ORMAP

Grant Application
Forms and Instructions

Oregon Department of Revenue
Property Tax Division
955 Center St. NE
Salem OR 97309-5075

Dear Oregon Map Project (ORMAP) Grant Requestor:

This application packet will help you through the ORMAP grant application process.

The grant application serves as a request for a project-oriented grant and a hardware/software grant. To ensure acceptance of your grant application, please follow the application instructions included in this packet and provide all necessary information. The information you provide is critical to the approval of your grant.

✓ Project-oriented grants: Please submit an electronic copy of the application (sections I, II and III) to the e-mail address below. Also, please include a copy of the County Assessor's signature from section II.E, by fax or by mail by the due date posted on the ORMAP Web site. (www.ormap.net)

✓ Hardware/software grants: There is no deadline for these grants. For approved hardware or software purchases submit sections I and II of the application at any time.

Submit county Assessor's signature to this e-mail, fax number, or address. If you have questions about the application or the process, please contact:

> ORMAP Project Coordinator
> Oregon Department of Revenue
> Property Tax Division
> 955 Center Street NE
> Salem OR 97309-5075
> Tel: 503-586-8128
> Fax: 503-945-8737
> or.map@state.or.us

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Important information about the grant application process

- Use this packet and the grant application to apply for ORMAP project-oriented grants and to request funds to purchase approved hardware and software.

- The Oregon Department of Revenue (DOR) must receive all project-related grant request documents by the due date published on the ORMAP website. Late applications may be reviewed during the next grant cycle.

- Grant requests for approved hardware and software: There is no due date on these types of grant requests. You may submit this type of request any time during the year.

- When DOR receives your application, the ORMAP Coordinator will e-mail you, acknowledging receipt.

- Coordinator's roles and responsibilities:

  - **County Coordinator:** DOR encourages each county to designate a single contact person as the county coordinator for the ORMAP grant request process.

  - **ORMAP Project Coordinator:** A department employee who works with the county coordinators, regional coordinators, the ORMAP Technical Group, the ORMAP Advisory Committee, and DOR, addressing project policies, administration, and the grant process.

  - **Fiscal Coordinator:** DOR encourages each county to designate a county employee to be responsible for project accounting.

- Each grant application must include the signature of the requesting county Assessor's or their representative. The ORMAP Coordinator will not review an application until they receive a signed digital or hard copy of the application signature page.

- The ORMAP Technical Group will not review a request unless a county representative, with knowledge of the grant request, is available in person or by telephone conference at meetings concerning their request.

- If the ORMAP Technical Group needs additional information to complete the review of a county's grant application, the county coordinator must complete an addendum form and submit it to the ORMAP Coordinator by the schedule data. The addendum must answer all of the technical group's additional questions.

- The project should meet *ORMAP Technical Specifications* out lined on the ORMAP website (http://www.ormap.net/index.cfm?opt=grantsfunding).

- Electronically submit applications to the e-mail address at the end of section III.

How does the ORMAP grant process work?

1. The department will announce the projected available funds for the current funding cycle and the projected limits for large and small grants

2. County staff sends a completed project-oriented grant application and supporting documents to DOR by the due date. The complete cycle schedule is on the ORMAP site (http://www.ormap.net/index.cfm?opt=events). The ORMAP Project Coordinator will review the grant request and may ask for more project information.

   The ORMAP Coordinator receives, reviews, and may approve or deny grant applications for the purchase of ORMAP-approved hardware and software at any time.

3. DOR reviews grant applications sent to ORMAP using the ORMAP Funding Criteria (Appendix D) "Administrative Review Criteria" section and ORMAP Policies (Appendix C). Counties are given the opportunity to make timely changes to their grant application and resubmit to correct criteria the county did not meet. An application that does not pass all ORMAP criteria is not submitted to the technical committee for further review.

4. The technical group reviews grant applications that pass the Administrative Review Criteria. The group applies the Technical Review Criteria section of the ORMAP Funding Criteria at its first scheduled meeting. Counties are given the opportunity to correct any failed items by timely providing an addendum detailing the changes to the ORMAP Project Coordinator. The ORMAP Technical Group meets as often as necessary to review grant applications and addendums for the current cycle. After reviewing requests, the technical group gives a technical recommendation to DOR for each of the requests.

5. DOR using the Priority Scoring, awards points to grant applications that pass both the administrative and the technical committee review. The department will award full funding to grants at or below the 3% limit for small grants prior to using the weighted system. The balance of the fund will be available to the remaining grant applicants. Scoring is only required if the grant applications that pass the administrative and technical committee reviews request more funds than are available from the ORMAP project for that funding cycle. The technical committee reviews addendums and determines that the department applied the rules correctly and the resulting decision on scoring was applied in an objective way.

6. The department notifies each grant requestor in writing of the final award determination within two weeks after announcing the grant awards to the ORMAP Advisory Committee. If necessary, DOR may wait to award a grant until after an ORMAP Advisory Committee review.

7. Requestors may appeal grant decisions to Department's Director in writing within 30 days of receiving the award letter.

   > ORMAP Project Coordinator
   > Oregon Department of Revenue
   > 955 Center St. NE
   > Salem, OR 97301-2555

8. After DOR awards a grant, it sends a contractual grant agreement to each award recipient. The county signs and returns the agreement to the Department of Revenue.

9. To receive the approved grant funds, the county must submit a statement of completed deliverables and invoices to the ORMAP Project Coordinator prior to the contract expiring.

