative users to be assigned ODM Designer access.

Name	Title/Role	Phone	e-Mail
1.			
2.			
3.			

Report Builder Licensees

Please list NAC's administrative users to be assigned Report Builder access.

Name	Title/Role	Phone	e-Mail
1.			
2.			
3.			

Additional Service Fees

Option	Rate / Cost	Detail	Description
Custom Programming	\$150.00	per hour	Development of non-standard functionality
Data Migration	\$150.00	per hour	Importing data from other data sources
Additional Form-Builds	\$100.00	per form	Forms that can be built using the ODM Designer (no custom)
REPORTS & REPORT BUILDER			
Report-Builds	\$100.00	per report	Limited to reports built using the Report Builder (no custom)
Report Builder Service Package	\$28.00	per month	Provides 5 CTK report-builds (2hrs max. per report) per-year, & can be increased by increments of 5 reports (custom reports require additional cost)
ODBC Connection	\$650.00	1x setup	One-way connection for reading data only
CONSULTING			
Onsite Implementation Consultation Package	\$3,500.00	1x fee	Two-day onsite, data-tables deliverable, includes travel
Additional Onsite Consulting	\$900.00	per day	Per-day onsite engagement for additional Implementation consulting, must accompany Onsite Implementation Consultation Package, travel not included
Remote-Delivered Consulting	\$125.00	per hour	Per-hour general consulting delivered via phone/Web
TRAINING			
Additional Onsite Training	\$900.00	per day	Minimum 1day onsite training engagement, travel not included
Remote-Delivered Training	\$100.00	per hour	Per-hour general training delivered via phone/Web
TECHNICAL SUPPORT			
After-Hours Tech Support	\$25.00	per 15 min	Before 9 AM or after 5 PM CST (GMT for UK customers)
24 hour Tech Support	\$100.00	per month	Provides for 5, 15-minute calls per month. Unused calls roll to the following month
OTHER OPTIONS			
Data Backup CD	\$60.00	per request	Please allow 5 business days for delivery
Data/Programming Code Recovery	\$150.00	per hour	Recovery of data or program code resulting from the incorrect use of ODM or ODM Designer. Subject to minimum of 72-business hour recovery-time
Additional ODM Designer Licenses	\$375.00	per user	1x fee for the life of the Agreement
Additional Report Builder Licenses	\$375.00	per user	1x fee for the life of the Agreement

CTK Data Migration Standards

New customers often request that CTK move data from their existing databases (sometimes called legacy systems) to their new ODM. In most cases, CTK can move your data, but there are several "rules-to-move-data-by" that must be followed in order to achieve a successful data migration.

The ODM is designed to ensure that an NAC can share data with most ODBC database systems. Examples of ODBC compliant database platforms/systems include: Oracle, Sybase, SQL Server, MS Access, FoxPro, DB2, MySQL, FileMaker Pro, ACCESS, Lotus Notes, Excel, or Paradox and most other ODBC compliant databases. This means that your old databases must be in one of the above listed databases in order for migration to be possible. If you are not sure what type of databases you have, just give us a call and we'll help.

You can only migrate data that is an exact match with your new ODM data fields. For instance, if you ask "Hair Color" in your current ACCESS database and the choices for entry are: red, blue, black and green, you can migrate the hair color data to your ODM ONLY if you ask the same question, with the same options (red, blue, black, green). If, however, your Access database asked "Hair Color" and your staff could type in any answer (pink, purple, none, N/A, etc) and the question in your ODM is "Hair Color: blond, brunette, redhead, black" -- the data DOES NOT MATCH and cannot be imported.

You can only migrate data that is non-duplicative. This means that if, in your old database, the same client could be entered in several times (perhaps as they came in and out of several programs offered by your agency), you cannot migrate all client names from that system into your ODM. You will be importing duplicate records and destroy your ODM's ability to provide central intake and clean reporting of client data. If your agency and CTK decide that you are a good candidate for data migration, CTK asks that you provide the current data to CTK data migration specialists in a usable form. Unless otherwise agreed upon, CTK requests that your agency put your existing data for migration in one single Excel formatted file with a Header Row for each data migration that will take place. For each Excel formatted file, CTK needs a Description Key explaining which fields in the CTK ODM match which rows in the Excel file. See the example below for further clarification.

In the example below, the Migrating data has 3 different fields: First Name, DOB, and Home Phone. On the CTK ODM, these fields relate to Client First Name, Date of Birth, and Telephone on the Central Intake respectively. The text document should look similar to this:

*** sample.xls ***

First Name	DOB	Home Phone
James	11-15-1245	458-789-5656
Julie	03-25-1266	251-566-6874
Billy	08-19-1244	213-998-5564

*** sample.doc* (description key)**

Current Database	CTK Database	Central Intake: Format
First Name	Client First Name	Character String
DOB	Date of Birth	Date Field: MM-DD-YYYY
Home Phone	Telephone	Character String

Your agency should include a formatting legend with the Description Key. The formatting key describes the format of the field in the Excel file such as a string of characters, a number, or a date. These are the most popular formats. There could be more, depending on the data you are sending. If the format is not known, please list that the format is not known.

CTK Product Compatibility Chart

Operating System Compatibility								
CTK Software Solution	Product Release Version	Microsoft Windows 95	Microsoft Windows 98	Microsoft Windows 2000	Microsoft Windows NT	Microsoft Windows XP	Macintosh OS 10.0	Linux
Online Data Manager (ODM)	all		*nr	x		x	x	x
FirstCallNet ODM	all		*nr	x		x		
Substitute Care ODM	all		*nr	x		x		x
CAPilot ODM	all		*nr	x		x		x
ODM Designer	all		*nr	x		x		
ODM Report Builder	all		*nr	x		x		

Browser Compatibility								
CTK Software Solution	Product Release Version	Internet Explorer 6.0	Mozilla 1.5	Macintosh Internet Explorer 5.1	Netscape Navigator	Opera	JAWS	
Online Data Manager (ODM)	all	x	x	x			*cbc	
FirstCallNet ODM	all	x						
Substitute Care ODM	all	x	x	x			*cbc	
CAPilot ODM	all	x	x				*cbc	
ODM Designer	all	x						
ODM Report Builder	all	x						

*nr = not recommended

*cbc = case-by-case scenario

So you can focus on *tracking the social impact of your investments*

Take advantage of a proven foundation grant application, funds allocation and outcomes management software solution.



Foundations and other funders

As a leader in your community, your foundation strives to improve people's lives by investing resources in organizations that demonstrate concrete results.

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CTK's Funding Impact Software Solution

- Makes your community investment process more efficient and more effective for your foundation *and* your funded partners
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- Provides the ability to exchange/ synchronize data with other essential foundation database systems.
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-Dan Duncan, Vice President, United Way of Tucson & Southern Arizona

CTK will help you...

Save Time, Money & Resources

- Reduce staff data-entry hours
- Lower investment process costs
- Shorten the time needed to obtain, analyze and leverage data

Support Funded Partners

- Easy-to-use grant application, review and funds allocation process
- Simplified outcomes reporting
- Better leverage resources for your foundation and community partners

Communicate Success

- Quantify the results of your funding impact agenda
- Respond quickly to media inquiries through ad hoc analysis and quick reports

Software is only the beginning. CTK's Outcomes Resource Group will provide you with the community impact and technology expertise that will make your investment and impact agenda a recognized success in your community.

Call toll-free or e-mail Scott Smith at 1-866-857-4798 or scott.smith@communitytech.net

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www.communitytech.net | 1.877.441.2111 [toll-free]

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Downloads

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- **Faith-Based Initiatives ODM**
- **Community Action ODM**
- **CI ODM for United Way**
- **CI ODM for Foundations**
- **I&R and 2-1-1 ODM**

Latest News and Events



Ring the bell to improve your client services!

12-28-2005

Download the new whitepaper for Social Services

12-09-2005

Download the new whitepaper for United Ways

Community Techknowledge: Secure Online Database Solutions for Nonprofits: CTK Customer List

CTK serves customers in a variety of nonprofit sectors from small health and human services agencies to some of the largest United Way organizations. More than 75,000 professionals access CTK databases every day from hundreds of nonprofit, government and funding organizations across the U.S. and in the United Kingdom.

United States

- Alabama
- Arizona
- California
- Colorado
- Connecticut
- Delaware
- Georgia
- Hawaii
- Illinois
- Indiana
- Maryland
- Massachusetts
- Michigan
- Minnesota
- Mississippi
- Missouri
- New Jersey
- New York
- Ohio
- Oklahoma
- Oregon
- Pennsylvania
- Rhode Island
- South Carolina
- Texas
- Virginia
- Washington
- Washington, D.C.

International

- Puerto Rico
- United Kingdom

Community Techknowledge: Secure Online Database Solutions for Nonprofits: Minnesota

Minnesota

Jeremiah Program

Ain Dah Yung

ARC of Anoka, Ramsey & Suburban Counties

Casa de Esperanza

Catholic Charities of St. Paul & Minneapolis

- Catholic Charities of St. Paul & Minneapolis Aging Services
- Catholic Charities of St. Paul & Minneapolis Counseling
- Catholic Charities of St. Paul & Minneapolis Seton Social Services

Community Emergency Assistance Program (CEAP)

Chicano Latino Unidos En Servicio (CLUES)

Community Involvement Programs

DARTS

Division of Indian Works

Domestic Abuse Project, Inc

Lao Family Community of Minnesota

Minneapolis Urban League

Minneapolis Way to Grow!

Minnesota Department of Human Services HIV (Statewide)

Neighborhood House of St. Paul

Neighborhood Involvement Program

Project for Pride in Living (PPL)

Resource Inc.

RS Eden Centers

- RS Eden Centers Alliance Apartments
- RS Eden Centers Eden House
- RS Eden Centers Eden II
- RS Eden Centers Reentry Ashland
- RS Eden Centers Reentry Metro
- RS Eden Centers Reentry West
- RS Eden Centers Sentence to Service
- RS Eden Centers Supportive Housing
- RS Eden Centers Watchguard

Southside Family Nurturing Center

The Bridge for Runaway Youth

The Storefront Group

Twin Cities Community Voicemail

United Way of the Greater Twin Cities

United Way of the Greater Twin Cities--FCFH Call Center

- Duluth
- Grand Rapids
- Marshall/New Ulm
- St. Cloud
- LaCrosse-Onalaska
- Tri-Valley Opportunity Council, NN 2-1-1-East Grand Forks
- Community Net 2-1-1-Rochester

United Way of the Greater Twin Cities—First Call For Help Volunteer Program
Western Communities Action Network (WECAN)
West Side Community Health Services
Westonka Community Action Network
XCEL Energy Foundation
YMCA of Metro Minneapolis (12 Sites)

Community Techknowledge: Secure Online Database Solutions for Nonprofits: Colorado

Colorado

Bayaud Industries, Inc.
Catholic Charities of Denver

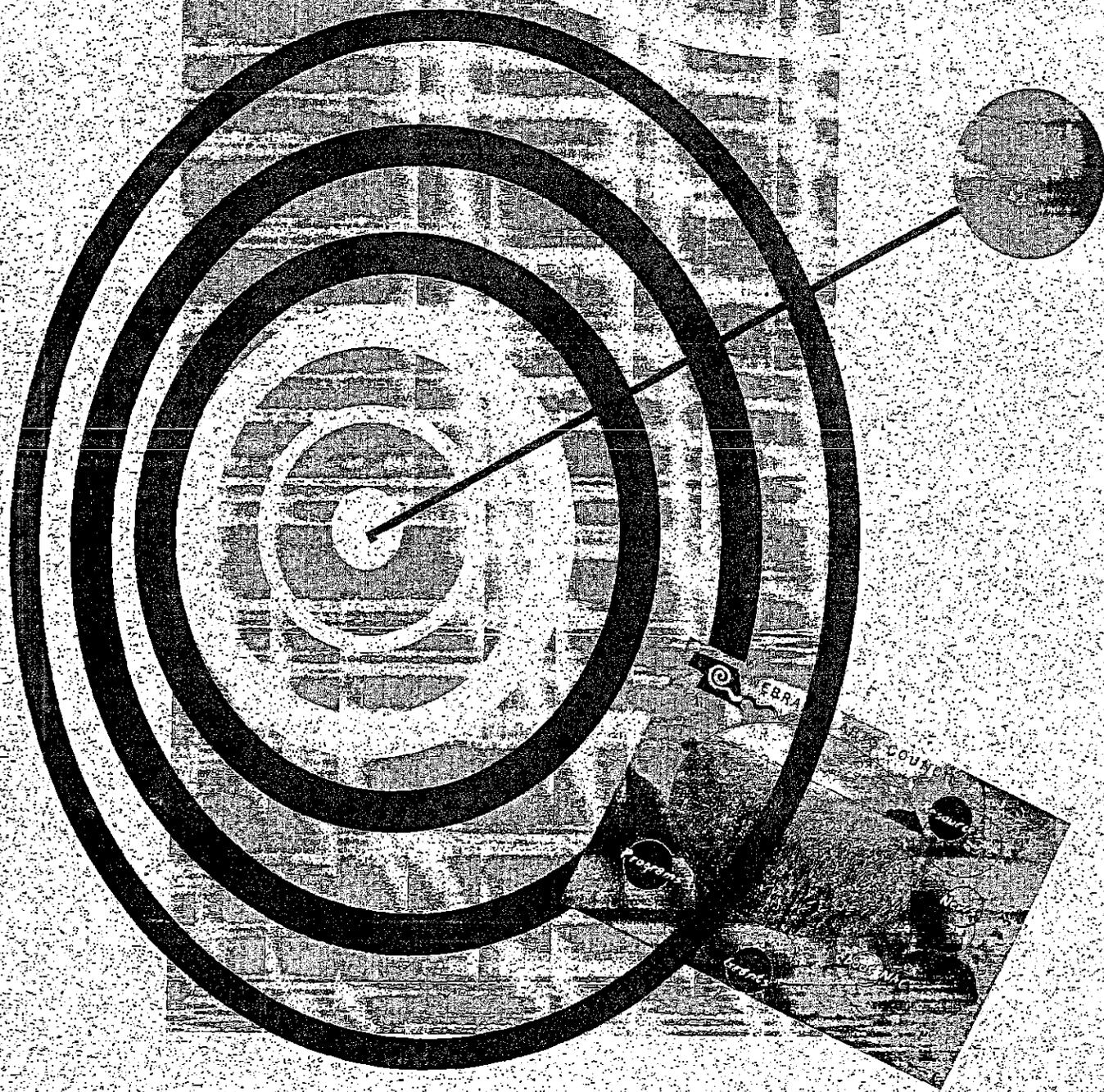
- Catholic Charities of Denver Advocacy and Access
- Catholic Charities of Denver Child Care Programs
- Catholic Charities of Denver Community Based Education
- Catholic Charities of Denver Crisis Services Program
- Catholic Charities of Denver Donor and Volunteer
- Catholic Charities of Denver Employment Services
- Catholic Charities of Denver Family Services
- Catholic Charities of Denver Residential Program

Catholic Charities of Pueblo
Center for Women's Employment & Education
Curtis Park Community Center
DenUM
Metro CareRing

- Tucson Urban League
- United Community Health Center
- Y.W.C.A. of Tucson
- YMCA of Metropolitan Tucson



Guide to Grants, Programs and E-Grant Basics





Guide to Grants, Programs and E-Grant Basics

The Nebraska Arts Council is governed by a fifteen member board of directors appointed by the Governor of Nebraska. The Nebraska Arts Council has a staff of ten, dedicated to administering the grants, services and initiatives that best serve the people of Nebraska. The programs and services in this grant book are made possible by funds from the Nebraska Legislature and the National Endowment for the Arts, a Federal Agency. The information contained in this guide is also fully downloadable from our website, and a version in large type is available upon request.

Our Mission Statement

The Nebraska Arts Council is a state agency that promotes, cultivates, and sustains the arts for the people of Nebraska.

Our Core Values

We provide leadership through advocating the importance of the arts to Nebraska's economy and quality of life and in the education of Nebraska's children.

- We cultivate the financial and technological resources needed to sustain the arts in Nebraska.
- We forge partnerships that create and expand opportunities for the arts to grow and flourish.
- We believe that the arts are basic to education and lifelong learning.
- We believe that all Nebraskans deserve access to the arts.
- We believe that the arts are a catalyst for promoting understanding among cultures.

NEBRASKA ARTS COUNCIL
1004 Farnam St, Plaza Level
Omaha, NE 68102-1885
402-595-2122 1-800-341-4067
www.nebraskaartscouncil.org

Phone/TDD: 402-595-2122 ☎ Toll free: 1-800-341-4067 ☎ FAX: 402-595-2334

☎ <http://www.nebraskaartscouncil.org>



Nebraska ARTS COUNCIL



402.595.2122 fax 402.595.2334
www.nebraskaartsCouncil.org

Dear Friends of the Arts,

I am delighted to introduce you to a new era in Nebraska Arts Council programs and services. The staff of the Nebraska Arts Council has spent the past two years evaluating our grant programs and assessing how best to convert our granting system from being paper-based to being web-based.

This process presented many challenges, including changing the traditional thinking on how best to administer the grant system. Using a computer-based technology has many advantages, including a reduction in the amount of paper needed, automation of certain tasks, and a more responsive and consistent management of data.

The NAC staff was reluctant, however, to embrace a new system without adequate research and testing. Our goals were to ensure that the system would be easy for Nebraskans to use, that it represented a clear improvement over the traditional system, and, perhaps most importantly, that it did not impair the direct and personal relationship that you have traditionally enjoyed with the NAC staff.

