



## Arkansas Geographic Information Office

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1 Capitol Mall 2B900 Little Rock, Arkansas 72201 • Phone (501) 682-2767 • Fax (501) 682-6077

July 18, 2011

RE: Partial Funding for Parcel Mapping – Response Required No Later Than August 19, 2011

Dear Assessor,

The Arkansas Geographic Information Office (AGIO) is pleased to inform you about the availability of partial funding for a parcel mapping contract. Governor Beebe has included the development of such a program in his legislative package and recently released the funding.

Under this program the AGIO will issue an invitation for bids to find contractors to do the mapping. The AGIO will secure the contract with 60% of cost. Under the legislation the remaining 40% is to be matched by the county.

The goal of this program is to map the largest possible number of property parcel boundaries in digital form with the available grant money in as many counties as possible.

Every county in Arkansas is eligible. County Assessor's are required to coordinate with their County Judge to apply. To be considered eligible, the included application must include a letter signed by the County Judge and Assessor.

Thank you for your prompt attention to this opportunity.

Sincerely,

Shelby D Johnson  
sdj

CC: County Judge

# Arkansas Geographic Information Systems Board

Arkansas Parcel Mapping Program



**Grant Application Package**

**Administered by the  
Arkansas Geographic Information Office**

**JULY 18, 2011**

## **Parcel Mapping Program Background**

The County Assessor Mapping Program (CAMP) is a statewide initiative to implement digital cadastral mapping in all 75 Assessor offices in Arkansas. In 2002, the Arkansas Assessment Coordination Department (AACD) and the Arkansas Geographic Information Office (AGIO) formed a partnership to begin this task. The program was available to any county.

Participating counties have been engaged in mapping a "graphical" representation of the digital cadastre (as defined by Arkansas State Geographic Information Systems Board AR Code 15-21-502(6) and 15-21-504(2)(B)). The digital cadastre polygon is then populated with the proper parcel identification number and joined to the applicable attributes defined by the Arkansas Cadastral Standard. The approach has yielded mixed results. Some counties flourished and others have failed.

In 2009 the State GIS Board implemented a demonstration program to test the feasibility of using a grant to accelerate statewide parcel data creation. Three counties were provided partial funding totaling \$60,400. The demonstration proved that incentive funding would encourage more counties to undertake parcel polygon mapping.

In 2010 the State completed a Strategic Business Plan for GIS authored by a national GIS consulting firm. Their findings were that counties lack additional resources to hire or issue conversion contracts to accelerate the conversion work and so statewide progress has been slow. Counties with few resources either have no mapper or have mappers assigned as part-time and often these positions respond to additional duties in the Assessor Office. They observed that without a state mandate or state incentive funding some counties may never complete parcel map conversion.

A key recommendation of the Strategic Business Plan was for the state to implement a funding program to complete parcel mapping where the state would provide partial funding to be matched by county money. The recommendation specifically focused on parcel polygon map conversion from paper to digital form. The plan was presented to the Governor and the General Assembly Joint Budget Committee in the fall of 2010.

The 88th General Assembly with support from the Governor enacted Act 559 of 2011 that establishes a mechanism and program for parcel mapping in Arkansas. This grant application package is the result of Act 559 of 2011. Act 315 of 2011 provides a General Improvement Fund appropriation to the Arkansas Geographic Information Office thereby providing the legal framework for a funding mechanism. Upon passage of these Acts the State GIS Board developed the program guidelines contained within this application.

## **Parcel Mapping Program Goal**

The goal of this program is to map the largest possible number of property parcel boundaries in digital form with the available grant money in as many counties as possible. Any county in Arkansas is eligible.

## **General Information and Eligibility**

The program is designed to assist counties with the creation of county-wide parcel polygon data in conformance with the State Cadastral Data Standard.

The parcel polygon file shall be considered complete when all the parcels that represent real taxable or tax exempt) lands have been digitized. It is understood that not all parcel identifiers represent such a piece of land (such as residential buildings) and that there will be parcels that cannot be digitized due to incomplete deeds, poorly written or old deeds (such as one that calls a rock or a tree) or that cannot be located without a survey. There will be some that cannot be digitized if the documents referenced in the deed cannot be found, such as a deed that calls the original City of Forester, and the plat representing Forester cannot be located.

- Eligibility applies only to County Assessors
- Eligibility applies only to counties in the State of Arkansas

County Assessor's are required to coordinate with their County Judge to apply. To be considered eligible, this application must include a letter signed by the County Judge and Assessor (Certification Letter).