10. DOR may grant modifications to awarded ORMAP contracts. These modifications may be adjustments to the timeline, deliverables, or amount awarded. The modifications are granted at the discretion of DOR based

on availability of ORMAP funds or the circumstances that prevented the completion of the contract. To be granted a contract modification, the County Coordinator must send the completed ORMAP Contract Modification Request form to the ORMAP Coordinator. The department must receive contract modification requests 30 days prior to the contract expiration.

ORMAP Grant Application Checklist

1. Appoint a County Coordinator. *This person must have knowledge about the project in order to represent the grant at the ORMAP Technical Group meetings. He or she will need to clarify and provide answers to questions that arise at the meetings.*
2. Develop a timeline to complete the grant application on or before the due date.
3. For planning purposes, notify the ORMAP Project Coordinator of the intent to apply for funds as soon as possible.
4. Coordinate with the county Assessor and county cartographer to receive project approval and the Assessor's signature on the application document.
5. Complete the grant application as outlined in the instructions. Work closely with the county, regional, and ORMAP coordinators in planning and preparing your grant application document. Pay attention to: Hardware/Software allowances. *Include an explanation of project costs; there is a consideration and possible approval when special circumstances exist.*
6. Deliver the completed grant application to DOR by the due date. (Is the due date a specific date each year, or is it a certain number of days past grant application?)
7. Update your county/regional ORMAP business plan, available at www.ormap.net.

Does your grant application…

- have a timeline; is it realistic in relationship to your request
- clearly state the cost of the project; is it cost effective
- have measurable results (deliverables)?
- accomplish the ORMAP goals
- adhere to the current *Oregon Cadastral Data Exchange Standards*, and (www.oregon.gov/DAS/CIO/GEO/pages/standards/standards.aspx)
- fit within your county's ORMAP business plan?

ORMAP Grant Application Instructions

Approved Hardware and Software Purchases: Complete only sections I and II of the grant application. DOR accepts requests for approved software and hardware any time during the year.

Any cost incurred over the allotted amount is the responsibility of the county. If a county requests to purchase GIS software that is not on the approved list, they must submit their request for approval to the ORMAP Technical Committee.

Project-oriented grants: Summarize your project and identify how the grant will help your county reach the ORMAP goals. The ORMAP Technical Group will use sections I and II, as well as the detailed project information in section III to ensure that the project meets the ORMAP Goal criteria.

SECTION I - COUNTY AND GRANT INFORMATION

This section asks for basic information about the county's funding request.

A. **County***:* The county requesting ORMAP funds.
B. **Funding Cycle***:* Grant cycle in which funds are being requested (such as, fall 2009 or spring 2010).
C. **ORMAP Goals:** Upon completion, what ORMAP goal will the county meet? For ORMAP goal definitions please see "Appendix C: ORMAP Policies".
D. **Grant Request Amount:** Only include the dollar amount you are requesting from ORMAP.

SECTION II - REQUEST SUMMARY

A. **Description of the Request and Deliverables:** This section is specific to your project and your deliverables. Provide a brief overview of the project.
   - Identify measurable deliverables that will complete certain tasks once approved. To receive grant payment, you must submit statements requesting the funds as the project deliverables and tasks are completed.
   - Identify the geography area to be covered by this project (township and range, city, or UGB)
B. **Timeline**: Indicate the project's start and completion dates. The Technical Group will determine if your project's timeline is realistic.
C. **Total Cost of Project:** List the number and cost of each deliverable in this request for the entire project, not just the ORMAP portion.
D. **Partnerships and Contributions:** List all the other funds you have secured to complete the project. If possible, include a dollar amount. This may include county contributions, state/federal agency contributions, or other funds.
E. **Assessor's Signature:** The sponsoring county's Assessor must sign the grant document.
F. **Fiscal Coordinator and Contact Information***:* E-mail, phone, and mailing address.
G. **Project Coordinator and Contact Information:** E-mail, phone, and mailing address.

Section III – Detailed Project Information

In this section, please provide a detailed description of your project; you must answer all the questions. The Technical Group makes recommendations to the Department of Revenue based on this information.

1. **Describe what the project is trying to accomplish.**

    Describe what planned outcome is and how it will be accomplished by this project.

2. **What part(s) of the county does this project cover (Township, Range, and Sections, if applicable)?**

    Please define the geographic area, which this project will cover within the county that is; Township, Range, and Sections, etc.

3. **What is the status/outcome of all previously funded ORMAP projects? (Please include funding cycles and a status map of your county).**

    Describe the status of past ORMAP funded projects for your county, please list by funding cycle. Please include a "status map" that defines past project areas, the proposed project area of this application, and any future project phases.

4. **Describe, in detail, your technical approach to the project for example, mapping methodology.**

    Please describe how you plan to complete the project. Include an outline of your mapping methodology; there is an example of the ORMAP Mapping Methodology on the ORMAP site.

5. **Describe the project deliverables.**

    Outline what will be billed to ORMAP (number of tax lots, number of tax maps, or control points).

6. **Who will be doing the work (county staff, contractor, department staff, etc.)? Please define their role(s).**

    Describe who will be responsible for completing the different parts of multi-part project. Define their roles in the project.

7. **How will the county cartographer integrate the deliverables into the County maintenance plan?**

    Please define the role of the County Cartographer in the project. Include their role in the planning, production, quality control, the maintenance of the deliverable.

8. **Provide a project timeline with milestones and completion dates.**

    Detail the project timeline; include milestones and completion dates of the project.

9. **Does this project have any partnerships? If yes, please identify them.**

    Describe any partnerships contributions for this project.

10. **Describe any innovations utilized by this project.**

    Provide details of any new processes or methods used on this project.

11. **Detail Costs (who is paying for what?)**.