Change of this magnitude does not happen without challenges, and we are fully aware that the next few years will represent some trailblazing on the part of both the NAC and you and your organization. As always, never hesitate to contact us with any question or concern you may have.

Change can also be exhilarating, and I hope you will find the e-granting experience as rewarding as we have. We've constructed this book as a reference tool that is meant to last several years. Updates to our programs will be communicated via our website, and through email.

As always, thank you for the great work you do to enhance our educational opportunities and quality of life in Nebraska.

Best regards.

Suzanne Wise
Executive Director

Mike Johanns, Governor

Fred Simon, Chair

Suzanne Wise, Executive Director

TABLE OF CONTENTS & SUMMARY OF PROGRAMS

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- 2 Who Is Eligible for NAC Grants
- 3 What Is Eligible for NAC Funding & Grant Awards
- 4 Grantee Responsibilities
- 5 Access for Persons With Disabilities
- 6 How Grants Are Processed
- 8 Additional Information
- 9 Glossary & NAC Partners

ORGANIZATIONS

Programs for Organizations

- 11 Artists in Schools/Communities Residency Sponsor Grants
Support fees for artists' residencies in school or community settings. Deadlines: March 1 & October 1 for requests over \$2,500; all other applications have a floating deadline of 6 weeks before the project start date.
- 13 Project Grants
 - For Arts Education: support projects that integrate the arts into the basic curriculum of a school district, or emphasize collaborations and/or community arts education.
 - For Collaborative Projects: support collaborative arts projects sponsored by arts or non-arts organizations.
 - For Multicultural Awareness: support projects that significantly include people of color and/or works by people of color in existing or new arts programming.
 - Deadlines: March 1 & October 1.
- 14 Multicultural Assistance Grants
Grants to arts organizations or non-arts community and volunteer organizations that primarily serve or are composed of people of color. Deadline: 6 weeks before the project start date.
- 15 Nebraska Touring Program/Exhibits Nebraska Sponsor Grant
Grants to sponsors of touring performances or exhibits selected from the NAC *Artist Directory*. Deadline: Applications are accepted up to June 30 for events during the following NAC fiscal year. Grants are awarded on a first-come, first-served basis.
- 16 Special Opportunity Support Grants
Small grants to organizations for emergency or contingency funds, high-risk ventures, professional development, pilot projects and collaborative new work/projects. Deadline: 6 weeks before the project start date.
- 17 Basic Support Grants
Provide annual operating support to eligible Nebraska arts organizations. Applications and interim year application forms are mailed to grantees in December. New applicants must contact the NAC before applying. Deadline: March 1.

ARTISTS

Programs for Artists

- 18 Artists in Schools/Communities Artists Proposal
Artists are reviewed for inclusion in the NAC *Artist Directory*, used by schools & nonprofit organizations to select artists for residencies. Deadline: February 1.
- 19 Nebraska Touring Program/Exhibits Nebraska Artists Proposal
Nebraska artists and performing arts organizations are reviewed for inclusion in the NAC *Artist Directory*, used by nonprofit organizations to select performances & exhibits. Deadline: February 1.
- 20 Mentoring Program for Artists of Color and Traditional Artists
Pairs established master artists or administrators of any ethnic background with artists or administrators of color who wish to improve their skills. Pairs master traditional artists with those from the same tradition who desire to learn the skill or art form. Applications are sent on request. Deadline: 6 weeks before the start date of the project.
- 21 Individual Artist Fellowships
Competitive award program for Nebraska artists. Literature, performing arts and visual arts alternate in a 3 year cycle. Deadline: November 15. Visit the NAC web site for category year.

E-GRANT BASICS

- 22 Getting Started
- 23 Accessing Your E-grant Home Page
- 24 Completing the Application
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OVERVIEW

GRANT DEADLINES

NAC e-grant applications must be submitted by midnight on the day of the deadline. Support materials must be postmarked (not metered) by the day of the deadline. If the established deadline falls on a weekend or official state holiday, e-grants can be submitted the following regular working day by midnight. However, please note that NAC staff will be available for assistance only until 5:00 pm CST on the day of the deadline.

February 1

- Artists in Schools/Communities artist proposals
- Nebraska Touring Program artist & exhibit proposals

March 1 (for projects between July 1 & June 30)

- Artists in Schools/Communities grants over \$2,500
- Project Grants
(Arts Ed, Collaborative & Multicultural Awareness)
- Basic Support Grants and BSG Interim Applications

June 30 (see page 15 for specific timeline)

- Nebraska Touring/Exhibits Nebraska sponsor grants

October 1 (for projects between January 1 & June 30)

- Artists in Schools/Communities grants over \$2,500
- Project Grants
(Arts Ed, Collaborative & Multicultural Awareness)

November 15

- Individual Artist Fellowships

Floating Deadline Grants are due a minimum of six weeks before the project start date, which is entered on the Grant Cover Page with every NAC grant application.

Floating Deadlines

- Artists in Schools/Communities grants under \$2,500
- Special Opportunity Support
- Mentoring grants
- Multicultural Assistance grants

Fiscal Year Note: The NAC administers grant programs based on the fiscal year beginning July 1 and ending June 30. Grant numbers are designated by the year during which the present period begins.

GETTING HELP

VISIT OUR WEB SITE!

www.nebraskaartscouncil.org

E-grant Help: Instructions, a Glossary of terms, and FAQ links are available on the e-grant site to assist you with completing the application.

NAC Artist Directory: This Directory is a listing of artists eligible for the Artists in Schools/Communities and Nebraska Touring Program/Exhibits Nebraska programs. You can access the Directory on the NAC web site.

Grant Writing: Everyone who applies for an NAC grant is encouraged to call the NAC staff for assistance. Applicants may contact NAC staff to review a draft of a grant application 2-4 weeks prior to deadlines.

Grant Workshops: Workshops are held for those seeking information before submitting an NAC grant. These workshops are usually held before each grant deadline.

Technical Assistance: NAC staff can provide information regarding audience development, workshops, demonstrations or residencies. We can also talk to your community about forming a local arts council, evaluating and/or improving facilities, and program accessibility for persons with disabilities.

Artist Workshops: Workshops on the NAC's programs for artists, and how artists can become involved in the grant process are held on an as-needed basis. Contact the NAC for more information.

Mailing Lists: We may be able to create a targeted mailing list for you! There is a minimum charge for labels downloaded onto your diskette, computer printout lists, or mailing lists printed on pressure-sensitive labels. Contact the NAC to find out more.

Contact NAC Program Staff

The NAC office is open Monday through Friday from 8:00 am to 5:00 pm (CST). NAC program staff can be reached by phone at 402/595-2122, or 800/341-4067. Current staff e-mail addresses can be found on the NAC web site.

- For general grant information, project planning and to inquire about the status of a current application, contact the NAC Grants Manager.
- For artist residency planning, applications for the AiS/C roster, and community arts council information, contact the NAC Arts Education & Community Coordinator.
- For general arts project planning, presenting performances, and applications for the NTP/EN roster, contact the NAC Arts Industry Coordinator.
- For traditional arts & culture, multicultural arts and ways to reach underserved audiences, contact the NAC Cultural Heritage Coordinator.
- For public art programs, individual artist fellowships, and web site inquiries, contact the Artist and Agency Communications Coordinator.

WHO IS ELIGIBLE FOR NAC GRANTS

Who is eligible to apply?

Organizations may apply for NAC funding if they:

- Are incorporated as a nonprofit organization in the State of Nebraska, with articles of incorporation on file and current in the Nebraska Secretary of State's office; OR they are a subdivision of government.
- Have received or applied for federal tax-exempt status, and provide the NAC with proof of this status, most commonly a copy of the 501(c)(3) status letter from the IRS. This is not necessary for those applying for Nebraska Touring Program/Exhibits Nebraska grants. Churches, synagogues and mosques must submit a copy of their sales tax exemption certificate from the State Department of Revenue.
- Have a Federal Employer Identification number.

Artists are eligible to apply for NAC funding and programs based on the specific requirements of each program or grant. Please see the descriptions in the 'Artists' section of this Guide for additional eligibility information.

Login and Password Requirement

All applicants must enter a login and password before accessing an NAC e-grant application. See page 22 about how to obtain a login and password.

Fiscal Agents

Organizations that do not meet the above eligibility criteria may apply for NAC grants using a fiscal agent. The fiscal agent must meet the NAC's eligibility criteria, and will be legally responsible for the grant. A letter of agreement between the fiscal agent and the group organizing the project must be submitted with the support materials.

Multiple Applications

- Organizations may submit one application per grant category per set deadline. AiS/C applicants requesting funding for more than one residency may apply as a consortium.
- Organizations are limited to two applications per grant year in a floating deadline category (AiS/C under \$2,500, SOS, Multicultural Assistance, Mentoring). This does not include Nebraska Touring Program applications.
- Exceptions include organizations acting as fiscal agents for other groups; and university systems acting as the fiscal agent for distinct individual university departments.
- For an organization with the potential for multiple grant applications, the authorizing official for the organization will be responsible for managing access to their organization's e-grant information.

Colleges and Universities

may apply for NAC funding only when the general public is involved in the planning and implementation of the project, and when public attendance is sought in significant numbers.

Basic Support Grantees

may apply for Project grants at the October 1 deadline only, and may submit up to two Special Opportunity Support Grant applications within an NAC fiscal year. They may also submit grant applications through the Artists in Schools/Communities program and the Nebraska Touring Program.

For more information on the Basic Support Grant program, see page 17.

Guidelines for Multicultural Organizations

To enhance the significant contributions made by all cultures to the quality of life in Nebraska, special guidelines have been created to assist multicultural organizations in planning and implementing arts programs.

The NAC defines a multicultural organization as:

An arts or non-arts, community-based organization which primarily serves, or is composed of, people of color, defined as persons of African-American, Asian, Latino or Native American ethnicity.

Applicants eligible under these guidelines may match their NAC grant request with a greater percentage of in-kind, in donated fees, goods or services, in lieu of cash match. See each program for more specific information on the match percentage.

To be eligible, an organization must meet two of the following three criteria:

- More than 50 percent of the organization's board of directors are people of color as defined above.
- More than 50 percent of the organization's staff at the level of service are people of color as defined above.
- More than 50 percent of the organization's audience and participants are people of color as defined above.

Applicants are required to submit with their login request form proof that two of the three criteria are met, along with a mission statement, bylaws or goals and objectives to document the intent to serve persons of color.

Applicants who believe they are eligible should work with the NAC staff before submitting their proposal. The NAC reserves the right to make the final determination of eligibility for this program. Proof of eligibility must be submitted annually.

WHAT IS ELIGIBLE FOR NAC FUNDING

NAC Funding Priorities

The NAC's funding priorities, listed below, are weighted equally and are not listed in any particular order. Each grant category has additional criteria for funding:

- Arts projects or programs of the highest quality.
- Arts projects or programs which reflect creativity and innovation.
- Arts projects or programs that provide opportunities for artists and arts organizations.
- Arts projects or programs which show cultural and generational diversity in programming.
- Arts projects or programs which promote the arts through partnerships, collaborations, and/or cooperative ventures.
- New work of the highest quality.
- Costs of program accommodations for persons with disabilities.
- Fairs and festivals using the arts and cultural activities.
- Professional development and strategic planning for board and staff members of arts organizations.

What the NAC Does Not Fund

NAC grant recipients may not use NAC funds to pay for:

- Artistic fees paid to student performers or instructors.
- Arts projects that exclude the public.
- Capital improvements, new construction, or restoration.
- College or university-sponsored projects that exclude non-students.
- Events or projects that already have taken place.
- Food, beverages, and mileage not related to out-of-town travel.
- General operating expenses for non-arts organizations.
- Permanent supplies and equipment.
- Political activities.
- Prizes, awards, or scholarships.
- Projects already receiving NAC funding.
- Projects that are suitable for local support, such as mascots or memorials to a local individual.
- Projects which offer only academic credit for students.
- Reduction of existing deficits.

GRANT AWARDS & APPEALS

Grant Award Notification

Organizations that have been awarded grant funds will be notified via e-mail. Award messages will be sent to the e-mail address submitted on the Login Request Form. Award notification e-mails will include the following:

- Panel or reviewer comments on the application.
- Information about the e-grant Project Evaluation and Financial Report to be completed and submitted at the end of the project.
- NAC logo as an attachment (see Credit/Acknowledgment requirements below).

Appeals Process

These grant guidelines are designed to be fair and equitable to all applicants. Any exceptions from the published guidelines must be approved by the Nebraska Arts Council and/or the NAC's Executive Director.

NAC decisions may be appealed only on the basis of procedural error or impropriety. Those who want to appeal an NAC decision must contact the NAC staff for a copy of the appeals process within 21 calendar days of the sent date of the e-mail notification from the NAC about the decision on your proposal.

GRANTEE RESPONSIBILITIES

Organizations that receive NAC grant awards have legal and contractual obligations to fulfill, which are stipulated by federal law, state law and NAC policy. A full explanation of these obligations is provided in the award e-mail notification, sent to the authorizing official.

Credit/Acknowledgment Requirements

Nebraska Arts Council grant recipients agree to acknowledge the NAC in all project-related advertising, news releases, printed programs and publicity materials.

These guidelines should be followed to credit the NAC for its support of programs and activities.

- Position the Nebraska Arts Council logo and the words *...with the support of the Nebraska Arts Council* prominently near the name of the organization in all advertising, news releases, and publicity materials.
- Organizations that receive grants from the NAC must use the Nebraska Arts Council logo and the following statement in all printed programs: *The Nebraska Arts Council, a state agency, has supported (insert the organization's name here) through its matching grants program funded by the Nebraska Legislature and the National Endowment for the Arts, a federal agency. For more information, call the Nebraska Arts Council at (402) 595-2122.*
- Verbal acknowledgment must be given at any event for which there is no printed program and in any interviews with the media.

It is also appropriate to acknowledge support from the National Endowment for the Arts, through the NAC. You can download both logos from the NAC website:

www.nebraskaartscouncil.org



AUDIT POLICY

During the Application Process

Organizations that request NAC program funding of \$50,000 or more, in one application or any combination of applications, are required to have a financial audit performed by an independent certified public accountant, in accordance with generally accepted accounting standards. Copies of the organization's most recently completed audit must be included with the application.

If an organization does not submit an audit with its application, the audit for the year funds were distributed must be included with the Project Evaluation & Final Report.

An organization that submits an audit with its Basic Support

Project Revisions

An organization that needs to change its NAC funded project from the description in its grant application must request permission to do so from the NAC via e-mail, by the authorizing official. The NAC's decision to approve or decline approval of the change will be sent via e-mail to the authorizing official. If an organization fails to carry out the activities described in the application, the final grant payment and future grant awards could be affected.

Project Evaluation & Financial Report

Grant recipients must complete and submit an e-grant Project Evaluation and Financial Report 30 days after the ending date of the project. This date is based on the information provided on the Application when the grant is submitted. Information about the Project Evaluation and Final Report is sent with the grant award notification e-mail.

Organizations that receive NAC funding are subject to audit and should be prepared to substantiate the Project Evaluation and Financial Report with appropriate documentation such as canceled checks, payroll records, sub-grant award documents and contractual agreements.

The final 10 percent of a Project grant payment will be withheld until this report is filed with the NAC and approved. Failure to submit this report may affect future grant awards.

In all other grant categories, the full amount of the grant will be awarded. However, the final report must be received by the NAC before future grant applications will be accepted.

Grant application does not need to submit additional copies of the audit if it applies in other grant categories during the same fiscal year.

After Submitting the Final Report

The NAC may conduct periodic audits of grantees' projects after the final report has been received and approved. Cancelled checks and financial records related to an NAC grant should be kept for two years after the project end date. During an audit, an NAC staff member compares final report budget amounts with canceled checks and other financial documents in order to insure proper use of NAC grant funds.

ACCESS FOR PERSONS WITH DISABILITIES

NAC Accessibility Policy

All events funded by the Nebraska Arts Council must be accessible to persons with disabilities, including those with visual, hearing, mobility, and learning impairments. Information about the NAC Accessibility Policy is also available on the NAC web site, under *Resources*.

The Americans with Disabilities Act

The Americans with Disabilities Act (ADA) requires that persons with disabilities must have access to public programs for services on an equal basis with the general public. Furthermore, federal law mandates that any program or service that receives federal or state funding must be accessible to persons with disabilities. The NAC is not only required, but we are also committed to ensuring that the programs and services we fund are accessible to persons with disabilities.

Accessibility Checklist

The Accessibility Checklist is a part of every e-grant application. This checklist provides verification that our funds are supporting fully accessible projects and programs, and it also helps grantee organizations identify ways of improving their services to patrons with disabilities. The costs of hiring sign language interpreters, producing large-print materials, and providing a variety of other accommodations for persons with disabilities can be subsidized with NAC grant funds.

For Help in Obtaining Qualified Interpreters for the Deaf

The Nebraska Commission for the Deaf and Hard of Hearing, 402-471-3593 (Lincoln) or 402-595-3991 (Omaha) will be happy to assist you.

ADA Access Plan

The NAC encourages all organization to have an ADA Access Plan. If your organization does not have one in place, one of the first steps to take is to organize an Access Advisory Committee. The committee should include persons with disabilities and service providers to persons with disabilities. These individuals can provide insight into the extent and scope of accessibility concerns, and make suggestions for improved outreach. The recommendations of the advisory committee should be used in conjunction with ADA policy development and a survey of your organization's facilities to complete an ADA Access Plan. The NAC has examples of Access Plans available.