## **Program Guidelines**

The County will not receive funds from the state. The County must send its share of funding to the state in order to participate in the state-held contract.

The contract will be published by The Office of State Procurement. An Invitation for Bids (IFB) will be issued on behalf of the Arkansas Geographic Information Office (AGIO) for counties that have no mapping.

Each County will be listed as a separate line in the IFB. The IFB will include a notice for multiple awards. A bidder can bid on one or all counties. The bidder will offer their price for each County. The lowest responsible bid will be awarded the contract subject to availability of funds.

Any County can participate. The County must supply their information to the AGIO in order to be included in the bid. Required information includes the enclosed application and the State Cadastral Standard Extract in digital form (.DBF) from the CAMA provider of the County wishing to participate.

The County cost will be 40% of the lowest responsible bid for their County. The AGIO will notify the County of the cost and contractor awarded the bid per Office of Procurement.

Counties that have a mapping contract will be included in a separate bid solicitation in November. The award will be made in December prior to the beginning of their budget year when they would normally renew their mapping contract.

Each County will have 60 days from the bid opening to send the matching 40% of the total cost to the AGIO.

Each County may opt out of the program for any reason by not providing the 40% match.

The County is officially in a contract with the AGIO when the County sends its 40% share of the cost for their County.

The County shall not be reimbursed for county personnel costs used to work on any portion of the project. County personnel costs cannot be considered as in-kind match. Funds shall not be awarded to pay existing or new county personnel to work on any portion of the project.

The program does not include any imagery costs, and cannot be used for imagery.

Counties will be given higher consideration based on the following priorities; subject to the availability of funds.

Priority 1 – counties initiating parcel map creation

Priority 2 – counties accelerating completion of parcel mapping (counties that have started but are not done)

Priority 3 – support parcel map improvements (Defined as editing parcel polygons so they are logically consistent with the visual evidence of ownership in the best available digital orthophotography, editing parcel polygons to correct gaps or overlaps, editing parcel polygon attribute tables to correct mistyped parcel identification numbers so they correspond to a matching record in the CAMA.)

This Program does not include routine parcel mapping maintenance (Defined as editing existing parcel polygons to update subdivisions, splits and / or merges occurring in the areas of the county that have already been mapped.)

Program Agreement will require the counties to update and maintain the parcel map over time. Applicants must provide evidence that they can maintain on their own or by maintenance contracts.

Parcel polygon file shall be compliant with the State Cadastral Data Standard, including all attributes extracted from the CAMA.

Parcel polygon file shall cover the maximum feasible extent of the County – the largest geographic area.

County Assessors shall be the only eligible applicant. Contractor shall provide the completed parcel polygon data to AGIO to be loaded into GeoStor at the close of the project.

Contractor agrees GIS data, including all attributes as stated in the State Cadastral Standard, is public domain and shall be published on GeoStor.

Contractor shall deliver the parcel file in ESRI Personal Geodatabase format.

The responsibility by county or the awarded contractor to furnish, provide or acquire all plats, deeds or any existing map data or files that are required by a parcel mapping contractor shall be stated in detail for each county in the bid. At the very least it shall be the responsibility of the Counties to provide access to all plats, deeds and any existing map data or files that are required by a parcel mapping contractor, as well as any other data related to the program effort.

Counties shall work with their CAMA provider in order to provide necessary CAMA data to the contractor.

Counties shall provide AGIO updates of the completed parcel polygon file, including all attributes as stated in the State Cadastral Standard. This shall be done on a mutually agreed upon schedule which shall not be less than annually, depending upon the frequency of new development in the County. The updated file shall be published on GeoStor.

## Sequence of Events

The program funding for the State's 60% share is based upon General Improvement Funding through ACT 1091. It is subject to the availability and release of funds by the Governor. The following sequence of events is anticipated for the program.

1. The application period is announced and applications are sent to each County.
2. On the date of the application deadline the AGIO transmits the applicant material to the State GIS Board.
3. The State GIS Board prioritizes applications and provides the priority to AGIO.
4. AGIO prepares all the applicant material for the prioritized counties and transmits to the Department of Finance and Administration Office of State Procurement (DFA-OSP).
5. Governor Beebe directs the funds for the program to be released.
6. DFA-OSP releases an Invitation for Bids (IFB) containing County information necessary for bidders.
7. The IFB closes and bids are opened.
8. The low bid cost by County is transmitted to each County.
9. The County has a 60 day period to raise 40% of the total cost.
10. County funds are sent to AGIO to be deposited in GIS Trust fund.
11. The AGIO notifies the contractor of task order by County.
12. The contractor begins the first phase of parcel mapping work for that County.
13. As phases are completed the contractor delivers the parcel map files to AGIO for quality control checks.
14. As each deliverable passes the AGIO quality control the contractor delivers the files to the County. The County shall have 30 days to accept or reject the delivery.
15. AGIO publishes the completed County parcel file in the Arkansas Cadastral Mapping Standard on GeoStor.
16. Upon completion of the project the maintenance and updates become the responsibility of the County.
17. Minimum of annual updates thereafter are provided to the AGIO to be published on GeoStor.