Outline which group will pay for what and the other contributions made to help pay for this project

B: Quality Control

1. **Who will be responsible for quality control (QC)?**

Who will be doing the QC, the county cartographer, other county staff, a vendor, or DOR?

2. **Will county cartography staff review the deliverables?**

Will a county cartographer be conducting a review of the deliverables?

3. **Will there be a review by Department of Revenue's cartography staff?**

Will the Department of Revenue's Cadastral Unit be reviewing the deliverables?

4. **Describe QC procedures**.

Outline the steps used in the QC process for this project.

C. Project Detail

1. **Is this project an "edge matching project"? If so, how much of the county boundary will be completed?**

For consideration, an "edge matching project" must be along a county boundary and the neighboring county has agreed to use the outcome on their boundary as well. Please identify the percentage of the boundary, in miles, completed by this project.

2. **Is this project part of an ongoing multi-phased remapping project?**

If this project is part of an ongoing multi-phased project, describe what phase is covered by this project and how many more phases still need to be completed.

3. **What percentage of the county tax lots and tax maps meet the ORMAP technical specifications?**

What percentage of the county tax lots and tax maps meet the ORMAP technical specifications? A copy of the ORMAP technical specifications is available on the ORMAP web site. Section 2 of the county's ORMAP business plan will reflect these numbers as well.

4. **Upon completion of this project will your county meet goal 6 (100% of tax maps meeting technical specification)?**

Upon completion of this grant, will your county complete its remapping process; will you meet goal 6? By saying "yes," a county may not request additional funds from ORMAP until DOR announces it will start accepting applications for projects other than remapping.

5. **Is this project part of a multi-county effort? If so, please explain.**

Please explain your county's role as well as the role of the other counties identified in this multi-county remapping effort.

6. **Will the project cost be affected if it is not fully funded this cycle?**

Please identify any affected funding or partnerships if this project did not receive funding from ORMAP.

D. Data Availability

1. **Does the county have a data sharing agreement with the State?**

Please identify what data sharing/licensing agreement, if any. Has the county signed with the State of Oregon?

2. **Identify any data restrictions or licensing issues.**

Please identify any restrictions the county will place on the ability for this data to be shared with agencies outside of DOR.

E. Background Information

Any other information that you feel may help support the project.

If you have any questions, please contact the ORMAP Coordinator at or.map@oregon.gov or (503) 586-8128.

F. Other Issues - Please identify.

Describe any other issues.

G. Racial and Ethnic Impact Statement

Chapter 600 of the 2013 Oregon Laws require applicants to include with each grant application a racial and ethnic impact statement. The statement provides information as to the disproportionate or unique impact the proposed policies or programs may have on minority persons in the State of Oregon if the grant is awarded to a corporation or other legal entity other than natural persons.

The County Assessor must sign the completed section.

ORMAP Grant Application

Section I. County and Grant Information	
A. County: Deschutes	**B. Funding Cycle**: ORMAP Tools Grant
C. Project will help meet ORMAP Goal(s): 1 ☐ 2 ☐ 3 ☐ 4 X 5 ☐ 6 ☐	**D. Fund Request:** $1,560

Section II. Summary of Project	Department Assessment
A. Brief Overview of the Request	☐ *Pass* ☐ *Fail*
Upgrade of ArcMap Cancelled Numbers Manager tool to ArcGIS Pro.	

Scope and Deliverables

Check	Deliverables	Brief description of the deliverables
☐	Tax Lot Conversion	
☐	Tax Map Conversion	
☐	Control Points	
☐	Development	
☐	Other Assistance	
X	Other Deliverable	Cancelled Numbers Manager tool for ArcGIS Pro
☐	Hardware/Software	

B. Projected Project Completion Date (projects should not exceed one year)

Fall 2021

C. Total Costs of Project (add lines as necessary)

Deliverable	Number of Items	Cost per Item	Total Cost
Cancelled Numbers Manager Tool	1	$1560	$1560

D. Partnerships and Contributions (add lines as necessary)

Partner	Contribution

E. Assessor's Signature & Date:	
F. Fiscal Coordinator – Name & Contact Number:	Shad Campbell, IT Applications Manager – Deschutes County
G. Project Coordinator – Name & Title:	Shad Campbell, IT Applications Manager – Deschutes County
E-mail address:	shad.campbell@deschutes.org
Phone Number:	541-390-0629

Mailing Address:	14 NW Kearney Ave Bend, Oregon 97703

Section III. Detail Project Information –*Answer all questions*

A. Overview

1. Describe what the project is trying to accomplish.
Develop a new Cancelled Numbers Manager tool that operates in the ArcGIS Pro environment.

2. What part(s) of the county does this project cover (Township, Range, and Sections, if applicable)?
All future mapping projects for counties that use ArcGIS Pro and the existing Cancelled Numbers Manager tool.

3. What is the status/outcome of all previously funded ORMAP projects? (Please include funding cycles and a "status map" of your county.)
Completed

4. Describe, in detail, your technical approach to the project **(such as, mapping methodology).**
See attached proposal

5. Describe the project deliverables.
A new Cancelled Numbers Manager tool in ArcGIS Pro based on the functionality currently available in the original ArcMap tool.

6. Who will be doing the work (county staff, contractor, or DOR staff)? Please define their roles.
County staff.

7. How will the county cartographer integrate the deliverables into the County's maintenance plan?
Deschutes County staff will test the new tool in the software to ensure it works within the ArcGIS Pro environment.

