

ORMAP Funding Criteria

Criteria were developed in November 2006 to determine whether grant requests meet the requirements for ORMAP grant funding and to determine how to prioritize the qualifying grants if available funds are less than the dollars requested by the counties.

There were insufficient dollars available to fund all qualifying grants at 100% for the spring 2008 grant process. Questions surfaced concerning the process and criteria for determining grant awards. In response, DOR decided to draft a proposed administrative rule to address these questions with input from both the ORMAP Tech Group and the Advisory Committee. The criteria in the proposed rule will be used for the fall 2008 grant process as part of a trial. Based on that experience, changes may be made to the draft before placing it in the formal rule process in spring 2009.

Funding Process

1. Grant applications sent to DOR are reviewed using the *Administrative Review Criteria* and *ORMAP Policies* (Appendix 1). 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.
2. 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.
3. Grant applications that pass both the administrative and the technical committee review are scored by the department using the Priority Scoring points. 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. Scoring is reviewed by the technical committee at its second scheduled meeting. 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.
4. 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. If the county does not meet the criteria, the county is allowed to make changes 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.

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.

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 apply funding reductions, if needed.

Technical Review

Each of these criteria is pass/fail. If the county does not meet the criteria, the county is allowed to 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 that will be 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 combined into a single score.

Technical Rating

County grant proposals that meet all of the ORMAP criteria will be 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 has already been 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.

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

If the requesting county has a low percentage of its tax lots meeting the technical specifications, it will be given points. The percentage of completed tax lots will be taken from the county's online ORMAP business plan. The scoring will be as follows:

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

4. Completion of the county's remapping (bringing the county to 100% of its tax lots to technical specifications) – 5 points

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 addition of five points.

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 are considered multi-county efforts. 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 would 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 it at a later time 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 or if the grant does not qualify for funding because of a low point total, "preference points" will be awarded when the county resubmits the grant request. The grant request must be the same as the withdrawn grant. Consideration will be taken for any reasonable increases in cost because of the delay in performing the work.

Appendix 1:

ORMAP Policies

Grants Request: Requests for ORMAP funds are generally 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.

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.

Work Completed: ORMAP will only pay for work completed during the one-year timeframe of the contract. Funding is not provided 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. No new funds are allocated for cost overruns without technical committee review.

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,
- new, 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 at 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: If a larger grant (grant requesting 20% or more of available funds) limit the ability of other counties to receive smaller grant requests, attempts will be made to break the larger projects into several smaller projects that can be completed over the course of several funding cycles. In some cases, breaking a large project into subprojects may create logistical issues or add significantly to the overall costs. If a county believes this to be the case, the county is required to provide documentation to support this concern. The Department of Revenue will balance any projected increases in costs with the limitations a large grant places on the ability of other counties to receive ORMAP funds.

Exception Areas: Exception Areas are areas within a county that the 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 document these areas in the metadata; this will contain an explanation as to why the area does not meet the standards. The county will also fill in the appropriate codes in the attribute table following the [Oregon Cadastral Data Exchange Standard](#) (see [ORMAP Reliability Codes](#)).

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.

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.

ORMAP Tools Group: Funding for the ORMAP Tools Group will be provided annually at 3% of the total available funds up to \$25,000 per year.