

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

**John A. Gale**  
Chairman



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

The Nebraska State Records Board is sponsoring a grant program for county and municipal governments for the development of programs and technology to improve electronic access to public records by citizens and businesses. The grants may be used for the creation or enhancement of electronic access and delivery of government services and information, but not to fund ongoing operations. One of our highest priorities is to encourage collaboration and projects which can ultimately be used in multiple jurisdictions with minimal modification. Collaborative projects may be awarded grants in the amounts not to exceed \$25,000.00; single jurisdiction projects have a \$10,000.00 limit.

A collaborative grant must have more than one jurisdiction involved or be a project or application that can readily be shared and utilized by more than one jurisdiction. A single jurisdiction, in order to qualify as a collaborative grant, must provide a plan of how the application will be made available and shared with other jurisdictions at no charge.

### **Grant Criteria**

*Projects requesting funding must meet criteria #1-3. In addition, criteria #4-6 will be considered when reviewing funding requests:*

1. Enhance the delivery of local government agency services and improve access to those services.
2. Meet the state's technology access clause for providing equal access to services for persons with disabilities. A copy of the technology access clause is available at: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.
3. If the project or service created or improved pursuant to the grant application involves the licensing, permitting or regulation of businesses, then the project or service must allow integration with the State of Nebraska's Business Portal at: <http://www.nebraska.gov/index.phtml?section=business> and the One-Stop Online Business Registration System at: <http://www.nebraska.gov/osbr/cgi/domestic.cgi?OSBRApplication/init/init/None>

4. Improve the efficiency of agency operations.
5. Facilitate collaboration between local, state and federal agencies and other public institutions (if applicable).
6. Support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov.

Grant applications will be considered by the Board at their quarterly meetings. For application due dates, Board meeting dates and any other questions about the process, please contact Cathy Danahy, Executive Director, at [cathy.danahy@nebraska.gov](mailto:cathy.danahy@nebraska.gov) or (402) 471-2745.

Local Agencies desiring grants from the Nebraska State Records Board for projects to create or improve electronic access to government information must complete the following application and follow any procedures outlined.

**NOTE: All successful candidates will be required to submit a written project report to the State Records Board at the conclusion of their project.**

If you need additional space for your answers please attach any documentation necessary. *Applications not completed in full will be returned to the requesting agency for completion and resubmission.*

## **I. GRANT SUMMARY**

1. Name of agency applying for grant \_\_\_\_\_
2. Title of project \_\_\_\_\_
3. Brief description of project:
  
4. Grant request amount \$ \_\_\_\_\_
5. Will there be a fee for accessing records associated with this project? If yes, provide any statutory reference or authorization for fee.





- 13. Does the project involve the licensing, permitting or regulation of business?  
If yes, explain how the project or service will allow integration with the State of Nebraska's Business Portal and the One-Stop Online Business registration system.**

### **III. TECHNICAL INFORMATION**

- 1. Describe the hardware, software, and communications needed for this project and explain why these choices were made.**
  
  
  
  
  
  
  
  
  
  
- 2. Address any technical issues with the proposed technology including:**
  - Conformity with general accepted industry standards. Projects which interface with other state systems (such as distance learning systems) must meet NITC technical standards and guidelines (NITC standards and guidelines are located at: <http://www.nitc.state.ne.us/standards/>).**
  - Compatibility with existing institutional and/or statewide infrastructure.**
  - Reliability, security and scalability (future needs for growth or adaptation).**

3. Describe how the project will comply with the State's Technology Access Clause: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.

4. Describe how technical support will be provided.

**IV. STATE LAW COMPLIANCE.**

Nebraska law, sections 4-108 through 4-114 (LB 403, 2009), states that no political subdivision of the State shall provide public benefits, to include grants or contracts, to a person not lawfully present in the United States. The undersigned, on behalf of the political subdivision grant applicant, by signing this grant application, affirmatively states and acknowledges that the political subdivision will comply with this law.

**V. CONTACT INFORMATION & SIGNATURE**

Contact person for any questions regarding this application:

\_\_\_\_\_

Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

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

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

Please return to:

Nebraska State Records Board  
440 S 8<sup>th</sup> St. Suite 210  
Lincoln, NE 68508  
(402) 471-2745

*(Last updated 08/31/2009)*