8. Provide a project timeline with milestones or completion dates.
See attached proposal.

9. Does this project have any partnerships? If yes, please identify them.
Yes – The ORMAP Tools Committee Members

10. Describe any innovations utilized by this project.
New software.

11. Detail Costs (who is paying for what).
   $1,560

B. Quality Control

1. Who will be responsible for quality control (QC)?
Deschutes County and Tools Committee

2. Will county cartography staff review the deliverables?
Yes

3. Will there be a review by Department of Revenue's cartography staff?
Yes – as members of the tools committee.

4. Describe QC procedures.

N/A

C. Project Detail

1. Is this project an "edge matching project"? If so, how much of the county boundary will be completed?

No

2. Is this project part of an ongoing or multi-phased remapping project?

Yes – This is software that we have all agreed to move forward with.

3. What percentage of the county tax lots and tax maps meet the ORMAP technical specifications?

	Total Countywide	Meet Tech Specs	Percent Complete
Tax Lots			
Tax Maps			

4. Upon completion of this project will your county meet goal 6 (100% of tax maps meeting technical specification)?

5. Is this project part of a multi-county effort? If so, please explain.

Yes – ORMAP ESRI Committee

6. Will the project cost be affected if it is not fully funding this cycle?

Yes – we will not go forward.

D. Data Availability

1. Does the county have a data sharing agreement with the State?

N/A

2. Identify any data restrictions or licensing issues.

This is part of the ESRI software and requires a Cancelled Numbers table exist as part of the ORMAP data schema.

E. Background Information

Any other information that you feel may help support the project.

F. Other Issues - Please identify.

RACIAL AND ETHNIC IMPACT STATEMENT
This form is used for informational purposes only and must be included with the grant application.

Chapter 600 of the 2013 Oregon Laws require applicants to include with each grant application a racial and ethnic impact statement. The statement provides information as to the disproportionate or unique impact the proposed policies or programs may have on minority persons[1] in the State of Oregon if the grant is awarded to a corporation or other legal entity other than natural persons.

1. ☐   The proposed grant project policies or programs could have a disproportionate or unique <u>positive</u> impact on the following minority persons:

      Indicate all that apply:

      _____ Women
      _____ Persons with Disabilities
      _____ African-Americans
      _____ Hispanics
      _____ Asians or Pacific Islanders
      _____ American Indians
      _____ Alaskan Natives

2. ☐   The proposed grant project policies or programs could have a disproportionate or unique <u>negative</u> impact on the following minority persons:

      Indicate all that apply:

      _____ Women
      _____ Persons with Disabilities
      _____ African-Americans
      _____ Hispanics
      _____ Asians or Pacific Islanders
      _____ American Indians
      _____ Alaskan Natives

3. ☐   The proposed grant project policies or programs <u>will have no</u> disproportionate or unique impact on minority persons.

If you checked numbers 1 or 2 above, on a separate sheet of paper, provide the rationale for the existence of policies or programs having a disproportionate or unique impact on minority persons in this state. Further provide evidence of consultation with representative(s) of the affected minority persons.

I HEREBY CERTIFY on this _____ day of _____ , 20____, the information contained on this form and any attachment is complete and accurate to the best of my knowledge.

Signature:_____

Printed Name:_____ Title:_____

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[1]"Minority persons" are defined in SB 463 (2013 Regular Session) as women, persons with disabilities (as defined in ORS 174.107), African-Americans, Hispanics, Asians or Pacific Islanders, American Indians and Alaskan Natives.

Submit completed forms to:

Mail	Contact Information
ORMAP Project Coordinator Oregon Department of Revenue Property Tax Division 955 Center St. NE Salem OR 97301-2555	Tel: 503-586-8128 Fax: 503-945-8737 or.map@state.or.us

Additional Forms

ORMAP Grant Application Addendum –
Alternate Funding Request
.

Section I. County and Grant Information	
a. County:	b. Funding Cycle (Spring or Fall / Year):
c. Original Grant Request: $	
Reduction percentage and award amount to be filled in by Department of Revenue	
d. Reduction Percentage:	e. Awarded Amount: $
Please provide the following additional information to help us understand the impact of reductions in varying amounts to your original grant request if there are insufficient funds available funds to provide 100% funding. Please note at what point the reduction requested would make the project impossible to undertake.	

Section II. Reduction Options – Additional Information as Requested
If you received a reduced grant amount how would it affect the following:

1. What will your deliverables be with this reduction (that is, the number of tax lots, tax maps, or control points)?

2. How will this reduction affect your current methodology, if at all?

3. How will this reduction affect your county's remapping completion date?

Mail	Contact Information
ORMAP Project Coordinator Oregon Department of Revenue Property Tax Division 955 Center St. NE Salem OR 97301-2555	503-586-8128 Fax: 503-945-8737 or.map@state.or.us

ORMAP Grant Application Addendum– Request for Additional Information

Complete only if requested by ORMAP Technical Group

Section IV. County and Grant Information	
a. County:	b. Funding Cycle:
	c. Fund Request $
Section V. Project – Additional Information as Requested	
1.	
2.	
3.	
4.	

ORMAP Contract Modification Request

Date:
County:
Contract #:
Current Expiration Date:

Department of Revenue reviews contract modifications on a case-by-case basis. The department may deny a modification request if; the modification is outside the scope of the ORMAP project, deliverable modifications deviates from the original grant request, or the contract has already been modified.

Contract expiration extensions can only be up to 1 year in duration.