**Note: If you have any questions please call and speak to the Arkansas Geographic Information Office at: 501-682-2767 or 501-682-2937.**







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2. Description of any letters used at the end of parcel ID's such as E for exempt or C for commercial. This information will be used to prepare a bid for your county. Provide as much detail as possible and use additional space as needed.

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3. Description and definition of how the county uses the property type codes, please list all the ones the county uses. Example. AV = Agricultural Vacant, used for land that is primarily used for agricultural purposes and has no structures, RC = Record Card or Reference Card, used to track annexations, or to reference something that has a deed but is not considered real land. Provide as much detail as possible and use additional space as needed.

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4. Describe how mobile homes are handled in the CAMA program. If the owner of the property and the mobile home are the same, is the parcel considered a single parcel id or is the land separated to its own parcel id and the mobile home its own parcel id. Provide as much detail as possible and use additional space as needed.

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5. Describe how real property (not mineral rights) with multiple owners (example 2 owners thus ½ interest ownership) are handled in the CAMA program. Is there a single parcel number but multiple owners listed or are there multiple parcel numbers that the legal would state ½ interest in xxx? Provide as much detail as possible and use additional space as needed.

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6. List the total number of plats on record. This information should be available thru the Clerk.

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7. What is the total number of parcels already mapped? A parcel is considered mapped if it meets the following criteria: there is a single polygon (and a row in the attribute table) representing each Parcel, the Parcel ID is in the attribute table, and the Parcel ID has a matching record in the CAMA program.

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8. Are there Quarter Sections available for the county? If there is no GIS system then, Quarter Sections are not available. Yes or No:

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9. List the total number of subdivisions. This number should be based off the CAMA program.

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10. Are there plats for the subdivisions? This information may be found in the Assessor's Office and/or the Clerk's Office.

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11. Who is the CAMA Provider?

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12. Are there hand drawn plats available (Example: a 8.5 inch by 11 inch (letter) size paper where someone has been drawing parcels into a square representing a section). Yes or No:

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13. Are the hand drawn plats up to date? Yes or No

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14. Are there parcel points (CAMP Phase 1) Yes or No:

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15. Are the parcel points (CAMP Phase 1) up to date? Yes or No:

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16. How many parcel points (CAMP Phase 1) are completed?

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17. Are deeds electronically filed? Example: Deeds are scanned into a system? This would be done by the Clerk. Yes or No:

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18. If deeds are electronically filed, when did this start (date)?

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19. Can the Clerk's Office make the electronically filed deeds available upon request? Yes or No:

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20. Is there an Address Point file? This is available from the county 911 office, if one has been created.

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## Application Process

### WHEN can we apply?

The grant application will be accepted beginning Monday, July 18<sup>th</sup> 2011. The application deadline is **Friday, AUGUST 19, 2011**. If there is a special deadline extension, all County Assessors will be notified. All applications must be received or postmarked by 4:30 p.m. on the day of the designated deadline or they will not be accepted. Faxes of entire applications will not be accepted. Applications can be emailed to [shelby.johnson@arkansas.gov](mailto:shelby.johnson@arkansas.gov)

If submitting hardcopy, the application should be sent to:

Arkansas Geographic Information Office  
1 Capitol Mall, Suite 2B900  
Little Rock AR 72201  
ATTN: Parcel Grant

### SUBMITTING an Application

Applicants must gain the approval of their County Judge and the application **must include** a letter signed by the county judge and assessor. The County Assessor will be ultimately responsible for managing the program requirements for the county. The following documents are required for the application to be considered complete:

- Certification letter
- Application
- Digital extract of the State Cadastral Standard (GIS OUT) file in .DBF format

Applicants are encouraged to submit using the electronic form.

### Application Review and Awards Presentation

Applications shall be inspected for completeness and eligibility. Individual proposal consultations can be arranged with AGIO staff by appointment. Applicants are encouraged to submit applications well in advance of the deadline to allow adequate time for review and assistance in correcting any deficiencies prior to the deadline.

