Nebraska State
Records Board
440 S 8th 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 (State Agency)

The Nebraska State Records Board is sponsoring a grant program for state agencies for the development of programs and technology to improve electronic access to state government information and services. Grants will be awarded for one time funding of small projects (not to exceed $25,000). 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. State agencies wishing to apply for these grants may want to first contact Nebraska.gov to establish feasibility and scope of the project.

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 state 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: https://www.nebraska.gov/osbr/cgi/domestic.cgi?/OSBRApplication/init/init/None
4. Improve the efficiency of state 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@sos.ne.gov or (402) 471-2745.

State 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.

Applications not completed in full will be returned to the requesting agency for completion and resubmission.

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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.**

II. GRANT DETAIL

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

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

3. **Timeline for implementation (*a specific completion date (MM/YYYY) must be provided). Grant funds lapse if not expended prior to completion date*.**

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

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

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

7. **Specify (in detail) what the grant money will be used for. Include a complete cost breakdown of the project. Please attach bids from vendors (if applicable).**

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

9. **Please describe how this project will enhance the delivery of state agency services or access to those services.**

10. **Please describe how this project will improve the efficiency of state agency operations.**

11. **Please describe how this project will facilitate collaboration among other local, state and federal agencies and other public institutions.**

12. **Please describe how this project will support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov?**

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. CONTACT INFORMATION & SIGNATURE

Contact person for any questions regarding this application:

_____

Phone #_____ E-mail_____

Signed this _____day of _____, _____

_____
Agency Director

Please save to your desktop and send as an email attachment to:

Cathy Danahy
Cathy.Danahy@sos.ne.gov
(402) 471-2745

(Last updated 04/29/2008)