Ideally, your organization's ADA Access Plan should include the following:

- A policy statement regarding accessibility and a brief description of how the policy was developed.
- The ways in which facilities, programs, and services are currently accessible to persons with disabilities.
- Accessibility goals yet to be addressed.
- A timeline and budget (if any) of action steps to accomplish the organization's accessibility goals.

For More Information

Design for Accessibility: A Cultural Administrator's Handbook provides detailed information about making facilities accessible and providing special services for arts audiences. Contact the NAC office for information about obtaining a copy.

Assistance can also be obtained by contacting your local or regional chapter of the League of Human Dignity, or the State of Nebraska's ADA Coordinator (402-471-4285 or 1-800-643-3723).

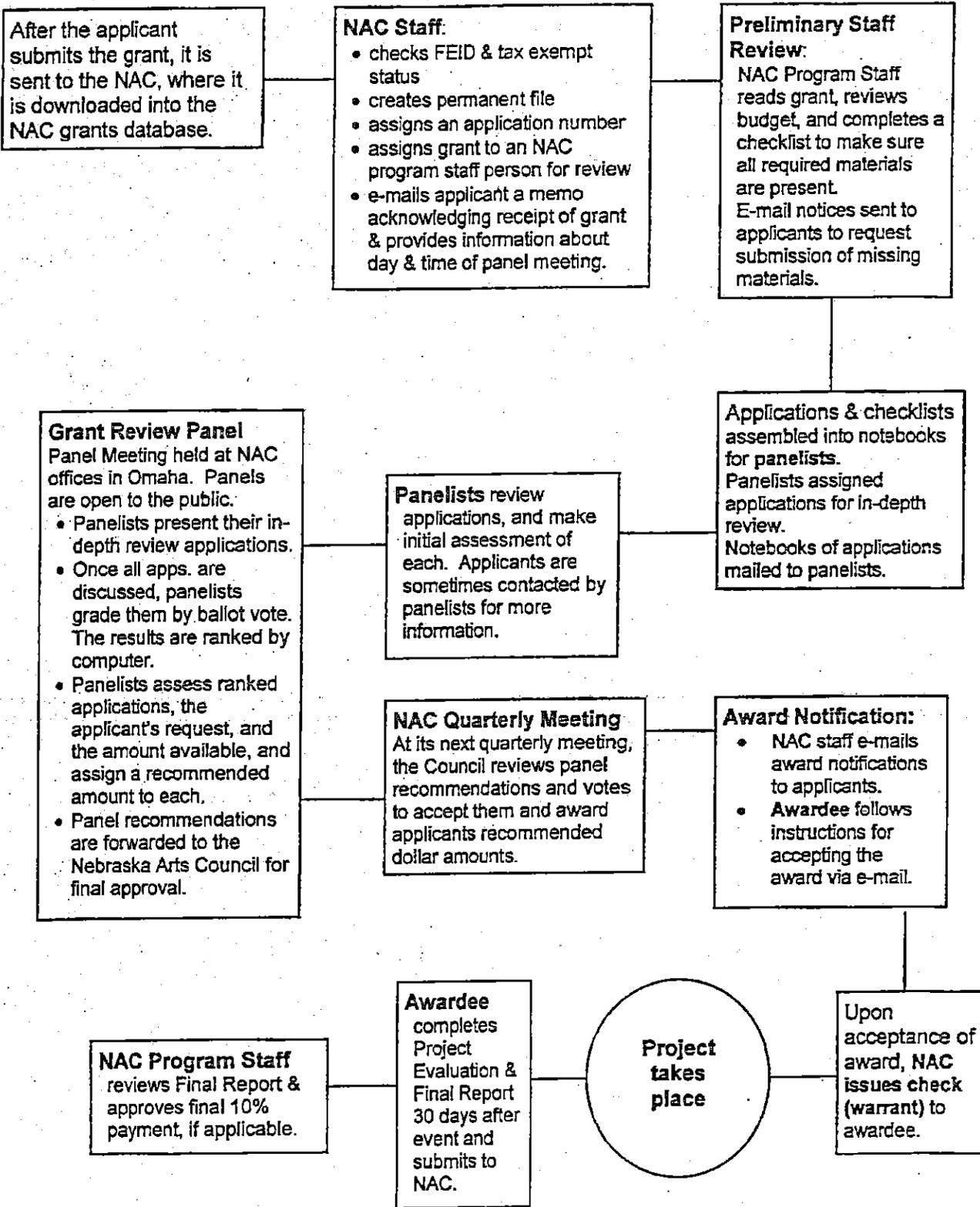
The U.S. Department of Justice provides free Americans with Disabilities Act materials. Printed materials may be ordered by calling the ADA Information Line at 1-800-514-0301 (voice), 1-800-514-0383 (TDD) or by visiting the ADA web site, www.ada.gov. Automated service is available 24 hours a day for recorded information and to order publications. Publications are available in standard print as well as large print, audiotape, Braille, and computer disk for people with disabilities. Many of these materials are available from an automated fax system.

Other sources of ADA information can be obtained from your local library or on the Internet.

HOW GRANTS ARE PROCESSED (Set Deadlines)

Set Deadline Grants

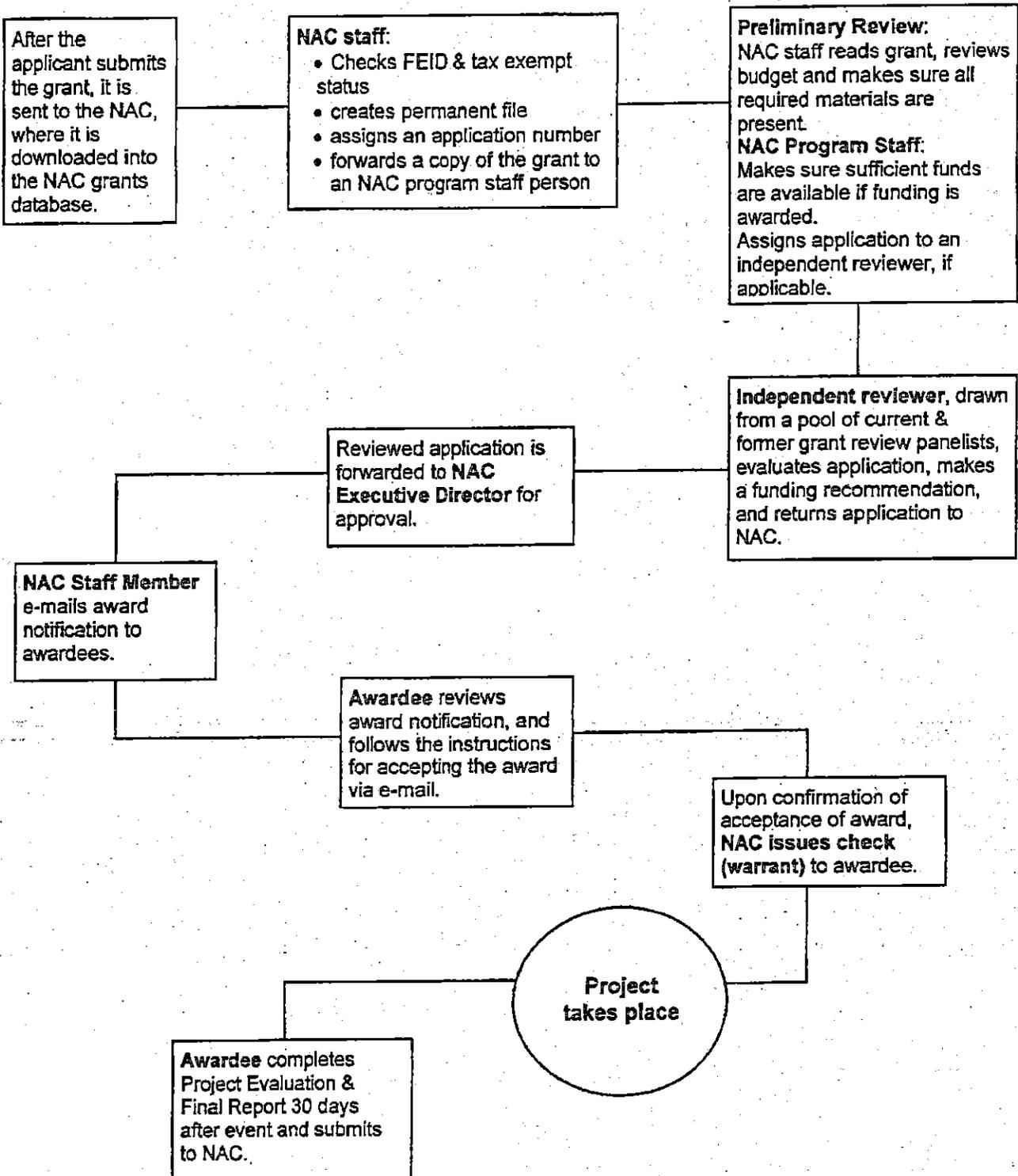
Grants that are submitted at the October and March deadlines are processed in the following manner:



HOW GRANTS ARE PROCESSED (Floating Deadlines)

Six-week (Floating) Deadline Grants

Grants that are submitted six weeks prior to the project are processed in the following manner:



ADDITIONAL INFORMATION

Commissioning a work of art

Organizations that propose commissioning an artist to undertake a project that involves the creation of artwork as part of the project will need to submit a contract or letter of agreement that outlines the responsibilities agreed upon by both the organization and the artist. This agreement should be signed by both parties and submitted as part of the support materials. The agreement can be made contingent upon receiving funding for the project.

The document should contain the following information:

- Who will do the project, and what is the scope of responsibilities for the project.
- Who will own any artwork produced as part of the project, and who will own the rights to reproduce the work for marketing or fundraising purposes.
- When the artwork will be completed and delivered, and a contingency plan for unforeseen circumstances.
- A payment schedule. Artists should be paid one-third to one-half of the agreed-on amount at the start of the project, and the remaining amount upon completion and delivery. If the project is complex, and has a large budget, several payments can be made at key junctures in the process, such as a payment after design sketches are approved by the commissioning organization.

One example of an agreement can be found on the e-grant web site. A sample of the contract used by the Nebraska Arts Council to commission artists under the 1% for Art program is also available upon request.

Organizations should also be aware of the Visual Artists Rights Act of 1990 (known as "VARA"). This federal law outlines specific rights artists have in copyright law. Artists may waive some or all of these rights in a contract, particularly if an artwork is created for non-commercial purposes involving a not for profit organization. The text of VARA can be found in 17 U.S.C. § 106A (general text); and § 101 (works for hire). Contact your local library for how to access the U.S.C. [United States Code] or you can refer to the Library of Congress site: www.loc.gov or to the Cornell University website: www.law.cornell.edu.

It is always advisable to contact an attorney if you need assistance with legal issues.

Advocacy

Successful projects are built through a combination of private funds, such as contributions from local businesses or support organizations such as the PTO/PTA, and public funds, which are the grants you receive from the Nebraska Arts Council. It is important to make the case for the public benefit of tax dollars spent on the arts. Consider every arts project you undertake as an opportunity to express to your elected officials the important role the arts play in economic development, the education of our children and adult citizens and the quality of life we experience in Nebraska.

Here are several steps that you can take to ensure that public funds will always be available for arts projects and events in Nebraska:

- Invite your elected officials to your arts events and programs. Make sure they are on your mailing list, and remember to update that list after elections. Elected officials include your state senator, your mayor, city council members, county commissioners, school board members and Nebraska's congressional delegation.
- When officials come to your event, take a moment to publicly acknowledge them and thank them for their support.
- Write or email your elected officials to tell them about your project and thank them for their support of public funding for the arts. The hometown point of view counts the most. It is the local voice that gets the message through to legislators. When legislators talk about the issues, their comments inevitably turn into a report on what the constituents are saying, so it is worth making the effort to communicate with them.

If you are unclear about who your local, state or Congressional officials are, here are some sources that can help you:

- www.nebraska.gov is the official website for the state of Nebraska. On the home page, click on *Your Government*, which will then route you to local, state and federal government.
- Over two-thirds of Nebraska's counties have websites, which can be accessed through www.nebraska.gov/counties/phtml. Each county site provides a complete listing of elected officials.
- Your local phone directory will have a "blue pages" section that lists local, county, state and federal government sources.
- If your project is school-based, the school administration will have a list of school board members, or key in the school district's name into a search engine such as Google. Most Nebraska school districts have websites that can provide you with detailed information.
- If you know your senator or member of the House of Representatives, his or her name may also be keyed into Google, or go to www.senate.gov or www.house.gov.

GLOSSARY

Arts organization

An organization (local arts agency, art museum, orchestra or other music group, dance or theater company, film or literary society, arts center, etc.) which dedicates 51 percent or more of its budget to producing or sponsoring arts events or to providing arts services.

Authorizing Official

A person who has legal fiscal responsibility for an organization, such as an Executive Director, Board President, Superintendent or similar official.

Balanced budget

Applications for NAC funds must project a balanced budget, indicating no deficits or profits. Applications projecting a profit will be eligible only for the amount needed for the project to break even. Applications projecting a deficit may receive NAC grant funds only if a revised budget demonstrates additional sources of income that will enable the project to break even.

Block booking

For NAC purposes, three consecutive performances or exhibits by the same artist booked within a short period of time, and usually within a limited geographic area. Block-booked events usually have a lower fee due to lower travel costs for artists. Sponsors can work cooperatively to block-book.

Collaborating organizations

Organizations which contribute to planning and/or implementing a project. Does not include groups invited to attend or participate.

Community arts councils

Organizations that provide a variety of arts programs and services to their community.

Contact person

The project director or another person whom NAC staff can call with any questions or concerns about a grant application.

Discipline-based organizations

Organizations with a primary mission to produce or present performances in a specific discipline; or art museums or galleries which either house permanent exhibitions or present traveling exhibitions.

Employee

For NAC purposes, someone hired by an organization on an ongoing basis and paid regularly. This also includes volunteer board members, committee members, and advisory groups who donate necessary administrative or technical services for the project. Independent contractors are not employees and should not be included in the Employee section of the budget.

Administrative employees – Those who will administer the grant such as the project director, secretarial personnel, etc.

Artistic/curatorial employees – Performers, designers, art/music directors, composers, conductors, dancers, curators, etc. associated with the project

Technical/production employees – Onstage, facility, and box office personnel associated with the project.

Independent contractors

Individuals or organizations hired on a project-by-project basis and responsible for filing their own quarterly taxes. Organizations must complete an IRS Form 1099 to report payments to independent contractors.

In-kind match

Donated services and materials needed for the project, for which the organization would have to pay if they were not being provided free of charge.

Only those organizations which are eligible to apply to the NAC under multicultural guidelines can include in-kind match amounts on the budget page. These donations are valued at fair market price, and may be used for up to one-half of an applicant's total match, except in the Artists in Schools/Communities and Nebraska Touring and Exhibits categories. (See matching requirements.)

Local arts agency

A community organization or an agency of local government with a primary purpose to provide financial support, programs or services for a variety of arts organizations and/or individual artists and the community as a whole.

Matching requirements

Applicants in the Basic Support Grant, Special Opportunities Support, or Project categories can request a grant to cover up to 50 percent of the total project expenses. An organization must have enough cash to match all of the dollars requested from the NAC. Eligible multicultural organizations may use a higher percentage of in-kind to match requests, which vary according to grant category.

Artists in Education and Nebraska Touring and Exhibits grants require the applicant to match its portion of the residency cost or performance/workshop/exhibit fee with cash.

Not eligible for match: Funds from one NAC grant (such as NAC Basic Support Grant funds) or from Mid-America Arts Alliance grants may not be used to match other NAC grants.

Nebraska residency

All Artist Fellowship applicants must have at least 2 years of established Nebraska residency, and have an affidavit of residency on file at the NAC. Individual artists applying to the Nebraska Touring and Exhibits Program must reside in Nebraska. Ensembles must maintain administrative offices in Nebraska.

Non-arts organization

Organizations (schools, service clubs, chambers of commerce, fair boards, colleges and universities, etc.) with a primary purpose other than the production or sponsorship of arts events. Non-arts organizations are eligible to apply in the Project, Multicultural Awareness, Special Opportunity, Artists in Schools/Communities, and Nebraska Touring programs.

Organization of color

An organization with staff, board, and audience, clients, or participants who are predominantly people of color.

People of color

People of color are defined as Asian, African American, Latino, or Native American persons.

Presenting organization

An organization that contracts, markets, and accepts the financial risks for an arts presentation that is not self-produced.

Producing organization

An organization that initiates, designs, develops, and accepts the financial risks for producing an arts presentation.

NAC PARTNERS

The Nebraska Arts Council has partners on the national and regional level as well as within Nebraska. Each of these organizations has a mission that complements that of the NAC.

Funding Sources

National Endowment for the Arts

Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, DC 20506-0001
202-682-5400
202-682-5496 (TTD)
202-682-5532 for alternatives to conventional print
<http://www.arts.gov>

The NEA offers grants for arts project in many disciplines. Visit the NEA web site for a complete listing.

*Organizations must have a DUNS number before applying for NEA grants. Visit the NEA web site for information on obtaining a DUNS number.