Please submit contract modifications to:

OR.MAP@state.or.us

Or

Philip McClellan
Property Tax Division
955 Center St. NE
PO Box 14380
Salem   OR 97309-5075
Fax: (503) 945-8737

Please answer the following questions:

1. What will be the new contract expiration date?

2. Why do you require a contract modification?

3. Will this modification affect other outstanding ORMAP contracts? If so, explain.

4. Will the modification change the deliverables from the original contract? If so, please explain.

_____   _____

Signed   Date
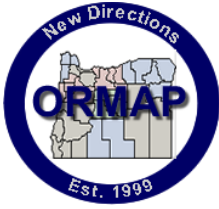
Date:

Remit Payment to:

ORMAP Contract Number:

Total Invoiced Amount:

When submitting invoice for payment please include the updated invoice chart below along with the deliverable(s).

Thank you.

Contract Number:				
Deliverable Description	Total Grant Amount	Current Billing	Remaining Amount	Completed Items
Total				

Project Status (Brief description of project progress):

I confirm that all data included in this delivery is true and accurate.

Print Name and Title:

Sign:

Date:

Submit Invoice to:
or.map@state.or.us
-OR-
Philip McClellan
Oregon Department of Revenue
Property Tax Division
PO Box 14380
955 Center St. NE
Salem, OR 97309-5075
Fax: 503-945-8737

Appendix

Appendix A:
Approved Hardware and GIS Software Purchase List

The following list shows the one-time cost allowances for the purchase of hardware and software products. Any cost incurred over the allotted amount is the responsibility of the county. If a county would like to purchase GIS software that is not on the approved list, they must submit their request for approval by the ORMAP Technical Committee.

You must meet **all** of the following criteria:

- Your software request does not exceed the per-license amounts listed**.**
- You do not request more than one software license.
- Your hardware request does not exceed the amount listed.
- You do not make more than one request for each type of equipment.

Software	
ESRI ArcGIS for Desktop- includes first year of maintenance	
Software	**Allotment**
Basic	$1,500
Standard	$7,000
Advanced	$9,900
ArcSDE Workgroup	$5,000
Intergraph GeoMedia– includes first year of maintenance	
Software	**Allotment**
GeoMedia	$8,010
Parcel Manager	$4,320
Transaction Manager	$4,320
Hardware	
Equipment	**Allotment**
Plotter	$5,400
Personal Computer	$2,500
Server	$5,000

Appendix B:
ORMAP - Related Statutes

Purpose:

- **ORS 306.135(1)** The Department of Revenue shall develop a base map system to facilitate and improve the administration of the ad valorem tax system.

Funding:

- **ORS 205.323 Additional fees for recording certain instruments; use of fees. (1)** In addition to and not in lieu of the fees charged and collected under ORS 205.320 and other fees, the following fees shall be charged and collected for the recording or filing of any instrument described in ORS 205.130:
  (a) A fee of $1, to be credited as provided in subsection (3) (a) of this section;

  And **. . .**

  (3) Have the amounts charged and collected under this section:
  (a) The recording or filing fee charged and collected under subsection (1)(a) of this section shall be deposited and credited to the Oregon Land Information System Fund established under ORS 306.132;

- **ORS 306.132 Oregon Land Information System Fund (1)** The Oregon Land Information System Fund is created separate and distinct from the General Fund.

How to use the funds:

- **ORS 306.132(2)** Moneys in the Oregon Land Information System Fund are continuously appropriated to the Department of Revenue for the purpose of funding a base map system to be used in administering the ad valorem property tax system.

Advisory Committee:

- **ORS 306.135(2)** In developing the base map system, the department shall be advised by an advisory committee that is hereby created and that shall be known as the Oregon Land Information System Advisory Committee. The advisory committee shall advise the department concerning the administrative and public needs related to the development of the base map system.

- **ORS 306.135(3)** The advisory committee shall consist of individuals appointed to the committee by the Director of the Department of Revenue.

Appendix C:
ORMAP Policy Guidelines
Revised October 2013

The Department of Revenue administers the ORMAP Program within the following policy guidelines.

Policy Guidance: The ORMAP Advisory Committee provides policy advice on issues related to establishing the ORMAP vision, fund distribution, goal setting, priority setting, and overall direction of the program. The ORMAP Advisory Committee does not review individual grant proposals unless requested to do so by department staff or the ORMAP Technical Group in order to help the department address a policy issue. Final policy decisions are the responsibility of the Department of Revenue.

Funding Process:

a. The department will announce the projected available funds for the current funding cycle and the projected limits for large and small grants

b. The department reviews grant applications sent to the department using the *Administrative Review Criteria* and *ORMAP Policies*. Counties are given the opportunity to make timely changes to their grant application and resubmit to correct criteria the county did not meet. An application that does not pass all DOR criteria is not submitted to the technical committee for further review.

c. Once the department receives the final deposit for the funding cycle, the large grant limit will be set. The department will apply an automatic modification to grants to match the 20% limit, if needed.

d. The technical committee reviews grant applications that pass the *Administrative Review Criteria*. The committee applies the *Technical Review Criteria* at its first scheduled meeting. Counties are given the opportunity to correct any failed items by timely providing an addendum detailing the changes to the ORMAP coordinator.

e. The department using the Priority Scoring, awards points to grant applications that pass both the administrative and the technical committee review. The department will award full funding to grants at or below the 3% limit for small grants prior to using the weighted system. The balance of the fund will be available to the remaining grant applicants. Scoring is only required if the grant applications that pass the administrative and tech committee reviews request more funds than are available from the ORMAP project for that funding cycle. The technical committee at its second scheduled meeting reviews scoring. The technical committee will determine that the rule was applied correctly and that the resulting decisions on scoring were applied in an objective way. The technical committee will review any grant addendums and approve priority scoring at its second scheduled meeting.

f. The department provides funding to as many counties as possible, ranking each grant application in point total order, with the higher scoring projects receiving preference, taking account of and applying (at the discretion of the department) budget reduction package information, until the funds available are largely depleted (allowing for a slight ending balance).

g. The department will provide the full 20% grant limit to counties, which grant applications will complete the county's remapping, bringing 100% of the county's tax maps, to technical specifications.

