

## ORMAP Policy Guidelines

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

### 1. 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.

### 2. 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).

### 3. 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 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.

#### 4. ORMAP Tools Group

The department will set aside 3% of the available funds each cycle to fund tool development. This fund will not exceed \$25,000. This fund will be separate from the funds available for remapping projects. The Tools Committee determines the tools or enhancements 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. The group will report to the Tech Group the progress of each project.

Once the tool is completed, the Tools Committee would be responsible for testing the new tool. When testing is complete, the Tools Committee Chair will notify the ORMAP Coordinator that the tool is eligible for reimbursement from ORMAP. Participating counties would be required to provide a county match to the funds provided through by ORMAP.

#### 5. 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. In addition, Assessors will use ten percent of the parcel maps as "assessor's taxlot maps." (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 using [ORMAP Mapping Methodology](#) and meet [ORMAP Technical Specifications](#).

##### **Goal 4:**

ORMAP Goal 4 establishes that by October of 2010, 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 using ORMAP Mapping Methodology and meet ORMAP Technical Specifications.

**Goal 5:**

ORMAP Goal 5 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. Ninety percent (90%) of county tax maps are produced using ORMAP Mapping Methodology and 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 using ORMAP Mapping Methodology and meet ORMAP Technical Specifications.

**6. Pilot Project:**

The completion of a successful pilot project is required before the approval of large-scale grant requests utilizing a new process or a new contractor. This will ensure that the process, county staff, and the contractor can provide a quality deliverable.

**7. ORMAP Grants:**

Requests for ORMAP funds are made during the grant cycles specified by the department. These typically occur twice a year, once in the spring and again in the fall. For a grant to be considered, the County must fill out an [ORMAP Grant Application](#), which can be downloaded from the ORMAP website. 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. An outline of the [funding process](#) is posted on the ORMAP website.

**8. Funding Criteria:**

In order to ensure that project proposals address ORMAP policy considerations and establish relative priorities between project proposals, all projects will be reviewed against the [ORMAP Funding Criteria](#). In addition, the ORMAP Technical Committee will review each proposal to ensure that the proposed mapping methodology is appropriate. Projects may be given lower priority or may be denied based on this review. When possible, the department will provide guidance to the county and provide the opportunity to adjust the proposal prior to final award decision. The ORMAP Coordinator will be responsible for maintaining the *ORMAP Funding Criteria* document with input from the ORMAP Advisory Committee and the ORMAP Technical Committee. Adjustments to the criteria may be made due to policy changes or additional technical considerations.

**9. 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 150-306.132. Any hardware or software purchase is a one-time purchase, and all future maintenance and licensing becomes the responsibility of the county.

## **10. 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.

## **11. Mapping Methodology:**

Projects should follow the ORMAP Mapping Methodology set by department. A copy of this methodology is on the ORMAP website.

## **12. Actual Work:**

ORMAP will only pay for work that has actually been done in conjunction with the ORMAP grant. ORMAP funds will not be awarded for work completed prior to the grant. All funding requests represent an estimated cost, and unused funds will be reverted to ORMAP. In order to receive funds, counties will submit an invoice with a detailed list of completed deliverables. There will be no new funds allocated for cost overruns without technical committee review. Deliverables must meet the current exchange standards, if applicable.

## **13. 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.

## **14. Geodatabase:**

Grant applications related to converting existing digital taxlot files to a new Geodatabase may be considered maintenance if the county has already been mapped to ORMAP Technical Specifications and may not be funded. If the county has not met the technical specifications, Geodatabase conversion requests are reviewable by the Tech Group to determine if the proposed conversion benefits ORMAP goals.

## **15. Funding County Personnel:**

ORMAP grant applications may be submitted to fund county personnel or temporary employees that are assigned to complete work on an approved mapping project for the duration of the approved project. Once the project that is the subject of the grant application is completed, ORMAP funding for the position will cease.

## **16. Grant Limits:**

In the fall of 2009, ORMMap discussed how the program would handle large and small grant requests. It had become apparent, using the current funding criteria, that larger grant applications were skewing the weighting process. In addition, smaller grants were being reduced to the point of not being feasible. The tech and advisory committees decided that a “cap” would be placed on large grants, those exceeding 20% of the available fund balance for any particular funding cycle. In addition, to fund small grants fully, those at or below 3% of the projected fund balance for that particular funding cycle.

Counties may still apply for grants they feel are needed to complete their remapping projects by the goal of 2016. They apply with the knowledge that any applications that exceed the 20% limit are automatically modified to the 20% limit prior to going through the funding criteria and reduction process if requests exceed the available amount for that funding cycle. Counties applying for smaller grants will also be assured that if they are at or below the projected 3% limit, they will receive full funding. By funding these small grants first, it will reduce the overall available dollar amount for the larger grants.

**Small Grants:** Small grants are grants requesting 3%, or less, of the projected available funds in a funding cycle. The Department will announce the projections of available funds prior to the funding cycle. 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%, reducing the overall available dollars.

**Large Grants:** Large grants are grant requests over 20% of the available funds for a funding cycle. The Department will announce the projections of available funds prior to the funding cycle. Counties may apply for the funds outlined in their business plans that are needed to complete their remapping projects by the 2016 goal. They will apply with the knowledge that any applications that exceed the 20% limit are automatically modified to this limit prior to going through the funding criteria and reduction process if requests exceed the available amount for that funding cycle.

## 17. 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 ORMMap technical specifications at this time. The County must document 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 [ORMMap Reliability Codes](#)).