Mid-America Arts Alliance

912 Baltimore Ave., Suite 700
Kansas City, MO 64105
816-421-1388
<http://www.maaa.org>

M-AAA is a regional arts organization that serves Nebraska, Kansas, Missouri, Oklahoma, Arkansas & Texas with presenting opportunities (Heartland Arts Fund) and exhibition services (ExhibitsUSA).

Nebraska Cultural Endowment

3838 Davenport
Omaha NE 68131
402/595-2722

The Nebraska Cultural Endowment (NCE) raises funds that enable support of arts and humanities programs administered through both the Nebraska Arts Council and the Nebraska Humanities Council.

Nebraska Humanities Council

215 Centennial Mall South, Suite 500
Lincoln, NE 68508
402-474-2131
<http://www.nebraskahumanities.org>

It is not unusual for an organization to seek support from both the NAC & NHC when undertaking a project. To clarify what each funds, generally, the NAC funds "doing the arts" and the NHC funds "talking about the arts."

National Endowment for the Humanities

1100 Pennsylvania Ave. N.W., Room 402
Washington, DC 20506
202-606-8400
<http://www.neh.gov>

National Service Organizations

Americans for the Arts

1000 Vermont Ave., NW, 12th floor
Washington, DC 20005
202-371-2830
<http://www.artsusa.org>

American Society of Composers, Authors and Publishers (ASCAP)

One Lincoln Plaza
New York, NY 10023
212-621-6327
<http://www.ascap.com>

Association of Performing Arts Presenters

1112 16th St. NW, Suite 400
Washington, DC 20036
1-888-820-ARTS (2787)
<http://www.artspresenters.org>

Business Committee for the Arts

29-27 Queens Plaza N, 4th Floor
Long Island City, NY 11101
718-482-9900
<http://www.bcainc.org>

Council of Literary Magazines/Presses

154 Christopher St., Suite 3C
New York, NY 10014
212-741-9110
<http://www.clmp.org>

National Assembly of State Arts Agencies

1029 Vermont Ave. NW, 2nd floor
Washington, DC 20005
202-347-6352
<http://www.nasaa-arts.org>

National Association of Artists Organizations

c/o Space One Eleven
2409 Second Avenue North
Birmingham, AL 35203-3809
<http://www.naac.net>

National Performance Network

PO Box 70435
New Orleans, LA 70172
504-595-8008
<http://www.npnweb.org>

Office of Folklife Programs & Cultural Studies

Smithsonian Center for Folklife & Cultural Heritage
750 9th Street, NW, Suite 4100
Smithsonian Institution
Washington, D.C. 20560-0953
202-275-1150
<http://www.folklife.si.edu>

ORGANIZATIONS

ARTISTS IN SCHOOLS/COMMUNITIES RESIDENCY SPONSOR GRANTS

The Artists in Schools/Communities (AiS/C) residency program supports artist residencies for a minimum of five days in one or more arts disciplines. Sponsors select artists in a variety of art disciplines from those listed in the NAC's Artist Directory. These artists have undergone an application review and selection process. Sponsors contact artists directly and should include them when planning the residency. During the residency, the artist(s) involves participants in hands-on arts activities, demonstrations and performances. The artist also conducts a teacher in-service session, and serves as a resource to the sponsor for curriculum development in the arts.

Eligibility

Any Nebraska public or private school or nonprofit community organization is eligible to apply. College and university-based projects may be funded only when participation by the public is sought in significant numbers. Organizations may apply for a maximum of two AiS/C grants per fiscal year.

Deadlines

If Your Request is \$2,500 or less:

- You can submit your application six weeks before the start date of the proposed residency.

If Your Request is over \$2,500:

Your application must be submitted by midnight on

- October 1 for residencies occurring between January 1 and June 30 of the NAC fiscal year.
- March 1 for residencies occurring between July 1 and June 30 of the NAC fiscal year.

Residency Lengths

Residencies must be at least five days long, with four contact hours per day, and should include a planning session. Artists may not be scheduled to conduct more than one residency at a time.

Artist Compensation and Travel Fees

These fees are calculated on a predetermined basis. Only if the artist must travel more than 30 miles from his/her home to the residency site is a travel per diem expenses included in the budget. Other expenses, such as supplies, are the responsibility of the sponsor, and are not included in the grant application.

Consortium Applicants

Sponsors of more than one residency per application

These applications must include a Residency Sponsor Application for each individual residency. However, all budget information will be compiled on one budget summary page.

Organizations of Color

An applicant organization that qualifies under the multicultural guidelines (see page 2) may request a grant for 70% of the artist's fee and travel per diem. The organization is responsible for the remaining 30% cash match.

Company Residencies

The applicant and a representative from the performing arts company negotiate an appropriate fee. The applicant may request from the NAC up to 50% of the cash expenses for the following residency costs: company fee, travel, local housing, accompanist, and local production costs (less estimated admission fees from the general public).

AiS/C Application Review Criteria

Goals, Objectives and Planning

- A broad-based planning committee is strongly encouraged. This will help in assessing the school or community's needs, garner financial support, and encourage participation by all involved. All school residencies should include the principal and at least one teacher in the committee.
- Prior to the residency, the artist and sponsor should discuss all aspects of the residency. Where possible, an on-site planning session should be scheduled with the artist.
- Specific, measurable, comprehensive objectives should be cited.
- Goals should enhance existing curriculum and/or programs for participants.

(continued next page)

Core Group

- This is a small group of students or participants that meets in repeated sessions (at least 20% of the artist's total schedule) during the course of the residency. This should be reflected in the schedule submitted with the grant. One or more core groups must be identified to ensure an in-depth experience for selected participants. Specific outcomes for what the core group(s) is to accomplish by the residency's end must be outlined.

Activities and Format

- Activities should involve the school and community. Examples include performances, student/artist exhibits, open house events, or lecture demonstrations.
- In school residencies, artist-led activities can effectively help achieve outcomes specified by the local school district. Artists can also team with teachers and contribute to curriculum and assessment strategies.
- Residencies should include at least one teacher in-service if in a school, or a "meet-the-artist" session if in other community settings. This can provide the sponsor with insight into the artist's discipline, an opportunity to review goals and objectives, and time to discuss follow-up activities that could extend the residency's impact. An in-service is not a "planning period."
- The artist can be scheduled for a maximum of 4 hours per day contact time with participants. Typically this means four 1-hour sessions or five 45-minute sessions. The days don't necessarily have to be consecutive, though over-all continuity should be carefully considered.
- A teacher or other staff member should be present during all residency activities to maintain a productive work environment and facilitate successful follow-up activities.
- If the artist requests it, the sponsor should try to provide studio/practice space. Storage space for equipment should also be provided if needed by the artist.

PROJECT GRANTS

Project Grants are designed to address the wide variety of arts projects organizations design and implement. Applicants apply in one of the three following categories:

Project Grants for Arts Education

This category is for projects that make the arts a basic part of lifelong learning. Examples of project types include arts education projects in schools or communities that do not fit the NAC's Artist in Education format; projects to design a comprehensive, sequential arts education curriculum; collaborations between educational and nonprofit organizations which integrate the arts into lifelong education.

Project Grants for Collaborative Projects

This category is for projects that foster collaborations between organizations and between organizations and artists. Examples of project types include exhibitions, performances, poetry readings, commission and/or support of new work development, arts festivals, community murals, and ethnic heritage projects.

Project Grants for Multicultural Awareness

This category is for projects that significantly include people of color and/or works by people of color in existing or new arts programming. The NAC cannot support applications that seek funding for a multicultural component of a project being considered for funding in another NAC grant category at the same deadline.

Eligibility

Nebraska public and private schools, nonprofit organizations that are federally tax-exempt and state agencies. Basic Support grantees may apply only at the October 1 deadline.

Grant Amounts

\$1,000 - \$5,000

The applicant must have enough cash to match all of the dollars requested. Multicultural organizations that meet multicultural eligibility requirements may match NAC grants with donated services, fees, and products.

Deadlines

March 1 for projects that occur between July 1 and June 30 of the NAC fiscal year.

October 1 for projects that occur between January 1 and June 30 of the NAC fiscal year.

Support materials must be postmarked (not metered) or delivered to the Nebraska Arts Council office no later than 5:00 pm on that date. Faxed materials will not be accepted.

Project Grant Review Criteria

The process by which these grants are reviewed is shown in the flowchart on page 6. Applications are reviewed by panelists on the following criteria, and those listed on page 3.

- Project involves one or more arts disciplines
- Experience and/or qualifications of primary artists
- Involvement by other organizations
- Outreach to the community, including persons of color, the economically disadvantaged and other underserved groups
- Community impact: extent to which the project will further multicultural awareness within the community and/or organization, including the audience to directly benefit
- Complete, well-prepared, clearly presented application with an accurate, balanced and realistic budget
- Appropriate marketing plan for target audience
- Effective project evaluation techniques
- Access for persons with disabilities
- Colleges & universities: substantial evidence of impact on and service to the general public as well as to the campus community

MULTICULTURAL ASSISTANCE GRANTS

This program provides grants for arts projects to non-profit organizations that serve primarily, or are composed of, people of color. People of color are defined as Asian, African-American, Hispanic, or Native American persons. Examples of eligible projects include:

- Professional development for your organization's staff or volunteers.
- Designing and development of marketing tools for touring.
- Creating sets, costumes, or props for touring.
- Offering performances or arts education programs for the public.

Eligibility

Nebraska arts organizations or non-arts community and volunteer organizations that serve primarily, or are composed of, people of color. These groups must be incorporated as nonprofit organizations in Nebraska and must have Federal tax-exempt status. Organizations must meet multicultural eligibility requirements (see page 2). Organizations may submit no more than two applications per fiscal year.

Grant amounts

\$100 - \$2,000

Deadline

Grants must be submitted a minimum of six weeks prior to the project start date.

Support materials must be postmarked (not metered) or delivered to the Nebraska Arts Council office no later than 5:00 pm on that date. Faxed materials will not be accepted.

Projects must take place between July 1 and June 30 of the NAC fiscal year.

Multicultural Assistance Grant Review Criteria

The process by which these grants are reviewed is shown in the flowchart on page 7. Applications are reviewed according to the following criteria, and those listed on page 3:

- The application is complete.
- The budget is appropriate for the project.
- The project will further the arts mission of the organization.
- The project or activity is appropriate to the organization.
- The consultant, artists, key personnel, and/or proposed program are qualified to meet the organization's needs.
- The project is carefully planned.
- The applicant organization meets the eligibility requirements for this category.

NTP/EN SPONSOR GRANTS

Nebraska Touring Program/Exhibits Nebraska (NTP/EN) Sponsor Grants help sponsor organizations fund performances or exhibits selected from the NAC Artist Directory, available on the NAC web site.

Eligibility

Nebraska public and private schools and nonprofit organizations that are federally tax-exempt.

Grant Amounts

NAC can fund up to 45% of the artist fees on a first-come, first-served basis.

Deadlines

Grants accepted first-come, first-served through June 30 for events taking place the following fiscal year (between July 1 and June 30). For events taking place in July or August, applications must be submitted by June 30 and at least 6 weeks ahead of the event.

Booking an Event & Applying for a Touring Grant

- Read the artist descriptions in the *NAC Artist Directory* and select an event suitable for your facility. If your organization is presenting more than one artist or ensemble through the Nebraska Touring Program, you may include them all in one grant application.
- Phone the artist or contact person to discuss availability and technical requirements. When a verbal agreement is reached, ask the contact person to send you a contract for the event.
- Both parties must sign the contract, and one copy of the signed contract must be submitted with the grant application, as support material. Keep the original signed copy for yourself.
- In completing the application budget, sponsors should request 45% of the artist's fee from the NAC. Touring grants only help support the artist's fee. Touring grants do not support additional production costs.

Payment of fees

- After your application is processed, the NAC will send the authorizing official an award notification e-mail, with instructions for accepting the award.
- The grant award, which is normally 45% of the artist's fee, will be mailed to you or direct deposited to your account approximately 10 days prior to the event. Subdivisions of government will be paid by Intrastate Transaction Documents.
- Sponsors must pay the entire fee directly to the artist/ensemble on the day of the event, or as specified in the artist's contract.
- Sponsors must pay for all local production costs, such as hall rental, marketing, and administrative expenses.

Organizations of Color

Organizations of color that qualify under the guidelines set forth on page 2 may request a grant of 70% of the artist's fee. The sponsoring organization must pay the remaining 30% of the artist's fee.

Block Booking

Artists and ensembles may offer a lower block booking fee if several consecutive performances are booked in close proximity. These discounted fees are offered at the artists' discretion.

In order to establish a block booking, sponsors can:

- Ask the artist about other bookings he/she has in your area. You may need to be flexible with your event dates.
- Contact neighboring venues, schools, or community arts councils about block booking.

SPECIAL OPPORTUNITY SUPPORT GRANTS

Special Opportunity Support grants are designed to provide quick access to funds supporting a variety of arts projects in the following areas:

Projects

Projects that use artists or arts activities as a key component. Examples of project types include exhibitions, performances, poetry readings, commission and/or support of new work development, arts festivals, community murals, and ethnic heritage projects.

Professional Development

Opportunities for employees, board members, or volunteers of arts or multicultural organizations for first-time attendance at arts-related conferences, workshops, and seminars that enhance the mission of the organization. Funds are restricted to registration fees and travel expenses.

Eligibility

Nebraska nonprofit organizations that are federally tax exempt. The Professional Development category is open only to arts organizations and multicultural organizations that have an arts component. Organizations may submit up to 2 applications per fiscal year.

Grant Amounts

\$1,000 maximum. Check with NAC staff to determine fund availability for your project.

The applicant must have enough cash to match all of the dollars requested. Multicultural organizations that meet multicultural eligibility requirements may match NAC grants with donated services, fees, and products.

Deadline

Grants must be submitted at least six weeks and a maximum of nine weeks prior to the project start date.

Support materials must be postmarked (not metered) or delivered to the Nebraska Arts Council office no later than 5:00 pm on that date. Faxed materials will not be accepted.

All projects must take place between July 1 and June 30 of the NAC fiscal year.

Special Opportunity Support Grant Review Criteria

The process by which these grants are reviewed is shown in the flowchart on page 7. Applications are reviewed according to the following criteria, and those listed on page 3:

- Project involves one or more than one arts disciplines
- Community impact
- Experience and/or qualifications of primary artists
- Involvement by other organization
- Access for persons with disabilities
- Service to the community, including persons of color, the economically disadvantaged and other underserved groups
- Complete, well-prepared, clearly presented application
- Accurate, balanced and realistic budget
- Effective project evaluation techniques
- Colleges & universities: substantial evidence of impact and service to the general public in addition to the campus community

BASIC SUPPORT GRANTS

Purpose

The Basic Support Grant category provides general operating support to arts organizations, allowing them to improve and extend the arts services they annually provide to their communities. These grants are currently awarded on a triennial basis.

Eligibility

In order to be eligible, an organization must be an arts organization as defined in the Glossary, have been incorporated in Nebraska for a minimum of three years prior to application, have Federal tax-exempt status, and operate on a year-round basis. Basic Support Grants are awarded on a triennial basis, and new applications are not accepted every year.

Organizations interested in applying for Basic Support Grants must contact the NAC before submitting a first-time application.

Deadline

March 1. Applications and Interim Applications must be submitted by midnight on the day of the deadline. Support materials must be postmarked (not metered) or delivered to the Nebraska Arts Council office no later than 5:00 pm on that date. Faxed materials will not be accepted.

All organizations currently receiving Basic Support funds will file either an interim application or a full application as directed on the e-grant site.

ARTISTS

ARTISTS IN SCHOOLS/COMMUNITIES

Artist Proposal for the NAC Artist Directory

The Nebraska Arts Council's *Artist Directory* includes the rosters for two separate programs. A roster listing for the Artists in Schools/Communities program is not a guarantee of employment. Artists who wish to apply for both the AiS/C program and the Nebraska Touring Program/Exhibits Nebraska should contact NAC staff before applying.

Program Overview

The AiS/C program introduces people to the arts through residencies lasting anywhere from 5 to 240 days. The artist will share his/her artistic expertise and engage students, teachers, administrators, and the community in arts activities.

The artist is not considered a member of the sponsoring organization's staff, but a professional who serves as a resource to provide enrichment to the existing curriculum or arts program.

Eligibility

Professional artists in all disciplines from across the nation are eligible to apply. In general, students are not eligible. Only those who are currently not in the program and are applying for the first time need complete this application form.

Deadline

Applications are accepted for the purpose of review by the NAC's artist review panels, and not for sponsor's selection of artists for specific residencies.

The application submission deadline is midnight on February 1. Late or faxed applications will not be accepted. If the established deadline falls on a weekend or official state holiday, the accepted submission date will be the following regular working day by midnight. Support materials must be postmarked (not metered) or delivered to the NAC by 5:00 pm on the day of the deadline.

Application Review Process

Auditions/Interviews

In addition to completing the e-grant application, new applicants are required to have a personal 20-minute interview with the review panel in their arts discipline. Applicants will be informed in advance of the review panel date. All review panels are held in the NAC offices in Omaha.

The NAC is not responsible for expenses incurred in the audition process. However, the NAC will work with the applicant prior to the interview date to provide special equipment such as video equipment, slide projector, etc.

Evaluation Criteria

Artistic skill (4 points): technique, creativity, consistent quality of work, artistic achievement, training and/or experience.

Instructional skill (3 points): ability to communicate artistically & verbally & to stimulate creativity in others; previous experience in working with students of any age.

Professionalism (3 points): ability to cooperate with administrators and/or teachers, overall excellence and innovation of proposed residency activities, ability to articulate role of the professional artist in arts education.