The County: The "county" is defined as the group requesting funds from the ORMAP Project. Only members of county staff may request funds from ORMAP. The county assessor is responsible for all contracts awarded by ORMAP, whether or not the assessor's office is the county department requesting the funds.

Grants Request: Requests for ORMAP funds are made during the grant cycles specified by DOR, typically in the spring and in the fall. A county must complete an ORMAP Grant Application; Form No. 150-304-101-9. The application is available upon request to the ORMAP Project Coordinator. The completed application must be submitted to the ORMAP Project Coordinator no later than the due date posted on the ORMAP website for that funding cycle.

ORMAP Technical Committee: The ORMAP Technical Committee is a voluntary group made up of representatives of the stakeholders of the base map system including state, local, federal, public, and private areas. Vendors are welcome to participate in a nonvoting, non-decision-making role. The group reviews all grant proposals before they are presented for approval to the Director of the Department of Revenue.

The committee uses the following criteria when reviewing proposals:
- Grants have a timeline that is it realistic in relationship to the request.
- A grant clearly states the cost of the project and is it cost effective?
- Grants have measurable deliverables.
- Clearly describe how the project will help the county/region move forward to accomplishing the ORMAP goals.
- Counties adhere to the current Cadastral Data Exchange Standard.

ORMAP Tools Subcommittee: The department will set aside 3% of the available funds each cycle to fund subcommittee-approved projects. This fund will not exceed $25,000. This fund will be separate from the funds available for remapping projects. The subcommittee determines the projects that are eligible for funding. They will assign a county to be responsible for the work. The group submits a grant request to ORMAP outlining the tools or enhancement. Participating counties are required to provide matching funds. The subcommittee will report to the Tech Group the progress of each project.

Once the project is completed, the subcommittee is responsible for any testing. When testing is complete, the Subcommittee Chair will notify the ORMAP Coordinator that the project is eligible for reimbursement from ORMAP.

ORMAP Goals: The ORMAP program will make decisions and set priorities that enhance the program's ability to fulfill the following goals**:**

Goal 1: ORMAP Goal 1 establishes that by April of 2002, Oregon will have a statewide, easily accessible, digital base map system that provides picture images of assessor maps and a limited amount of information via the ORMAP website. (Completed)

Goal 2: ORMAP Goal 2 establishes that by October of 2004, Oregon will have a statewide, digital tax map system that supports a limited number of GIS applications. (Completed)

Goal 3: ORMAP Goal 3 establishes that by October of 2006, Oregon will have a statewide, digital tax map system that supports the Assessment and Taxation (A&T) function and may be useful for a variety of additional GIS applications. Forty percent (40%) of county tax maps are produced meet *ORMAP Technical Specifications*.

Goal 4: ORMAP Goal 4 establishes that by October of 2012, Oregon will have a statewide digital tax map system that supports the needs of the Assessment & Taxation (A&T) function and may be useful for other public and private GIS applications. Seventy percent (70%) of county tax maps are produced meet ORMAP Technical Specifications.

Goal 5: ORMAP Goal 5 establishes that by October of 2014, Oregon will have a statewide digital tax map system that supports the needs of the Assessment & Taxation (A&T) function and may be useful for other public and private GIS applications. Ninety percent (90%) of county tax maps are produced meet ORMAP Technical Specifications.

Goal 6: ORMAP Goal 6 establishes that by October of 2016, Oregon will have a statewide digital tax map system that supports the needs of the Assessment & Taxation (A&T) function and may be useful for other public and private GIS applications. All (100%) of county tax maps are produced meet ORMAP Technical Specifications.

Pilot Project: To ensure a quality deliverable, the completion of a successful pilot project is required before the approval of large grant requests or grants using a contractor new to the ORMAP process.

Hardware and Software Purchases: ORMAP grant funds may be used for hardware and software purchases for the counties to use for Assessment and Taxation functions. These purchases will be limited to equipment found on the approved ORMAP Equipment list and within the approved price range. These requests can be made at anytime as stated in OAR 150-306-0130. Any hardware or software purchase is a one-time purchase, and all future maintenance and licensing becomes the responsibility of the county.

Business Plans: All counties are expected to develop and maintain an ORMAP Business Plan that outlines how and when the county will be completing work to move its cadastral data to ORMAP Technical Specifications. A business plan template has been developed for use by the counties. All grant proposals must show how they relate to the county's business plans.

Mapping Methodology: Projects should follow a mapping methodology similar to the mapping methodology set by department. A copy of this methodology is on the ORMAP website.

Work Completed: ORMAP will only pay for work completed during the one-year timeframe of the contract. DOR will not provided funding for work completed prior to the date on the signed contract or after the expiration date. All funding requests represent an estimated cost, and unused funds are reverted to ORMAP. In order to receive funds, a county submits an invoice with a detailed list of completed deliverables. The technical committee will review cost overruns before allocating new funds.

Partnerships: Where possible, ORMAP grant applications should be given a priority if the funds will be used to leverage other funds and resources from other county departments, government agencies, or private industries that use the cadastral data produced by ORMAP and the County. Internal county partnerships are those that involve funding/resources from program areas outside of regular county cadastral map development. Cadastral/mapping staff time, equipment and other overhead costs will not be considered partnerships. The ORMAP Coordinator will assist counties develop partnerships by identifying opportunities and developing materials that explain the benefits of partnerships.