# APPLICATIONS RECEIVED AFTER THE DEADLINE DATE WILL NOT BE ELIGIBLE. INCOMPLETE APPLICATIONS WILL NOT BE ELIGIBLE FOR CONSIDERATION

Applications undergo a two step review. The AGIO reviews each application, as the application is submitted, for completeness, and forwards to the State Geographic Information Systems Board. The Board reviews and makes their recommendation to the AGIO final award. Following final award the AGIO contacts the county to arrange for documentation and detail. This will require a resolution by the Quorum Court.

## GIS Board Evaluation Criteria

The Board adopted the following priorities for evaluating applicants. Counties will be given higher consideration based on the following priorities; subject to the availability of funds.

- Priority 1 – counties initiating parcel map creation
- Priority 2 – counties accelerating completion of parcel mapping (counties that have started but are not done)
- Priority 3 – support parcel map improvements

Projects will be awarded based on the county's ability to provide 40% match. Projects will be in order of receipt of match until funds are expended. If state funding remains the Board will entertain subsequent rounds subject to the availability of funds.

## Information needed for a Complete Application

In addition to the grant application with all questions answered fully, applicants shall include the following in order for the application to be complete:

- A signed Certification Letter, **enclosed with completed application**, signed by the county judge and cosigned by the Assessor.
- Digital State Cadastral Standard DBF (Dbase) in electronic form from the County's CAMA provider

## Helpful Hints and Things to Remember

It is important to call the AGIO before beginning to write any proposal to assure that the project in mind is indeed eligible.

- Fill out the application completely.
- Complete everything.
- Please remember to keep a copy for your own records.

Questions about the program?  
Need to ask about the application  
process?

Give us a call at 501-682-2767  
Or e-mail us at:  
[shelby.johnson@arkansas.gov](mailto:shelby.johnson@arkansas.gov)

## Reporting Requirements and Responsibilities

Counties shall provide AGIO updates of the completed parcel polygon file, including all attributes as stated in the State Cadastral Standard. This shall be done on a mutually agreed upon schedule which shall be not less than annually, depending upon the frequency of new development in the County. The updated file shall be published on GeoStor.

### **CHECKLIST FOR A COMPLETE Parcel APPLICATION**

In addition to the application, Assessors must include the following in order for the application to be complete. **Failure to submit any of the required information by the application deadline will result in an incomplete application and will not be reviewed for consideration.** Please use this sheet to double check that all required information is submitted.

- ✓ **Certification Letter with current calendar year date on it and signed by the County Judge and Assessor.**
- ✓ **Completed application.**
- ✓ **Digital State Cadastral Standard DBF (Dbase) in electronic form.**

# CERTIFICATION LETTER

Date \_\_\_\_\_

Parcel Grant Program c/o Arkansas Geographic Information Office  
1 Capitol Mall 2B900  
Little Rock, AR 72201

Dear Members of the Arkansas Geographic Information Systems Board:

On behalf of \_\_\_\_\_ County, I am writing to request your assistance in securing a state grant under the Parcel Grant Program. Proceeds from the \_\_\_\_\_ grant, if awarded, will be used for the following project, as outlined in the enclosed application:

The Quorum Court of \_\_\_\_\_ agrees to provide the remainder funds necessary to complete the project. Further, we have read the application fully and have determined that \_\_\_\_\_ County is eligible to apply for and receive funds under this program.

I designate myself, County Assessor of \_\_\_\_\_ County, as the person ultimately responsible for the administration of the state grant, if awarded. Project funds from all sources will be expended through a fund established on the books of \_\_\_\_\_ County, and all project expenditures with invoices and cancelled checks attached, in addition to copies of all application materials, will remain on file in the County Assessor's office for three years or until audited (whichever is later), to assure that funds were used for the purposes for which they were made available.

\_\_\_\_\_ County shall be responsible for all changes that occur from the beginning of the interagency agreement, between the County and the AGIO. This includes splits, merges, subdivision developments, owner name changes, and etc. It is not the responsibility of a contractor to perform any parcel map maintenance during the course of the project.

If additional information is needed concerning this project, please feel free to contact me or the project's primary contact person (name) \_\_\_\_\_ at (phone number) \_\_\_\_\_. Thank you for your consideration.

Sincerely,

County Assessor \_\_\_\_\_  
(signed)

County Judge \_\_\_\_\_  
(signed)

County Assessor \_\_\_\_\_  
(printed)

County Judge \_\_\_\_\_  
(printed)