

# ORMAP Policy Guidelines

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

## Current 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 DOR staff or the ORMAP Technical Group in order to help DOR address a policy issue. Final policy decisions are the responsibility of the Director of the Department of Revenue.

### 2. [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 2008, 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 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. 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 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. All (100%) of county tax maps are produced using ORMAP Mapping Methodology and meet ORMAP Technical Specifications.

**3. ORMAP Grants:**

Requests for ORMAP funds are made during the grant cycles specified by DOR. 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.

**4. 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, DOR 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.

**5. Hardware and Software Purchases:**

ORMAP grant funds may be used for hardware and software purchases for the counties to use on ORMAP projects. 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.

**6. 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.

**7. Mapping Methodology:**

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

## **8. Actual Work:**

ORMAP will only pay for work that the county has actually done. 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.

## **9. 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.

## **10. 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.

## **11. Funding County Personnel:**

ORMAP grant applications may be submitted to fund overtime incurred by existing county personnel that are assigned to complete work on an approved mapping project. ORMAP grant applications to fund temporary employees hired by the county to complete project work may be submitted. In addition, ORMAP grant applications may be submitted to fund new, regular status personnel hired to work on the project that is the subject of the grant application (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.

## **12. Pilot Project:**

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

## **13. Large Grants:**

If large grants (requests in excess of \$100,000) are limiting the ability of other counties to receive smaller ORMAP requests, attempts will be made to identify opportunities to break the large project into several smaller projects that could be completed over the course of several funding cycles. In some cases, breaking a project into sub-projects 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. When determining if project funding should be extended over a longer timeline than requested by the county, the Department of Revenue will balance any projected increases in costs with the limitations a large grant would place on the ability of other counties to receive ORMAP funds.

#### **14. 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 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 [ORMAP Reliability Codes](#)).