Data Conversion: Data conversion requested in a grant application must be part of the county's plan for remapping and included in its ORMAP business plan. If a conversion is part of the remapping plan but the converted data may not meet ORMAP technical specifications, the technical committee will review the data conversion request. If the committee determines the proposed conversion benefits ORMAP goals, the county will be eligible to receive ORMAP funds for the conversion. If a county is already mapped to ORMAP technical specifications, converting existing digital data to a new data format may be considered maintenance.

Funding Personnel: ORMAP grant applications may be submitted to fund:
- overtime incurred by existing county personnel assigned to complete work on an approved mapping project,
- temporary employees hired by the county to complete project work, or
- regular status personnel hired to work on the project that is the subject of the grant application.

NOTE: The decision to use contractors, temporary employees, or regular status employees is at both the discretion and the peril (in the event of insufficient grant funding) of the county. Once the project that is the subject of the grant application is completed, ORMAP funding for staff will cease unless a grant request for another project is approved.

Large Grants: The Department will announce the projected available funds prior to the funding cycle. Large grants are grant requests over 20% of the available funds. If grant reductions are required, all grant requests in excess of 20% of available funds are automatically reduced to the announced dollar amount before calculating and applying further reductions, if needed.

> **Example:** The announced fund balance is $400,000, and 20% of this is $80,000. Grant requests for the funding cycle exceed the available funds and reductions are required.
>
> "County A" has submitted its original grant for $95,000. It is automatically reduced to $80,000 (the 20% limit), scored and weighted using the funding criteria, and is then reduced by another 40%. The total awarded to County A is, $48,000.

Small Grants: The Department will announce the projected fund balance prior to the funding cycle. Small grants are grants requesting 3%, or less, of the available funds. Counties requesting a "small grant" will receive full funding if it passes the funding criteria as defined by the department. These grants are awarded funds prior to grants that exceeded the 3% in the funding cycle, reducing the overall available dollars.

> **Example:** The announced fund balance is $400,000, and 3% of that is $12,000. Grant requests for the funding cycle exceed the available funds and reductions are required.
>
> "County B" has submitted its original grant for $12,000. Since this grant did not exceed the 3% limit, ORMAP awards County B $12,000.

Final Remapping Grant Application: If a county grant application brings the entire county to meeting ORMAP Goal 6 (100% of county tax maps meeting the technical specifications), it will receive a one-time full funding to the 20% funding limitation. If more than one county submits a final grant request, the technical group and advisory committee will review final grant applications for full funding.

Exception Areas: Exception Areas are areas within a county that the County's Assessor has identified as having no current (or anticipated) business need or economic return to remap to ORMAP technical specifications at this time. The County must documented these areas in the metadata; this will contain an explanation as to why the area does not meet the standards. As well as, fill in the appropriate codes in the attribute table following the *Oregon Cadastral Data Exchange Standard* (see *ORMAP Reliability Codes*).

Appendix D:
ORMAP Funding Criteria
Revised March 2014

Funding Process

1. Prior to the funding cycle the tools committee chair will report to the ORMAP coordinator the amount from the tools fund that can be released for general county grant requests.

2. The department will announce the projected available funds for the current funding cycle and the projected limits for large and small grants.

3. Grant applications sent to the Department of Revenue will reviewed using the *Administrative Review Criteria* and *ORMAP Policies*. Counties have the opportunity to make timely changes to their grant application and resubmit to correct criteria the county did not meet. An application that does not pass all of these criteria will not submitted to the technical committee for further review.

4. The technical committee reviews grant applications that pass the *Administrative Review Criteria*. The committee applies the *Technical Review Criteria* at its first scheduled meeting. Counties are given the opportunity to correct any failed items by timely providing an addendum detailing the changes to the ORMAP coordinator.

5. Once the department receives the final deposit for the funding cycle, the large and small grant limits will be set. The department will apply an automatic modification to grants to match the 20% and 3% limits, if needed.

6. The department will use the *Priority Scoring* to score grants applications that pass both the administrative and the technical committee review. Scoring is only required if the grant applications that pass the administrative and tech committee reviews request more funds than are available from the ORMAP project for that funding cycle. The technical committee at its second scheduled meeting reviews scoring. The technical committee will determine that the department applied all the rules correctly and that the resulting decisions on scoring were applied in an objective way. The technical committee will review any grant addendums and approve priority scoring at its second scheduled meeting.

7. The department provides funding to as many counties as possible, ranking each grant application in point total order, with the higher scoring projects receiving preference, taking account of and applying (at the discretion of the department) budget reduction package information, until the funds available are largely depleted (allowing for a slight ending balance).

Review Criteria

Administrative Review

Each of these criteria is pass/fail. The county may make changes to the application if it does not meet the criteria, prior to it being posted for technical review.

1. **Maintain a current online ORMAP business plan and provide DOR with a status map of the county's ORMAP project phases.**

   A countywide status map will be a map of the county showing all the townships and sections within the county showing all phase of the remapping process. This will include all completed and future phases.

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2. **Have no more than two outstanding ORMAP "single county" grants.**

   A county may only have two outstanding single county grants. A "single county" grant is a grant that has only one county named in the grant. If a county has two outstanding grants at the start of the funding cycle they may still apply for funding as long as at the time the current cycle's grant becomes active they only have two grants. This means if a county has two outstanding grants, one of those grants must be completed or expire at the time the current cycle's contract becomes active. A contract modification that includes a deadline extension may affect a county's ability to receive future funding.

   Grant applications that are part of the Production Tools Group are exempt from this review criteria, as are grants that include a partnership of more than one county.