Conducting residencies

Compensation

The artist will be paid directly by the residency sponsor on or before the last day of the residency. Payment is calculated on a per day fee with the addition of travel per diem, if applicable, as follows:

For all residencies:

Artist Fee	*Travel/per diem
\$150/day	\$50/day

*Calculated from the artist's home to the residency site. Out of state travel is not subsidized, nor is travel under 30 miles to the residency site.

Residency Requirements

All artists must adhere to the following residency requirements:

Studio/storage/practice space provided by the sponsor so residency participants can observe the artist working on his/her own.

Total cost of supplies for residency participants must be assumed by the sponsor.

Maximum of 4 hours contact time per day with residency participants. Usually four 1-hour sessions or five 45-minute sessions.

A teacher (or group leader in a non-school site) in the classroom during all residency activities to maintain productive working environment.

NEBRASKA TOURING PROGRAM/ EXHIBITS NEBRASKA

Artist Proposal for the Artist Directory

The Nebraska Touring Program/Exhibits Nebraska is designed to provide a variety of high quality touring performances and exhibits in various price ranges to all Nebraska communities throughout the year. It provides financial assistance to Nebraska's nonprofit sponsors as well as promoting resident Nebraska artists and groups with a record of professional achievement. Artists who wish to apply for both the NTP/Exhibits Nebraska and the AiS/C programs should contact NAC staff before applying.

Eligibility

The Nebraska Touring Program/Exhibits Nebraska program is open to professional quality artists residing in Nebraska. Eligible ensembles must maintain administrative offices in the state. In general, students are not eligible for the program. Only those who currently are not in the program and are applying for the first time need complete the following application form.

Proposal Deadlines

The artist proposal deadline is February 1. Applications must be submitted by midnight that day. Late or faxed applications will not be accepted. If the established deadline falls on a weekend or official state holiday, the accepted submission day will be the following regular working day. Support materials must be postmarked (not metered) or delivered to the NAC by 5:00 pm on the day of the deadline.

Applications are accepted for the purpose of review by the NAC's artist review panel, and not for sponsor's selection of artists for touring performances or exhibits.

Evaluation Criteria

Proposals are reviewed by the NAC's artist review panel based on the following criteria:

- Artistic skill
- Touring experience and/or capability
- Availability to tour throughout the entire state
- Effective tour management (and organizational management, if applicable)
- Appropriateness of fee(s)

How the Program Works

Artists accepted to the NTP will be listed in the NAC's *Artist Directory*. Eligible sponsoring organizations may apply for touring funds in order to support performances or exhibitions by artists listed in the *Artist Directory*.

Inclusion in the *Artist Directory* is not a guarantee of employment. Artists and ensembles market and book their own engagements with Nebraska presenters and sponsors. They also schedule and make all their own tour or residency arrangements.

Touring funds are awarded to the sponsoring organizations, not to the artists directly. Sponsors must submit an NTP sponsor application to receive funding.

After the Proposal is Approved

Once approved for the NTP, all details of the touring options, including the maximum fee(s), are considered to be fixed. These details will be posted to the NAC *Artist Directory* on the NAC's website. New artists and/or tour managers are required to attend an orientation. New artists must have a press kit available for sponsors to use to market touring programs/exhibits. A press kit must be submitted to the NTP Coordinator as soon as possible.

Once accepted into the NTP, an artist is eligible to participate in the program without submitting a new application unless: a) the artist wishes to add a performance or exhibit option; b) the artist wishes to change the artist fees by more than 20%; or c) artistic or managerial skills come into question, in which case the artist will be notified by the NAC.

NTP artists will be contacted each year to renew their commitment, and to update their listing in the NAC *Artist Directory*.

MENTORING PROGRAM FOR ARTISTS OF COLOR & TRADITIONAL ARTISTS

Artists of Color

The Mentoring Program for Artists of Color provides funding to pair established master artists or administrators of any ethnic background with artist or administrators of color who want to work one-on-one with someone to enhance their skills.

Possible mentoring projects include:

- An emerging singing group interested in performing traditional gospel music could work with an established gospel music director to polish its techniques. The music director could provide musical training that may not otherwise be available to a newer group.
- An established tour manager could show the leader of a performing group how to manage a tour and how to develop marketing materials so the group could start touring on its own.
- The curator of a neighborhood gallery could work with his/her counterpart from a major art museum to learn how to properly install an exhibit, how to keep inventory records, how to build crates for shows, and other activities associated with mounting exhibitions.
- An artist who wants to enter his/her work in competitions could work with a photographer to learn how to take slides of the work.

Traditional Artists

The Mentoring Program for Traditional Artists provides funding for traditional artists who wish to learn more about their art form by working with another, more experienced traditional artist.

The mentoring program is a learning situation where a master artist teaches skills to an apprentice. The master artist (or mentor) is someone who is recognized within her or her community as one of the very best artists in the field. Usually, the apprentice is someone who has already begun working in this art form, or in a related one, and wants to further develop his or her skills. The mentoring situation is not a class, but a chance for a highly skilled artist to pass on his or her knowledge to another. Usually the mentor has only one apprentice at a time. They work together, one-on-one, so that the apprentice can learn as much as possible. The mentor and the apprentice may meet together every day, every week, or as scheduled.

Eligible Art Forms

Any kind of traditional art that takes place within a community, family, tribe or small group can qualify. Crafts like saddlemaking, leather braiding, Winnebago or Omaha ribbonwork and appliqué, quilting, bobbin lace making, Omaha drum making, African-American hair braiding, Hmong needlework, musical instrument-making and many other kinds of hand work are examples of traditional arts. So are certain kinds of music and dance that are performed or done in communities. Ethnic arts – arts practiced by people with a family or community heritage from another nation – are important, regardless of whether the family has been in this country for many generations or has arrived recently. If the art form is traditional and occurs within a community, it may be eligible for funding.

Art forms that are not part of a community or family heritage cannot be funded under this program. The Mentoring Program does not support the work of professional teachers, contemporary studio crafts work, or those who make reproductions of antiques. Generally, the mentor (master artist) and apprentice should be from the same community or background. An example of a non-eligible project would be a German-American student who wishes to learn to make Mexican piñatas. Historic traditions that are being re-created, such as mountain-man crafts or modern interpretations of traditional folk or ethnic music or dance, also are not eligible for funding.

For More Information

If you are interested in learning more, call the NAC's Cultural Heritage Coordinator to obtain an application. You must be pre-approved to submit applications for a Mentoring Grant.

INDIVIDUAL ARTIST FELLOWSHIPS PROGRAM

The Individual Artist Fellowships program recognizes exemplary achievements by originating artists in their fields of endeavor and supports the contributions made by Nebraska artists to the quality of life in this state. This is a competitive program, where applicants are adjudicated according to the merit of his or her work. This is not a project grant. In other words, applicants do not make a submission to the fellowship program in order to receive money for a project that is planned or is in the works. Rather, it is designed to award outstanding achievement in work that has already been completed.

Categories

The fellowship program rotates between three major categories of artistic achievement: literature, performing arts and visual arts. The disciplines included in each category are:

Literature

- ✓ fiction
- ✓ non-fiction
- ✓ poetry

Performing Arts

- ✓ choreography
- ✓ composition
- ✓ playwriting
- ✓ interdisciplinary performance

Visual Arts

- ✓ drawing
- ✓ mixed media
- ✓ painting
- ✓ photography
- ✓ printmaking
- ✓ textiles
- ✓ ceramics
- ✓ glass
- ✓ installation
- ✓ mixed media
- ✓ traditional sculpture mediums

Eligibility

- 18 years old or older and resident of the state of Nebraska for two years prior to the application date. A signed & notarized affidavit of residency is required to be on file at the NAC offices – to find out if one is on file, call the NAC offices: 595-2122; 1-800-341-4067. Forms can be downloaded from the NAC web site.
- Not enrolled in an undergraduate, graduate or certificate-granting program in the artistic field in which the application is being made.
- Professional commitment to the artistic field in which the application is being made.
- Creator of work, not interpreter of the work of others.
- All previous fellowship winners.
- Only one application per person is eligible for review.

Deadline

November 15 of each year

Visit the NAC web site for specific category year. Applications must be submitted by midnight on the day of the deadline. Support materials must be postmarked the day of the deadline, or delivered to the Nebraska Arts Council office no later than 5:00 pm on that date.

Grant Amount

Dollar amounts are dependent on federal funds available. Visit the NAC web site for additional information on award amounts. Past awards have included Distinguished Achievement Awards of \$5,000, with the remaining money allocated into \$1,000 to \$2,000 Merit Awards.

Review Process

IAF applications will be reviewed by a panel of three jurors selected for their professional expertise in the artistic category under review. The panelists are not residents of Nebraska.

Evaluation Criteria

Applications are judged first and foremost on the quality of the work submitted, which includes innovation demonstrated by significant critical and aesthetic considerations explored through the art form.

E-GRANT BASICS

E-GRANT BASICS

GETTING STARTED

All applications for programs that start after July 1, 2004, must be submitted via the NAC e-grant system. This system will allow you to complete NAC applications on-line at your own pace, and then just "click" to submit.

Access to the Internet

If you are unable to access the internet at home, contact a local library, school, community college or your workplace about accessing the internet. The NAC computer lab is open to the public during regular business hours, from 8:00 am – 5:00 pm M-F. Call the NAC to schedule an appointment to use the lab.

Login Request Form for First-time Access

Before you can access the e-grant system, eligible organizations and individuals must receive a login and password from the NAC. Please contact the NAC for a Login Request Form, or download a copy from the NAC website. Once the NAC receives the completed form, the Authorizing Official will be e-mailed a login name and password. Please keep e-grant login information in a secure but accessible location. To insure the security of the system, the NAC maintains only a record of login names. If a password is lost or needs to be changed, the Authorizing Official should e-mail to egrant@nebraskaartscouncil.org for assistance.

Authorizing Official

As defined in the glossary (page 9), this person has legal fiscal responsibility for an organization. When the authorizing official signs the Login Request Form, NAC is provided with a signature that will be used to authorize the grants that your organization through the e-grant system. The Authorizing Official is responsible for managing access to his or her organization's e-grant site. If your organization's Authorizing Official changes, please contact the NAC.

Contacts

A contact for the organization is an individual other than the Authorizing Official who is most familiar with the project. A contact may also be the individual who is writing the grant. Additional contacts for an organization can be created *only* with the authorizing official's permission.

Writing and Editing an E-grant

Upon receipt of login and password information, you can access your e-grant home page, where you will have access to application forms, guidelines and other information related to your organization. Each section of the grant application may be edited at any time before submission. A series of icons (see below) will help to orient you throughout the system. As you proceed through the system, be sure to click on the 'Save' button before leaving each section, in order to avoid losing your work.

Submitting an E-grant

When all sections of the e-grant application are complete, a 'Submit' button will appear at the bottom of the Summary section. You must click 'Submit' on or before the deadline, in order to insure that the grant is submitted. Applications cannot be submitted after the deadline is passed. Once you have submitted the grant, an archived version of the grant will be available for viewing on-line at any time on the organization's home page. This will be a read-only version. Changes cannot be made to the grant once it is submitted. For your files, paper copies of the grant can be printed at any stage of the e-grant application process.

Support Materials

Each grant category will clearly indicate what support materials are required. Support materials may include biographical information about the persons involved in the project, a project timeline, letters of support and other supplemental materials of your choosing. Support materials must be postmarked by the day of the deadline, or delivered to the NAC office no later than 5:00 pm on that date.

Application Standards

All applications submitted for review must meet the following criteria:

- All sections of the application must be completed correctly in order for the grant to be submitted. Only when all sections are complete will the 'Submit' button appear at the bottom of the Summary section.
- The application must be submitted by midnight on the published deadline date for that grant category.
- The required support materials must be post-marked (not simply metered) by the day of the deadline, or delivered to the NAC office no later than 5:00 pm on that date.

Getting Help with E-grant Questions

A list of FAQs on page 26 will assist you with common questions about submitting an e-grant application. Instructions on each e-grant application page will also be helpful in guiding you through the system. You may submit drafts of the e-grant from 2 to 4 weeks before the grant deadline for staff review. Contact NAC staff for draft review assistance.

Can I spell check my responses entered in the Narrative section?

No. It is a good idea to compose your Narrative section responses in a word processing program (such as Word or WordPerfect) that includes a spell check feature for editing. Then you can use the 'cut' and 'paste' edit features to transfer your narrative responses from the word processing program into the Narrative section.

The Budget section won't allow me to enter amounts. Why?

You can only enter amounts in the Itemization windows. Click on the grid symbol beside the Expense or Revenue line. When you do this, the Itemization window will open. You can enter itemized amounts and item descriptions in the boxes provided. Be sure to click on the 'Save' button before you close the window, or you will lose your work!

How do I "sign" my e-grant?

The e-grant application is a legal document. The Authorizing Official's signature on file at the NAC is the official electronic signature that confirms your organization's legal responsibility to the NAC for fulfilling the project that you have proposed in the application. The Authorizing Official, with legal fiscal responsibility for the organization, should keep the e-grant system login and password information in a safe place.

Can I print out my application?

You can print out each section of your application at any time. We encourage you to print off a copy of your application after it has been submitted, for your files. However, you cannot submit any printed copies of the grant to the NAC.

When do I need to mail in my support materials?

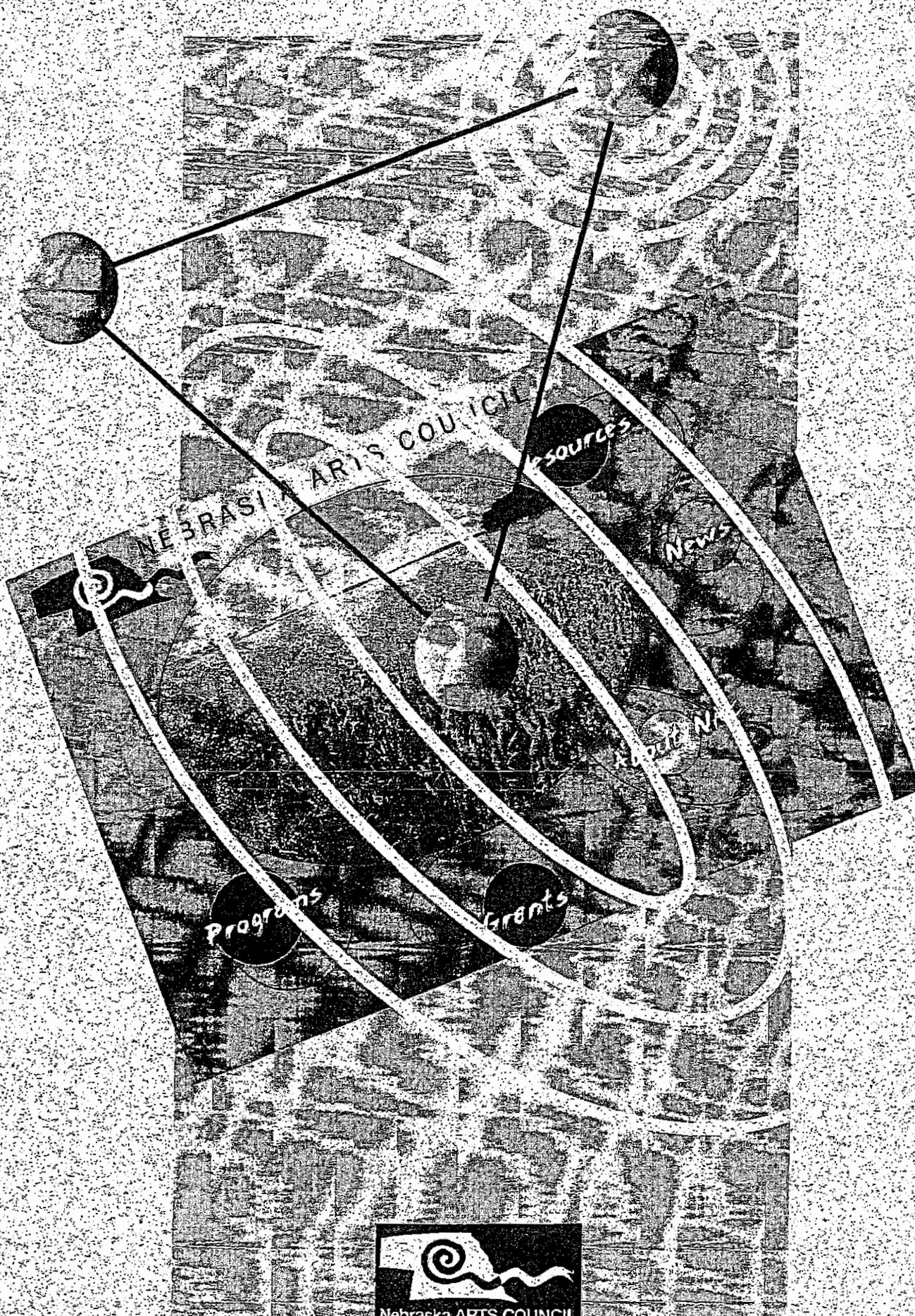
Support materials must be postmarked (not metered) by the day of the deadline, or delivered to the NAC by 5:00 pm on that date.

Will I get notification or a receipt that I have submitted my e-grant application?

Once you have submitted the application, an e-mail notification will be sent to the Authorizing Official and the contact (if this person is not the Authorizing Official), confirming receipt of the e-grant application.

