

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



John A. Gale
Chairman

This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.

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

Overview

In 1997 the Nebraska Legislature granted the Nebraska State Records Board (Board) the authority to create an electronic gateway through a government portal. This allowed the Board to provide citizens and businesses with electronic access to Nebraska state government information and services.

The Board in 1999 began providing grants to state agencies for the funding of projects aimed at improving electronic access to state government information.

The Legislature in 2003 authorized the twelve-member Nebraska State Records Board to begin 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. Funding for grant projects is derived from a portion of the Board's share of the portal management user fee, not legislative appropriation.

The Board has determined that 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 the Board's highest priorities is to encourage collaboration and projects which can ultimately be used in multiple jurisdictions with minimal modification.

Grant Application

Grant applications may be found on the State Records Board website page "Grant Information" at www.staterecordsboard.ne.gov or may be obtained by contacting the Boards Executive Director at steven.chase@nebraska.gov. Submitted grant applications, all information contained therein, and all attachments thereto become the property of the Board and shall be public records unless authorized by law to be treated as proprietary or confidential information.

Agencies, as defined by the Records Management Act, seeking grants from the Board for projects to create or improve electronic access to government information must complete the

grant application and follow any procedures outlined. Attachments to a grant application shall be referenced, labeled and identified as “Attachment One,” “Attachment Two,” etc.

Additionally, those agencies submitting grant applications for funding of a Geographic Information System (GIS) project must in addition to the standard grant application complete and submit the seven page Supplemental Questionnaire found on the Board’s website page “Grant Information” at www.staterecordsboard.ne.gov.

The grant applicant agrees it and its chosen vendor shall comply with all applicable Nebraska Information Technology Commission (NITC) standards which are available at <http://nitc.ne.gov/standards/index.html>.

Complete funding of your grant application may, due to limited resources or Board decision, not be possible.

Grant Application Filing Timeline

For application due dates, Board meeting dates and any other questions about the process, please go the NE State Records Board website: <http://www.staterecordsboard.ne.gov/> or contact the Boards Executive Director, at steven.chase@nebraska.gov or (402) 471-2745.

Grant Application Submission Requirements

1. Completed and signed grant applications, may be submitted by mail, email (.pdf format) or hand delivery to:

Steven Chase, Executive Director
Nebraska State Records Board
Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
Steven.Chase@Nebraska.gov

2. Hand delivered applications must be received in person by Board staff at 440 South 8th Street, Room 210, Lincoln, NE between work day hours of 7:30 a.m. to 4:00 p.m.
3. Board staff will not accept or be responsible for applications left at the door.
4. Board members will not accept or deliver applications.
5. Regardless of the delivery method, all grant applications must be received by Board staff on or before the date stated by the Executive Director or as provided on the Boards website page “Grant Information” at www.staterecordsboard.ne.gov.
6. Board staff will review each application for completeness (all required questions answered and all pertinent forms and attachments included) and eligibility (falls within the Boards funding guidelines). Applications not completed in full will be returned to the submitting agency.
7. A grant applicant or designated agency staff representative must be available to appear in person or telephonically before the NSRB Technical Advisory Committee meeting and the Boards Grant Review Committee (GRC) to answer any questions. Meetings will be scheduled with as much notice as possible.

State Records Board Grant Application Review

As stated above, a Board staff member will conduct a preliminary review of the grant application to determine if it is an eligible grant. After a positive preliminary review, the grant application will be reviewed, evaluated, assessed by a Board Subcommittee appointed by the Board Chair. The recommendations of the Subcommittee will be considered by the full Board in its review of the merits of each grant application.

The State Records Board has final authority to review, table, approve, modify the grant application amount requested or reject a grant application in whole or in part.

Grant applications may be denied by the Board for, including but not limited to: Failure to submit a complete application; submission of an application after the published due date; falsification or misrepresentation of information contained in the grant application; an inappropriate grant project proposal; or, failure to comply with pertinent regulations or laws.

Board staff will notify each grant applicant after the Board meeting where grants are considered for funding.

Upon a grant award and completion of the grant project, the applicant is required to submit a written project report to the Board, through the Executive Director, so as to document the success of and information gained from that project.

Grant Fund Dispersal

Grant funds awarded will not be transferred directly to the applicant, either in whole or in part, but will be retained by the Board and will be paid to the applicants chosen vendor upon presentation to the Board's Executive Director, steven.chase@nebraska.gov, of an original invoice from the vendor setting forth all expenses incurred during the invoice time period and listing the work done or product purchased. Upon verification of the accuracy of the invoice the Executive Director will cause the invoice amount to be paid to the vendor from the applicants grant award amount.

Funds approved for a grant applicant must be used for the specific purpose(s) set forth in the application.

The grant applicant shall notify the Executive Director when the grant project has been completed and verify that all vendor invoices have been submitted for payment. Upon such notification: (1) grant funds not expended on the project shall not be transferred to the grant applicant but shall be retained by the Board as unexpended funds, and, (2) the Board shall not be responsible for applicant expenses in excess of the Board approved grant.

Last Update 7/15/2016