3. **Agree to share data with the Department for its internal uses.**

   Data outlined in the Cadastral Data Exchange Standard. **Does not** include ownership information; includes use of the data for the ORMAP website.

4. **Propose a project directed at meeting one of ORMAP's goals.**

   Does the proposed project assist the county in meeting one of the current goals of ORMAP?

5. **Provide ORMAP, by February 1, with the most current calendar year's countywide shape file, which meets the Cadastral Data Exchange Standard.**

6. **At the Department's discretion, counties will provide a "reduction package" within the grant application outlining funding reductions of varying percentages.**

   To prioritize county needs and help the Department applies funding reductions, if needed.

7. **Final Remapping Grant Application.**

   If a county grant application brings the entire county to meeting ORMAP Goal 6 (100% of county tax maps meeting the technical specifications), it will receive a <u>one-time</u> full funding to the 20% funding limitation. If more than one county submits a final grant request, the technical group and advisory committee will review final grant applications for full funding.

Technical Review

Each of these criteria is pass/fail. If the application does not meet the criteria, the county can make changes via an addendum following the technical committee's first meeting and prior to the committee's second meeting.

The grant application must:

1. **Demonstrate a successful process.**

   A successful process is one that is cost effective and aligns with the ORMAP goals.

2. **Have a completion timeframe not to exceed one year.**

   Projects that will last longer than one year must be broken into multi-year projects or phases and are reviewed each year.

3. **Have a reasonable and measurable deliverable.**

A reasonable and measurable deliverable is a deliverable that can be completed within the one-year timeframe using the methodology detailed in the grant application.

Priority Scoring

Scoring points for technical and policy ratings are added into a single score.

Technical Rating

County grant proposals that meet all of the ORMAP criteria are scored as follows:

1. **County edge matching projects – maximum of 5 points**

If the requested project will address edge matching of the tax lot layer with neighboring counties, it will receive a maximum of five points. The county must have agreements with the neighboring counties affected by the project. The scoring will be as follows:

Percent of project, in distance (miles), along a common boundary:

1% - 10%	=	1 point
11% - 20%	=	3 points
21+%	=	5 points

If the county boundary is completed, and the county can produce documentation that the neighboring counties agree to the boundary, the county will receive an automatic 3 points on all future grant applications. To qualify for these points the county must use the following procedures.

a. Counties Agree to Common County Tax Lot Boundary

Counties agree to a common county tax lot boundary for assessment purposes, remapping of tax lots, and tax lot maintenance. This boundary will be derived from the tax lot layer.

This agreement must identify the counties' data steward and provide their contact information. The data steward is the person in the county that is responsible for the maintenance of the county's tax lot layer.

b. Counties Exchange County Boundary Data

Counties will exchange digital tax lot boundary data with the other county involved in the agreement for internal review. Any discrepancies must be resolved or documented.

c. Counties agree to notify the other of any Boundary Changes

A county must notify the other county of any changes made to their cadastral data occurring along the county boundary and provide them with updated boundary data within 30 days of the change.

d. Counties submit county boundary data to Department of Revenue for review.

The county tax lot boundary data will be submitted to the Department of Revenue for an annual review of the county boundaries statewide. If the department finds any discrepancies with the data, it will notify the counties for their review and correction.

2. **Ongoing projects – 2 points**

   The project is part of an ongoing, multi-phased project outlined in the county's online ORMAP business plan.

3. **Completion of a low percentage of tax lots that meet the ORMAP Technical Specifications – maximum of 5 points**

   The percentage of completed tax lots are taken from the county's online ORMAP business plan. If the requesting county has a low percentage of its tax lots meeting the technical specifications, points are awarded as follows.

1% - 30%	=	5 points
31% - 70%	=	3 points
71% - 99%	=	1 point

Policy Rating

1. **Multi-county efforts to encourage collaboration – 1 point**

   Projects that involve more than one county in the production of maps, collection of control, or sharing of resources is considered a multi-county effort. An example is remapping the county boundary where each county involved remaps a portion of the boundary and other counties use that data. Another example is one county developing a tool or process that can be used by other counties. In order to receive points, an agreement with the other counties is needed indicating that this tool or process will be implemented by the other counties.

2. **Funding partnerships – 1 point**

   A funding partnership is an agreement with another agency or department within the county to provide cash or services to meet the goals of ORMAP. Services that are normally be provided by that agency, such as computer support from county IT services are not included.

3. **Significantly greater costs if not funded in the current cycle – 3 pts**

   The county must document a significant saving to funding the project in the current cycle versus funding later or by spreading it out over multiple project phases.

4. **Significant contribution of non-DOR resources to completing ORMAP Goal 6 – Maximum of 5 points**

   Comparison of the total amount of ORMAP funds expended divided by the number of tax lots that are currently in Goal 6 compliant tax maps. A county in the 75 percentile measured by the lowest cost per tax lot receives five points; a county in the 50 percentile receives 3 points; a county in the 25 percentile receives 1 point.

5. **County has signed a statewide data sharing agreement to share their tax lot data – 2 points**

   This is in reference to the Department of Administrative Services (DAS) and the Cadastral Framework Team's (FIT) effort to share county tax lot data with state agencies for limited purposes. By signing this agreement a county would received $1,000 annually in exchange for making their tax lot data available as part of a statewide tax lot shapefile.

6. **Preference points for next funding cycle** – 3 points

   If a county voluntarily withdraws its grant request, "preference points" are awarded when the county resubmits the grant request. The grant request must be the same as the withdrawn grant. The department gives consideration for any reasonable increases in cost because of the delay in performing the work.