Why did some of the grant programs "disappear" from the list under My Applications on my home page?

Depending on the type of your organization, you may not be able to apply for a specific type of grant. For example, if you are a Basic Support Grant organization, you cannot apply for a Project grant at the March 1 deadline. At that time, the Project grant applications will not be listed on your home page.



Nebraska ARTS COUNCIL

Technical Advisory Committee
to the
Nebraska State Records Board

Grant Application Review

Applicant: County of Merrick County, Nebraska

Project Title: Digitizing of Merrick County Records

Resolution passed by the Technical Advisory Committee on January 23, 2006:

The committee, having reviewed the grant application entitled "Digitizing of Merrick County Records", 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.
- A grant award should be conditioned on compliance with the following GIS-related standards adopted by the Nebraska Information Technology Commission:
 - Geospatial Metadata Standard
 - Land Record Information and Mapping Standards (adoption pending)

Technical Advisory Committee Members

- Richard Brown
- Brenda Decker
- Walter Weir

**JANET L. PLACKE
MERRICK COUNT ASSESSOR
P.O. Box 27
CENTRAL CITY, NE 68826**

December 30, 2005

Mr. John Gale, Chairman
Nebraska State Records Board
State Capitol, Suite 2300
P.O. box 94608
Lincoln, Ne 68509

Dear Mr. Gale:

I am writing to you and the Board asking you to consider the attached grant application, Digitizing of Merrick County Records. This project is the collaborative effort of the City of Central City and Merrick County.

With continued budget constraints, it is necessary to seek out ways to continue providing services to our constituents. Our only choice is to make steady investments in technology (such as GIS) that will enable us to provide the services without substantial increases in tax.

By implementing GIS technology in the City of Central City and Merrick County, service to the public can be increased and productivity enhanced without significantly increasing staffing costs.

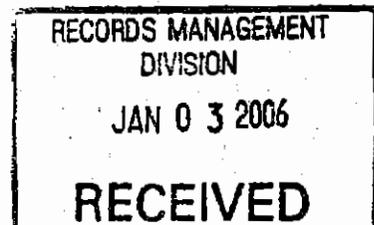
We request the committee kindly consider and approve the Merrick County grant application so that we may continue to bridge the "technology gap".

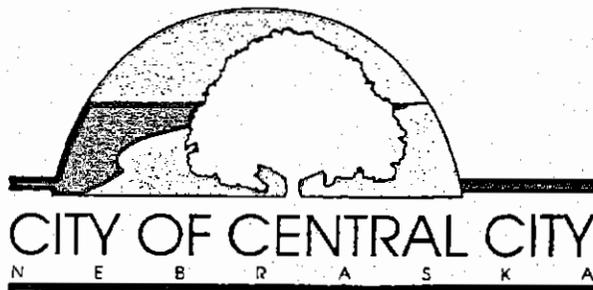
If you should have any questions or desire additional information, please do not hesitate to contact me.

Sincerely,



Janet Placke
Merrick County Assessor





December 12, 2005

Mr. John Gale, Chairman
Nebraska State Records Board
State Capital
Suite 2300
Lincoln, NE 68509

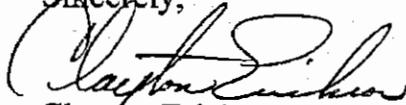
Dear Mr. Gale:

I am writing in support of the Merrick County grant application. The City of Central City is working closely with the County to make county-wide GIS a reality. The City has committed substantial resources to developing our GIS system, and we are now actively working with the County. Central City has agreed to provide over \$20,000 to Merrick County to help them get the project off the ground, but we need additional assistance.

The City and County are faced with increased demand from the general public for prompt and correct information. To this end, we believe the County and City should be working cooperatively – and we have demonstrated our ability to do this. We believe investments in this technology will become increasingly critical to our organizations, but the financial burden is nearly overwhelming to organizations of our size.

We would encourage the committee to look favorably on this grant application. We have an increasingly urgent need for this technology, have demonstrated strong interlocal cooperation in pursuing our goals, and have clear financial need. We appreciate your consideration.

Sincerely,



Clayton Erickson, Mayor



P.O. Box 418 • Central City, NE 68826
City Hall - 308-946-3806 • FAX - 308-946-3334
Police Department - 308-946-3003 • Library - 308-946-2512

VILLAGE OF PALMER
P.O. BOX 8
PALMER, NEBRASKA 68864
308-894-8665

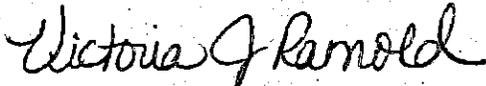
December 27, 2005

To Whom it May Concern,

The Village of Palmer is in support of Merrick County in applying for a grant that will develop a program that the entire County will benefit from.

The Village of Palmer's Clerk's Office gets many requests that I have to send them to Central City to the Court House for that information. With this Grant providing the development of a program that all I would have to do is get on the computer for the answer. It would save time and be an asset to the Village Residents who could get the information requested in Palmer and not have to travel to the Court House.

Sincerely,



Victoria J. Ramold
Village Clerk



**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 procedure outlined in this application and any accompanying materials.

I. Grant Summary

1. Name of entity applying for grant County of Merrick County, Nebraska

Project partner: City of Central City, Nebraska

2. Title of project Digitizing of Merrick County Records

3. Brief Description of Project

Conversion of Merrick County cadastral records from paper to GIS. The project will expand and enhance services to citizens, businesses, agencies, county departments and cities/villages located in Merrick County by expanding information dissemination, retrieval and public service. Specifically, the new system will provide more detailed information faster, easier and more cost efficient centralized access.

3. Grant request amount \$25,000

4. Will there be a fee for accessing records associated with this project? No

5. If yes, provide any statutory reference or authorization for the fee. N/A

II Grant Detail

1. Please describe the project in detail.

Currently Merrick County and the City of Central City store public information in a variety of digital and paper databases. Merrick County's land records information (including that of City of Central City) are in varying states of accuracy and completeness due to many years of drafting and updating maps manually. Building a GIS will force the update and modernization of the land records database sources. This operation can best succeed with the full cooperation of all Merrick County and City of Central City parties.

The initial process will begin with an interview between County, City Officials and GIS Workshop a firm experienced in GIS data analysis solutions. This

interview will allow City and County Officials to design the database system based on their needs assessment and the recommendation of an expert.

A staged approach to the data development effort will be used. The parcel database will be developed on a township-by-township approach. Partial deliveries of complete townships will enable staff to become familiar with the GIS system from project initialization. This approach will ensure that staff is comfortable with the system operation at the time of completion

The conversion process will involve collecting available aerial imagery for the county. A corner section layer will be built using this imagery and GPS points collected by the County Surveyor. This layer will form the basis of the cadastral GIS and the digitizing the property boundaries.

To ensure the most accurate data capture, the Assessor's office will coordinate with GIS Workshop in collecting copies of all cadastral, survey maps, Tam maps and city plats that exist within the county.

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

We believe many of the benefits to implementing cadastral GIS will be intangible or difficult to measure. All citizens, businesses and agencies in Merrick County will benefit from implementation of GIS. GIS will enable various levels of governmental agencies in Merrick County to provide faster, easier and more cost efficient information to the requesting party. The entities will be able to provide information and perform analyses that simply are not possible with current paper and digital databases. It is also the goal of this project to enhance communication between inter-local agencies along with state and federal agencies. Initially different departments or agencies will utilize Arc Explorer to read the data.

3. Timeline for implementation

We expect this project to be complete by January 1, 2007.

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

Merrick County Assessor and Surveyor staff will provide much of the labor involved in GIS data base development project with assistance from the City of Central City. Preliminary review indicates that currently owned City and County computers will be sufficient for the project. The consulting firm promotes active involvement by the client during the development of the project.

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

Currently, the digitizing of the records is projected to cost \$75,000. Currently Merrick County had budgeted \$30,000 to the project with the City of Central City adding \$20,000 leaving a short fall of \$25,000. There are no other grants available. Counties in general do not have the funds to pay developmental costs for projects of this size.

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?

The grant money is needed to move the City of Central City and Merrick County into the 21st century in the area of technology. Merrick County is a large county with a small population base. Current staffing will maintain the program with tax dollars used for the annual licensing fees.

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

The making of the cadastral GIS base layer is the first step in making public record information available through the internet 24 hours a day. We believe that GIS will enable information to be provided to the public and analysis's performed that simply aren't possible with current state of records. Furthermore both Merrick County and the City of Central City are faced with the increasing reporting burdens being made by the Federal Government and State of Nebraska. We feel by implementing GIS technology, we can make substantial increases in productivity to meet these reporting burdens.

8. Please describe how this project will improve the efficiency of government services or access to those services.

1) By implementing GIS, public service will be more efficient. City and County staff will be able to more quickly perform research and answer questions for the general public.

2) Reduce errors and increase accuracy. By moving to a digital map based system, we hope to reduce land record errors that can slip through a manual paper based system. (e.g., incorrect recording of a property boundary).

3) Increased ability to do more with less (cost avoidance). We can provide more service to the public because GIS will enable us to enhance productivity without significantly increasing staffing costs.

4) Better decision making on the part of the governing body as well as departmental supervisors.

5) Increased communication and collaboration because GIS data can easily be shared between the different departments within Merrick County and the City of Central and other governmental agencies.

9. Please describe any collaborative effort among multiple jurisdiction or political subdivisions related to this project

The Merrick County Surveyor, Merrick County Assessor's Office and the City of Central City will be participating in the initial project. In addition the Hamilton County Surveyor will provide GPS information in regards to the Platte River and the southern border of Merrick County adjacent to Hamilton County.

We have identified several state agencies that will be able to provide us with additional GIS base mapping layers in return for the cadastral GIS layer we will create. (Ne Depart. Of Environmental Quality will provide well head protection layers for planning & zoning, Nebraska Department of Roads will supply street centerline layers for the County Roads Department, Central Platte Natural Resources District will provide water resource GIS layers).

After the completion of the project, other county offices and the City of Central City will be offered the opportunity and encouraged to use the system. This cooperation will allow each agency or department to operate more efficiently and reduce the duplication or supplication of effort.

10. Please provide information on who will complete the project

GIS Workshop of Lincoln, Ne will provide the GIS Consultant Services. They in turn will actively engage the staff throughout the project. This hands-on approach will provide staff a highly endorsed form of training in preparation for final implementation.

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

No

III. Technical Information

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

ESRI based technology is the software choice for today and the future of GIS in Merrick County and the City of Central City. The majority of state and local agencies in Nebraska are selecting ESRI based products. Our consultant, GIS Workshop is an ESRI business partner well versed in ESRI systems. At a minimum a single license of ArcView software will suffice. Both Merrick County and Central City each own a license. If possible the more advance ArcEditor is recommended. GIS Workshop will work with staff to catalogue existing hardware and if necessary make recommendations for conservative upgrades. Preliminary review indicates that currently owned computer systems will be used

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

GIS Workshop has been providing quality GIS data and analysis solutions to a wide variety of corporate and government agencies. GIS workshop has worked extensively with county and city level agencies to provide customized spatial information management. They have over 20 years of combined experience in

GIS analysis in wide variety of vertical markets (municipal government, environmental engineering, civil engineering, satellite imagery analysis, agricultural, defense and telecommunications). Robust security will prevent unauthorized access so that our computers will remain safe and secure.

3. Describe how technical support will be provided.

GIS Workshop has certified trainers on staff. They will actively engage the staff during the data development project. This hands-on approach provides staff with the best kind of training available and prepares staff for final system implementation. GIS Workshop always includes on-line support programs. This allows GIS Workshop to provide expertise without delay right across the internet. This feature reduces downtime. If problems with the system are diagnosed to be significant nature, a GIS Workshop technician will visit the County to provide technical support. GIS Workshop provides free phone support for 6 months after final product delivery. All staff will be encouraged to make use of GIS Workshop expertise.

4. Describe How the Project will comply with the State's Technology Access Clause.

The application will be written in a way that will allow users with disabilities to use the system.

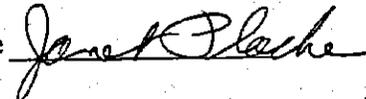
IV. Contact Information, Signature.

Contact person for any questions regarding this application Jan Placke

Phone # 308-946-2443 E-mail assessor@cconline.net

Signed this 30 day of December, 2005

Signature



Title

Merrick County Assessor

Please Return to
State Records Board
Suite 2300, State Capitol
P.O. Box 94608
Lincoln, Ne 68509-4608

FROM: Greg Lemon

TO: John Gale, Chairman, Nebraska State Records Board

RE: Nebraska Privacy Legislation 2006

DATE: January 24, 2006

Information Provided on Legislation Current as of January 24, 2006.

LB917 and LB918 below are the most relevant to the privacy issues confronting the Nebraska State Records Board, it should be noted that 23 state's have enacted legislation with notification provisions

Carryover Bills:

LB294 (Flood) Allows identity theft victims to get an identity theft "passport" from the Attorney General's Office, protecting them from false arrest for crimes committed by the identity theft perpetrator.

Status: Hearing 1/26/05 Held in Judiciary Committee

2006 Legislation:

LB794 (Brown) Creates the offense of computer fraud for improper use of electronic mail or computer networks aimed at falsification of information or perpetrating fraud. Creates criminal penalties (Class I Misdemeanor-Class IV Felony) as well as civil liability and penalties for violation of the bill's provisions.

Status: Judiciary Committee Hearing 2/1/06

LB917 (Redfield) **Financial Data Protection and Consumer Notification of Data Security Breach Act of 2006.** Creates notification requirements to citizens for breach of personal information or suspected or likely breach, including unauthorized release, interception or theft of social security numbers and driver's license numbers and other personal information. The provisions of the legislation are broadly applicable to public and private for profit and non-profit entities as well as individuals. Provides the Attorney General may bring civil action to enforce the provisions of the act and recover direct economic damages.

Status: Banking Committee, hearing date 1/31/06

LB918: (Mines) Personal Information Privacy Act. Similar to LB917, creates notification requirements in the event of personal information breach, similar, but more specific definitions of personal information than LB917. Does not apply to governmental entities (LB917 does), does apply to businesses, non-profits and individuals. Provides the Attorney General may bring action to enforce the act including assessing civil penalties of \$2000 or actual damages for each customer injured.

Status: Judiciary Committee Hearing 1/26/06

TO: John A. Gale, Chairman, Nebraska State Records Board

FROM: Greg Lemon

RE: Federal Privacy Legislation Update

DATE: January 24, 2006

INTRODUCTION and SUMMARY:

There have been a number of bills introduced by Congress to deal with consumer privacy issues and identity theft. These issues have gotten greater attention as a result of the 2005 Choicepoint and other breaches, the widespread problem of identity theft, and the ease of sharing of electronic data which has been created with the widespread use of the internet, computer databases and information brokers. However, no federal legislation introduced in response to the Choicepoint and other security breaches of 2005 has been passed at this time.

Although at this time it appears likely that Congress will pass legislation providing greater consumer protections, it is difficult to predict accurately what final form the legislation will take. There are certain provisions which are common to many bills, such as notification requirements in the event of breach and "credit freezes" which actually freeze or prohibit the release a consumer's credit information unless specifically authorized by the consumers. There remain issues as to whether federal law will pre-empt state law, or whether states will be allowed to enact protections that exceed those provided by the federal law.

CURRENT FEDERAL LAW:

I will touch on this very briefly. There are a number of specific federal consumer privacy laws protecting citizen information, including the Fair Credit Reporting Act of 1970, the Health Insurance Portability Accountability Act of 1996 (HIPAA), the Financial Modernization Act of 2000 (Graham-Leach-Bliley) and perhaps most relevant to the Records Board, the Driver's Privacy Protection Act of 1994, about which the Department of Motor Vehicles has provided the Board with information at prior meetings.

Further information can be provided about these acts upon request.

PROPOSED FEDERAL LEGISLATION:

While nothing has been passed by Congress in response to the Choicepoint breach relating to the privacy of citizen information, a number of bills have been introduced.

Federal Legislation

Page 2

While there appears to be a good chance that something will be passed this year, it is impossible to say exactly what that bill will be and what measures it will have in it. However, likely provisions could be notification provisions, requiring notification of citizens in the case of a security breach, credit freeze, allowing citizens to freeze their credit reports, thus limiting identity thieves ability to open new credit lines with stolen information, and general safeguards such as limiting the use of Social Security Numbers and other personal information, such as mother's maiden name, that can be used in identity theft.

The following federal legislation was identified as the most likely to have a chance to pass this year, but that of course could be subject to change. All bill information below is from the U.S. Senate website: <http://www.senate.gov/index.htm>

S.1408

Title: A bill to strengthen data protection and safeguards, require data breach notification, and further prevent identity theft.

Sponsor: Sen Smith, Gordon H. [OR] (introduced 7/14/2005) Cosponsors (6)

Latest Major Action: 12/8/2005 Placed on Senate Legislative Calendar under General Orders. Calendar No. 320.

Senate Reports: 109-203

S.1789

Title: A bill to prevent and mitigate identity theft, to ensure privacy, to provide notice of security breaches, and to enhance criminal penalties, law enforcement assistance, and other protections against security breaches, fraudulent access, and misuse of personally identifiable information.

Sponsor: Sen Specter, Arlen [PA] (introduced 9/29/2005) Cosponsors (3)

Related Bills: S.1332

Latest Major Action: 11/17/2005 Placed on Senate Legislative Calendar under General Orders. Calendar No. 297.

H.R.4127

Title: To protect consumers by requiring reasonable security policies and procedures to protect computerized data containing personal information, and to provide for nationwide notice in the event of a security breach.

Sponsor: Rep Stearns, Cliff [FL-6] (introduced 10/25/2005) Cosponsors (8)

Latest Major Action: 11/3/2005 House committee/subcommittee actions. Status: Forwarded by Subcommittee to Full Committee (Amended) by the Yeas and Nays: 13 - 8.



General Manager's Report

September, 2006 – December 31st, 2006



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nebraska.gov
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Executive Summary

Fourth Quarter Progress

The fourth quarter of 2005 was a very busy quarter for the Network Manager staff. We have been working diligently to implement a number of changes that have positioned the portal to make significant progress in 2006. These efforts have resulted in a number of new and refined processes and procedures. The Network Manager will continue to seek refinement of these services throughout the coming year.

Some of the processes and procedures that have been put in place are:

- Customer Support
 - Customer Service Ticket Tracking System
 - Customer Support Process
- Project Management
 - Adopted Project Management Methodology
 - Implemented a Project Management Intranet Application Suite
- Organizational Improvements
 - Improved Change Logging Procedures
 - Integrated Change Logging into Project Management Suite

Business Plan

Work has been completed on the 2006 Nebraska State Records Board Business Plan. The Business Plan has been submitted for approval by the Board. This plan also contains the Technical Architecture Plan and the Marketing Plan as required in our contract with the NSRB.

Staff Members

The Network Manager has hired two new staff members. Julian Vermaas & Paul Hakenkamp will fill the roles of Nebraska.gov Project Managers (also listed under "Hot Topics"). Scott Benes, a part-time intern filling the role of Web designer has left Nebraska.gov. This position will not immediately be filled. With the addition of the two new Project Managers, we are now fully staffed with thirteen total employees.



Financial Reports

December 2005 Financial Report

	Month Ended 12/31/2005	Month Ended 12/31/2004	Year to Date 12/31/2005	Year to Date 12/31/2004
Gross Revenue	\$375,924.00	\$398,258.00	\$4,766,989.00	\$4,360,302.00
COR Paid to NSRB	\$10,948.00	\$10,740.00	\$135,882.00	\$125,649.00
COR Paid to Agencies	\$226,224.00	\$235,402.00	\$2,749,014.00	\$2,527,679.00
COR Other	\$735.00	\$1,995.00	\$14,967.00	\$21,943.00
Total Cost of Revenue	\$237,906.00	\$248,137.00	\$2,899,864.00	\$2,675,271.00
Gross Profit	\$138,018.00	\$150,121.00	\$1,867,125.00	\$1,685,031.00
Operating Expenses	\$102,500.00	\$100,819.00	\$1,369,301.00	\$1,209,357.00
Operating Income (Loss)	\$35,518.00	\$49,302.00	\$497,824.00	\$475,674.00
Other Income (Expense)	\$10,840.00	\$603.00	\$13,170.00	\$3,703.00
Net Pre-Tax Income (Loss)	\$46,358.00	\$49,905.00	\$510,994.00	\$479,377.00
Provision for Income Tax	\$18,576.00	\$20,000.00	\$204,769.00	\$192,238.00
Net After-Tax Income (Loss)	\$27,782.00	\$29,905.00	\$306,225.00	\$287,139.00
Variance from Plan	(\$2,123.00)	\$21,089.00	\$19,086.00	\$67,070.00

December 2005 Revenue Contribution Report

Revenue Contribution (December, 2005)	
Dept. of Motor Vehicles (Batch Drivers Records)	26.93%
Dept. of Motor Vehicles (Interactive & Other Services)	38.90%
Secretary of State Services (Interactive/ Batch)	22.23%
Other (Subscriptions, Connect Time, Special Projects, etc.)	11.95%



December 2005 Balance Sheet

Balance Sheet (12/31/05)			
Current Assets		\$1,333,108.00	
Fixed Assets		\$19,180.00	
Other Assets		\$12,490.00	\$1,364,778.00
Current Liabilities		\$391,762.00	
Stockholder's Equity		\$973,016.00	\$1,364,778.00



Agreement Requests

Nebraska Arts Council

Project: *Governor's Arts Awards Online Registration Application*

Nebraska.gov requests and recommends that this service for the Nebraska Arts Council be developed using the convenience fee revenue model. Funding for the *Governor's Arts Awards Online Registration Application* will be derived via the following convenience fee structure:

End-user Cost	Nebraska.gov Proposed Convenience and Merchant Fee*	Total cost to end-user	Total Cost to Agency (Billed to Agency)
\$25.00 per registrant	\$1.00 per transaction + 2% of transaction amount	\$25.00	\$1.00 + 2% (per transaction)

* Nebraska State Records Board approval of the attached *Addendum to the Interagency Agreement* is required to enact the aforementioned convenience fees.

Nebraska State Fire Marshal

Project: *Online Fireworks Permits*

Nebraska.gov requests and recommends that this service for the Nebraska State Fire Marshal be developed using the convenience fee revenue model. Funding for the *Online Fireworks Permits* application will be derived via the following convenience fee structure:

End-user Cost (Statutory Fee)	Nebraska.gov Proposed Convenience and Merchant Fee*	Total cost to end-user	Total Cost to Agency (Billed to Agency)
\$10.00 (Display Permit)	\$1.00 per transaction + 2.5% of transaction amount	\$11.25	\$0.00
\$25.00 (Retail Permit)		\$26.63	\$0.00
\$200.00 (Jobber Permit)	\$2.00 per transaction + 2.5% of transaction amount	\$207.00	\$0.00
\$500.00 (Distributor Permit)	\$5.00 per transaction + 2.5% of transaction amount	\$517.50	\$0.00

* Nebraska State Records Board approval of the attached *Addendum to the Interagency Agreement* is required to enact the aforementioned convenience fees.



Nebraska State Fire Marshal

Project: *Online Grain Elevator/Feed Mill Permits*

Nebraska.gov requests and recommends that this service for the Nebraska State Fire Marshal be developed using the convenience fee revenue model. Funding for the *Online Grain Elevator/Feed Mill Permits* application will be derived via the following convenience fee structure:

End-user Cost (Statutory Fee)	Nebraska.gov Proposed Convenience and Merchant Fee*	Total cost to end-user	Total Cost to Agency (Billed to Agency)
\$15.00 (Feed Mill-Mix)	\$1.00 per transaction + 2.5% of transaction amount	\$16.38	\$0.00
\$25.00 (Feed Mill-Pellet)		\$26.63	\$0.00
\$15.00 (Grain Elevator: < 500,000 bushels)		\$16.38	\$0.00
\$25.00 (Grain Elevator: 500,001-1,499,999 bushels)		\$26.63	\$0.00
\$35.00 (Grain Elevator: 1,500,000-2,499,999 bushels)		\$36.88	\$0.00
\$50.00 (Grain Elevator: > 2,500,000 bushels)		\$52.25	\$0.00

* Nebraska State Records Board approval of the attached *Addendum to the Interagency Agreement* is required to enact the aforementioned convenience fees

Executive Board of the Legislative Council

Project: *BillTracker Premium Service*

Nebraska.gov requests and recommends that this service for the Executive Board of the Nebraska Legislative Council (NLC) use the convenience fee revenue model. Funding for the *BillTracker* application will be derived via the following convenience fee structure:

Service

Electronic Bill Book (up to 15 Bills plus daily e-mail notification)

<u>Price</u>	<u>NLC Share</u>	<u>NI Share</u>
No Charge	N/A	N/A



User Profiles (including e-mail notification as appropriate and report generation)

<u>Number of Profiles</u>	<u>Price</u>	<u>R/NLC</u>	<u>R/NI</u>
1 - 3	\$50.00/year	\$25.00	\$25.00
4 - 10	\$100.00/year	\$50.00	\$50.00
11 - 20	\$250.00/year	\$125.00	\$125.00
21 and over	\$500.00/year	\$250.00	\$250.00

* Nebraska State Records Board approval of the attached *Addendum to the Interagency Agreement* is required to enact the aforementioned convenience fees



Problem Report

Agency/ Customer	Problem or Issue	Date occurred	No. of Instances	Situation & Severity (Low, Moderate, High)*	Steps Taken	Date Addressed	Status	Contact
All	Applications and websites hosted by Nebraska.gov down.	09/24/05	1	High - On Saturday, Sept 24th, an outage occurred with the NIC Central Data Center (CDC). The outage was caused by a storage space issues in the MySQL database. Total length of the service outage was 12 hours.	The database storage issue was repaired and the system was brought online with no loss of data occurring due to the downtime.	9/24/2005	Closed	NIC CDC Team / T. Bills
All	Applications and websites hosted by Nebraska.gov down.	10/17/05	1	High - On Monday, Oct 17th, an outage occurred with the NIC Central Data Center (CDC). This outage was caused by a failure of the NFS (Network File System) power supply. Total downtime was 1 hour.	Defective power supply was replaced and redundant power supply was installed.	10/17/2005	Closed	NIC CDC Team / T. Bills
SOS	April 2001 – August 2001 UCC filing problems.	4/1/2001 – 8/31/2001	5000 Filings, Continuations, Terminations	High – Between the months of April – August of 2001 the Secretary of State UCC filing application had a number of problems.	Currently SOS and NI staff are seeking to repair problem filings. A manual audit of more than 5000 documents is underway in efforts to identify and repair each problem filing.	11/1/2005 - Current	Open	B. Stevenson / T. Bills



Hot Topics

New Staff Members

Julian Vermaas – Project Manager

Julian Vermaas comes to us having worked in the Kansas City area for the past two years as a self-employed independent consultant. He had previously worked for the National Research Corporation here in Lincoln, Nebraska and has managed projects ranging from private industry to the Federal Government.

Paul Hakenkamp – Project Manager

Paul Hakenkamp has most recently been employed with the Gallup Organization in Omaha, Nebraska as a Technical Project Engineer. Previously, Paul was employed by the United States Air Force at Whiteman Air Force Base in Missouri.

Both Julian and Paul have an extensive knowledge of project management as well as the associated concepts and best practices within the field. They are both great additions to the Nebraska Interactive team.

Launched Applications

Arts Council – Governor’s Arts Awards Banquet Online Registration

The Nebraska Arts Council in cooperation with the Governor’s Office and Nebraska.gov launched an online registration application that allows citizens to register for the Governor’s Arts Awards Banquet.

<https://www.nebraska.gov/arts/index.cgi>

Fire Marshal – Grain Elevator / Feed Mill Permit Application

The Nebraska State Fire Marshal in cooperation with Nebraska.gov launched an online Grain Elevator / Feed Mill Permit Application. Title 161 regulates inspections and outlines the annual registration fee assessed on grain elevators and feed mills. Once inspections are preformed a permit is issued to those facilities that pay their fees.

<https://www.nebraska.gov/SFM/grain/>

Department of Revenue – 1040NS

The Nebraska Department of Revenue in cooperation with Nebraska.gov has launched the online 1040NS (Short Form). This application allows citizens to file their Nebraska state taxes online.

<https://www.nebraska.gov/revenue/nebfile/>

Launched Web sites

Nebraska Investment Council - <http://www.nic.ne.gov/>

Official Nebraska Government Website

NEBRASKA INVESTMENT COUNCIL

Home | About Us | Meeting Information | Policies | State of Nebraska

Welcome to the Nebraska Investment Council's Web Site

Defined Benefit Plans - School, State Patrol, and Judges

State & County Retirement Systems

State Deferred Compensation Plan

Operating Investment Pool

Texas Deposit Open Account Program

Nebraska Educational Savings Plan Trust

Endowments and Trusts

State Privacy and Security Policy

Merrick County Website - <http://www.merrickcounty.ne.gov>

MERRICK COUNTY, NEBRASKA

Home
About Merrick County
Contact Us
County Office
Feedback
History
Links
News
Officials
Public Calendar
Resources
State of Nebraska

Welcome to Merrick County Nebraska.

We invite you to browse our web site to learn about our various County offices and the services Merrick County, Nebraska offers its citizens. Courthouse hours are from 8:00 - 5:00 Monday - Friday except on holidays.

Courthouse Holidays

This web site contains information about County programs, services, departments and offices, as well as helpful information on commonly asked questions. We encourage you to use this site frequently to access agendas and minutes of the Board of Supervisors. Please contact the Webmaster if you have any questions, comments or suggestions on how we can improve this web site.

Merrick County Courthouse
1610 18th St
Central City, NE 68928
(308) 946-2881

Coming up in County Government



Technical Update

For further details or additional information, please contact:

Trent Bills, Director of Development
Nebraska.gov
402.471.7813
tbills@nebraska.gov

- Work continues on migrating web sites and agency applications to the new NIC Central Data Center in Ashburn, Virginia. Several agency applications were moved during the month of December, leaving 14 sites yet to be moved. Of the remaining sites, we have received specific instructions from the agency not to move 10 of them. We are working with Brenda Decker and ITS to either migrate these sites to the CDC or have ITS take over the hosting for them.
- Testing on the 2005 1040NS with the Department of Revenue continues.
- Rolled out an online registration for the Governor's Arts Awards for the Nebraska Arts Council.
- Rolled out the Grain Permits application for the State Fire Marshal.
- Approval is pending on several projects, including:
 - New web site design for Rock County
 - New web site design for York County
 - New web site design for State Fire Marshal
 - Real Estate agent licensing



Marketing Highlights

For further details or additional information, please contact:

Trevor Bair, Director of Marketing
Nebraska.gov
402.471.2154
trevor@nebraska.gov

October

- Met with Indian Affairs regarding their upcoming re-design efforts (provided DreamWeaver training).
- Met with Nebraska Emergency Management Agency about potential re-design (provided DreamWeaver training).
- Met with Board of Public Accountancy to update their board liaison on their projects.
- Training was provided to Cuming County on the ZOPE interface for their newly re-designed web site.
- Attended the Greater Omaha Chamber of Commerce's annual 'Buy the Big O' trade show in Omaha.
- Attended the Nebraska Association of County Officials (NACO) convention in Omaha.
- Provided training and web site maintenance and/or discussed possible online application with several counties, including: Cuming, Hamilton, Howard, Merrick and York counties.

September

- Met with Nebraska National Guard regarding their upcoming re-design efforts.
- Attended the monthly NITC State Government Council meeting.
- Attended the Nebraska FUSION 2005 State eGovernment conference in Lincoln.
- Met with Board of Public Accountancy to update their board liaison on their projects.
- Attended the Nebraska webmasters working group meeting.
- Met with the Nebraska Commission on Industrial Relations regarding their website and revisions to the existing rule search application.
- Finalized project details for the Nebraska Tourism (Agri-tourism conference).
- Attended the annual NIC Technical Conference in Kansas City.



- Met with the Nebraska Department of Insurance regarding changes to their existing online search application.
- Provided a media release for the Vehicle Tax Estimator for circulation in the Nebraska New and Used Car and Truck Dealer's Association newsletter.
- Met with the Nebraska Film Office regarding changes to their online search application.

December

- Provided training and web site maintenance and/or discussed possible online application with several counties, including: Cuming, Hamilton, Howard, Merrick, Thayer and York counties.
- Met with the Nebraska Secretary of State's Office about website updates as well as a potential website redesign project.
- Met with the Administrative Office of Courts regarding several potential new online services as well as began preliminary discussions surrounding a website redesign.
- Discussed the possibility of enhancements to the Liquor Control Commission's existing online service offering, including online license renewals.
- Launched the Nebraska Investment Council website as well as conducted training on updating content through DreamWeaver.
- Launched the Merrick County Website. This brings the total number of County websites hosted by Nebraska.gov to 65.
- Provided training and web site maintenance and/or discussed online service enhancements with several counties including: Cuming, Hamilton, Howard and York counties.
- The Nebraska Tax Estimator has reach nearly 15,000 transactions in just three months since it was launched in September 2005.



Project Priority Report

Nebraska.gov Project Status Report - 1/26/2006

Completed Projects				
Agency	Project Description		Completion Date	Type of Payment
Arts Council	eGrants System Upgrades and Enhancements			Fixed Cost
Attorney General	Consumer Vulnerability Survey	Moderate	06/29/05	Fixed Cost
Attorney General	Internet Safety Web Site Design	Moderate	07/06/05	Fixed Cost
County Project: Burt County	Web Site Design and Hosting	Low		Appropriation
Crime Commission: LETC	Law Enforcement Training Center Web Site Redesign and Training	Moderate	06/20/05	Fixed Cost
Health & Human Services	Online License Renewal: Medical Nutrition Therapists	High		Fixed Cost
Health & Human Services	Online License Renewal: Physician's Assistant	High		Grant
Nebraska Chamber of Commerce	Web Site Redesign	Moderate	08/01/05	Non-Fee
Nebraska Arts Council	Governor's Arts Awards Online Registration		12/30/05	Transaction
Investment Council	Web Site Design	Duffy	12/22/05	Non-Fee
Motor Vehicles	Vehicle Tax Estimator		10/15/05	Non-Fee
Health & Human Services	Online License Renewal: Emergency Medical Services	Norton	11/01/05	
County Project: Cuming	Web Site Design: New design for county site with navigation and graphics.			Appropriation
County Project: Merrick	Web Site Design: New design for county site with navigation and graphics.			Appropriation
Fire Marshal	Grain Permits: Online application for Grain Storage permits and credit card payment.			Fixed-cost
Liquor Control	Licensee Search: Web Interface & Search of IMS licensee status database.	K.Lyons	09/15/05	Non-Fee
Community College System	Web Site Redesign: Redesign web site navigation and graphics.	Duffy	08/31/05	Non-Fee
Accountability & Disclosure Comm.	Web Site Redesign: Redesign web site navigation and graphics.	Duffy	09/01/05	Non-Fee
Revenue, Dept. of	Form 1040NS Upgrades and Revisions		01/19/06	Transaction

Projects Pending Approval:



Agency	Project	Date Received	Resource Requirement	Type of Payment	Assigned Staff	Target Date	Percent Complete
Chief Information Officer	Business Portal Upgrade: Upgrades to Forms Inventory database and portal architecture.	01/02/04	High	Grant	K.Lyons		95%
Postsecondary Coord Commission	Web Site Graphics Redesign	07/05/05	Moderate	Non-Fee	Duffy		95%
Revenue, Dept. of	Sales Tax Upgrade: Annual upgrades and necessary changes to sales tax application.	06/01/04	Moderate	Trans. Fee	Pabian		95%

Projects Underway:							
Agency	Project	Date Received	Resource Requirement	Type of Payment	Assigned Staff	Target Date	Percent Complete
Administrative Office of Courts	Website Redesign	12/07/05	Moderate	Unknown			10%
Administrative Services: Personnel	State Employment Application Upgrade: Improvements and additions to online state employment application.	09/01/04	Very High	Fixed Cost	K. Lyons	01/02/06	30%
Chief Information Officer	Forms Automation (as requested)	03/15/01	High	Grant	M.Lyons/Duffy	Ongoing	Ongoing
County Project: Hamilton	Website Redesign		Low	Appr.			50%
County Project: Kimball	Website Redesign		Low	Appr.			0%
County Project: Thayer	Website Redesign		Low	Appr.			10%
Insurance	Company and Producer Online Search Redesign	10/20/04	Moderate	Non-Fee		04/01/06	25%
Motor Vehicles	Insurance Database	10/15/04	High	Non-Fee	Pfister	Ongoing	Ongoing
Motor Vehicles	Specialty Plate Ordering: Ability to check availability of message plates and order online with credit card/ACH payment.	01/02/04	High	Unknown	Norton		0%
Natural Resources	Water Well Drilling Application Templating: Provide applicant with templated sections to expedite application for multiple wells	08/08/04	Moderate	Fee	Pabian		50%
Public Accountancy	License Renewals: Online system for license renewals including database conversion, continuing education, credit card payment.	09/24/04	High	Fee	K. Lyons	05/01/06	65%
Real Estate Commission	License Application: Online application for real estate agent and/or broker license.	09/01/03	Moderate	Fee	Norton		90%
Secretary of State's Office	Website Redesign	12/02/05	Moderate	Cont. Mgt			0%
York County	Marriage License Database Search		Moderate	Unknown			15%



Projects Requested:							
Agency	Project	Date Received	Resource Requirement	Type of Payment	Assigned Staff	Target Date	Percent Complete
Accountability & Disclosure Comm.	Enhancements to Lobbyist Report Form D Filing: Add Multiple Lobbyists	07/26/05	Moderate	TBD			0%
Court of Industrial Relations	Opinions Search: Password-Protected Search of Supreme Court & Appeals Court opinions on CIR cases	07/28/05	Moderate	TBD			0%
Fire Marshal	Online Comment Form	07/20/05	Moderate	Fixed Cost			0%
Fire Marshal	Online Searchable Fireworks Database	07/20/05	Moderate	Fixed Cost			0%
Liquor Control Commission	Online License Renewals	12/12/05	Moderate	TDB		10/01/06	0%
Motor Vehicles	Driver License Reinstatement: Online application for reinstatement of drivers' license and credit card payment; add information to record.	02/01/02	High	Conven. Fee	Pfister		0%
Motor Vehicles	CDL Third-Party Testing Online Reporting System Enhancement: Add ability to cut and paste comments from overt/covert audit.	12/23/04	Moderate	Non-Fee	Pabian		0%
Revenue	Online Sale of Tax Permits: Online application for tax permit and credit card payment.	01/02/04	High	Trans. Fee			0%
Secretary of State	Corporate Annual Report Filings		High	Unknown			0%
Secretary of State	EFS Filing	02/02/02	High	Trans. Fee	Pfister		0%
Secretary of State/IRS	Federal Tax Lien Filings: Online filing of IRS tax liens in conjunction with Secretary of State's Office.	04/15/04	High	Unknown			0%

Projects On Hold:							
Agency	Project	Date Received	Resource Requirement	Type of Payment	Assigned Staff	Target Date	Percent Complete
Chief Information Officer	Ed Portal IT Training Calendar: Calendar of IT training classes, seminars and workshops posted by Institutions & agencies.	06/01/03	High	Grant			95%
	<i>Comment: Change in priority of project resulting in revised due date and conforming this project with rewrite of Public Meeting Calendar.</i>					12/31/05	
Counties: Fillmore County	Web Site Design: New design for county site with navigation and graphics.	11/01/03	Moderate	Approp.	Duffy		25%
	<i>Comment: No response from county regarding design forced due date to be revised.</i>					11/30/05	
Chief Information Officer	One-Stop Business Registration: Online site for business to access all information necessary to register and do business in Nebraska.	04/28/04	Extremely High	Reinv. Rev.			10%



County Project: Rock	Web Site Design: New design for county site with navigation and graphics.		Moderate	Approp.	Duffy		90%
County Property Tax Consortium	Online Payment of Property Taxes	05/10/05	Extremely High	Trans. Fee	Brown	12/01/05	20%
Environmental Quality	Web Site Design Assistance & Consulting	06/01/05	High	Fixed Cost		10/03/05	95%
Fire Marshal	Employees Only Password-Protected Section of Web Site	07/20/05	Low	Fixed Cost			0%
Governor's Office	Online Budget Estimator Tool for Citizens	04/14/05	Moderate	Non-Fee			95%
Health & Human Services	Redesign & Enhancements to HHS-SICA Web Site	11/10/04	Moderate	Fixed Cost	Duffy		75%
Motor Vehicles	Vehicle Registration Renewals: Online renewal of motor vehicle registration and credit card/ACH payment.	01/02/04	Extremely High	Trans. Fee	Pfister		0%
Motor Vehicles	Commercial Plate Search <i>Comment: Returned to "Hold" status at agency's request. (May 27, 2005)</i>	06/15/03	High	Fee	Pfister		0%
Motor Vehicles	Drivers' License Renewals: Online renewal of drivers' license and credit card/ACH payment. <i>Comment: Moved to "Hold" status at agency's request. (May 27, 2005)</i>	01/02/04	Extremely High	Trans. Fee	Pfister		0%
Property Assessment & Taxation	Place PAT Counties Property Records Information Online and Searchable.	07/12/05	High	Unknown			0%

Possible Future Projects:							
Agency	Project	Date Received	Resource Requirement	Type of Payment	Assigned Staff	Target Date	Percent Complete
Abstracters Board	License Renewals: Online filing of application for license renewal with credit card payment.	10/01/03	High	Fee			
Account. & Disclosure	Campaign Statement Filings: Online system to allow campaign/candidate committees to file online.		High	Fixed Cost			
County Project: Brown	Web Site Design: New design for county site with navigation and graphics.		Moderate	Approp.			
Fillmore County	Online Permits: Application for local permits with credit card payment.		High	Trans. Fee			
Health & Human Services	Web Site Redesign		Very High		M. Lyons		
Health & Human Services	Water Standards: Online application for water well and/or septic system inspections.	08/24/04	Moderate				

Nebraska.gov

www.nebraska.gov



Historical Society	Photo Image Database: Online search of photo image database with payment for search results via credit card.		Very High	Non-Fee			
Revenue/SOS	State Tax Lien Filings: Online system to do state tax lien filing in conjunction with two state agencies.		High				
Secretary of State	UCC Amendments Filing		Very High				
State Patrol	Criminal History Search System: Online search for criminal history with credit card payment.		Extremely High	Fee			

Contract Addendums

**Addendum Five
to the
Interagency Agreement Between
Nebraska Arts Council
and
Nebraska State Records Board**

This Addendum Five to the Interagency Agreement between the Nebraska Arts Council (NAC) and the Nebraska State Records Board sets forth certain services to be provided by Nebraska.gov (operated under the auspices and authority of the Nebraska State Records Board), prices to be charged for such Nebraska.gov services, and terms of payment for such Nebraska.gov services.

Project: This project will provide an online application to allow users to register for the 2006 Governor's Arts Awards hosted by the Nebraska Arts Council.

Project Completion Date: December 21, 200~~5~~⁵/₂₀ (Approximate completion date)

Price: This application will be funded through a transactional revenue model. Pricing is as follows:

Registration Fee: \$25.00 per attendee

Transaction Fee: 2% of transaction cost + \$1.00 per transaction

Terms: Nebraska.gov will submit an invoice to the Nebraska Arts Council for the amount due upon completion of the online registration period on or after January 31, 2006. Terms of payment are net 45 days.

By: _____
Authorized Officer
Nebraska Arts Council

Date: _____

By: _____
Authorized Officer
Nebraska State Records Board

Date: _____

**Addendum Two
to the
Interagency Agreement Between
Nebraska State Fire Marshal
and
Nebraska State Records Board**

This Addendum Two to the Interagency Agreement between the Nebraska State Fire Marshal (NSFM) and the Nebraska State Records Board sets forth certain services to be provided by Nebraska.gov (operated under the auspices and authority of the Nebraska State Records Board), prices to be charged for such Nebraska.gov services, and terms of payment for such Nebraska.gov services.

Project: This project will provide an online application to allow users to obtain Grain Elevator/Feed Mill Permits Online.

Price: This application will be funded through a transactional revenue model. Pricing is as follows:

End-user Cost (Statutory Fee)	Nebraska.gov Convenience and Merchant Fee*	Total cost to end-user	Total Cost to Agency
\$15.00 (Feed Mill-Mix)	\$1.00 per transaction + 2.5% of transaction amount	\$16.38	\$0.00
\$25.00 (Feed Mill-Pellet)		\$26.63	\$0.00
\$15.00 (Grain Elevator: < 500,000 bushels)		\$16.38	\$0.00
\$25.00 (Grain Elevator: 500,001-1,499,999 bushels)		\$26.63	\$0.00
\$35.00 (Grain Elevator: 1,500,000-2,499,999 bushels)		\$36.88	\$0.00
\$50.00 (Grain Elevator: > 2,500,000 bushels)		\$52.25	\$0.00

Terms: Nebraska.gov will remit all statutory fees collected to the Nebraska State Fire Marshal at the close of each month. Convenience fees and merchant fees will be retained by Nebraska.gov as part of the automatic funds transfer process.

By: _____
 Authorized Officer
~~Nebraska Arts Council~~
 Fire Marshall

Date: _____

By: _____
 Authorized Officer
 Nebraska State Records Board

Date: _____

**Addendum Three
to the
Interagency Agreement Between
Nebraska State Fire Marshal
and
Nebraska State Records Board**

This Addendum Three to the Interagency Agreement between the Nebraska State Fire Marshal (NSFM) and the Nebraska State Records Board sets forth certain services to be provided by Nebraska.gov (operated under the auspices and authority of the Nebraska State Records Board), prices to be charged for such Nebraska.gov services, and terms of payment for such Nebraska.gov services.

Project: This project will provide an online application to allow users to obtain Fireworks Permits Online.

Price: This application will be funded through a transactional revenue model. Pricing is as follows:

End-user Cost (Statutory Fee)	Nebraska.gov Convenience and Merchant Fee*	Total cost to end-user	Total Cost to Agency
\$10.00 (Display Permit)	\$1.00 per transaction + 2.5% of transaction amount	\$11.25	\$0.00
\$25.00 (Retail Permit)		\$26.63	\$0.00
\$200.00 (Jobber Permit)	\$2.00 per transaction + 2.5% of transaction amount	\$207.00	\$0.00
\$500.00 (Distributor Permit)	\$5.00 per transaction + 2.5% of transaction amount	\$517.50	\$0.00

Terms: Nebraska.gov will remit all statutory fees collected to the Nebraska State Fire Marshal at the close of each month. Convenience fees and merchant fees will be retained by Nebraska.gov as part of the automatic funds transfer process.

By: _____
Authorized Officer
Nebraska Arts Council

Date: _____

By: _____
Authorized Officer
Nebraska State Records Board

Date: _____

**Addendum Two
to the
Interagency Agreement Between
Nebraska Legislative Council
and
Nebraska State Records board**

This Addendum Two to the Interagency Agreement between the Nebraska Legislative Council (NLC) and the Nebraska State Records Board (NSRB) sets forth data records to be accessed and certain services provided by Nebraska Interactive, LLC, operated under the auspices and authority of the NSRB and the prices to be charge for such NOL services.

All revenue received pursuant to this addendum shall be deposited by the Nebraska.gov network manager into the State Records Board Cash Fund pursuant to the provisions of the contract between NSRB and Nebraska Interactive, LLC and any addenda thereto, and distributed back to Nebraska.gov as provided below.

Data Records to be Accessed: Enhanced Services for access to Legislative Information (legislative bills, amendments, resolutions, etc.)

Service

Electronic Bill Book (up to 15 Bills plus daily e-mail notification)

<u>Price</u>	<u>NLC Share</u>	<u>NI Share</u>
No Charge	N/A	N/A

User Profiles (including e-mail notification as appropriate and report generation)

<u>Number of Profiles</u>	<u>Price</u>	<u>R/NLC</u>	<u>R/NI</u>
1 - 3	\$50.00/year	\$25.00	\$25.00
4 - 10	\$100.00/year	\$50.00	\$50.00
11 - 20	\$250.00/year	\$125.00	\$125.00
21 and over	\$500.00/year	\$250.00	\$250.00

Electronic Bill Book and User Profiles will be made available to members of the Legislature, Legislative staff, Legislative Council employees and state agencies at no charge.

It is also agreed that each year the Legislative Council and Nebraska Interactive, LLC will review usage of the system and the possibility of a revenue split between Nebraska Interactive, LLC and the Nebraska Legislative Council.

_____ Date: _____

_____ Date: _____

Senator Patrick Engel, Chairman
Executive Board of the Legislative Council

John Gale, Chairman
Nebraska State Records Board

BUSINESS PLAN

2006



www.nebraska.gov

Brian Stevenson, General Manager
nebraska.gov
301 S 13th Street, Suite 301
Phone: 402-471-6582
FAX: 402-471-1717
Email: brian@nebraska.gov

29. TERMS OF CONTRACT

This Contract shall be for a term of 3 years, commencing February 1, 2004, and expiring at the hour of midnight Central Daylight time, between January 31 and February 1, 2007, unless earlier terminated by NSRB.

Subject to the agreement in writing of the parties, this Contract may be renewed for (a) one additional term of 2 years followed by (b) a subsequent additional term of 1 year. Renewals under (a) and (b) may be exercised by one act of renewal. Notification of renewal shall be given by NSRB to NII at least 1 year before the expiration of the initial term and of any renewal term. The term "this Contract" as used in this Agreement shall mean the initial term, together with any renewal terms which are approved. NSRB acknowledges that the length of this Contract and the length of any renewal term or terms has a material effect on the capital invested in the Network considering the potential profit margin hereunder.

30. RELATIONSHIP OF PARTIES

Notwithstanding any other provisions contained herein, it is expressly agreed that NII is an independent contractor in the performance of each and every part of this Contract. As such, NII is solely and personally liable for all labor and expenses in furtherance of such performance and for any and all damages which may be occasioned on account of its performance hereunder.

NII may become an agent of NSRB only by the expressed written consent of NSRB.

NII will not pledge any assets of NSRB in its care, custody or control, or cause any type of lien to attach to such.

NEBRASKA STATE RECORDS BOARD

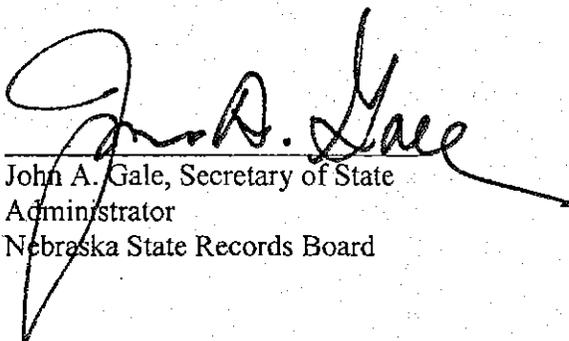
January 26, 2006

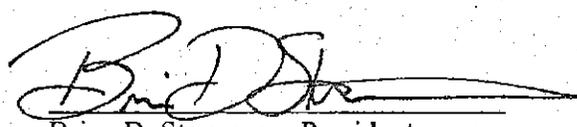
Mr. Brian D. Stevenson
President, Nebraska Interactive, Inc.
301 South 13th Street, Suite 301
Lincoln, Nebraska 68508

RE: RENEWAL NOTIFICATION
Nebraska State Records Board
Service Contract Number NIS-5934 (04)
February 1, 2004 through January 31, 2007
Nebraska Interactive, Inc., Vendor

Dear Mr. Stevenson:

Upon Motion duly made and passed by the State Records Board, and pursuant to paragraph 29 of the above described service contract, this is official notification from the Nebraska State Records Board to Nebraska Interactive, Inc. that the Board is renewing the contract described above for one additional term of 2 years.


John A. Gale, Secretary of State
Administrator
Nebraska State Records Board


Brian D. Stevenson, President
Nebraska Interactive, Inc.