

Arkansas Geographic Information Systems Board

Arkansas County Assessor Mapping Program



Grant Application Package

**Administered by the
Arkansas Geographic Information Office**

December 14, 2009

County Assessor Mapping Program (CAMP) 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 is 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). The digital cadastre polygon is then populated with the proper parcel identification number.

The conversion approach outlined above is problematic. 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.

Parcel Grant Program

Unfortunately, not all counties of Arkansas have resources available to invest in the creation of the parcel polygon data. At the current rate and without additional resources to accelerate development, the AGIO forecasts statewide data may not be completed until after the year 2020. The Arkansas Parcel Grant was created to close that gap and accelerate completion of parcel polygon data statewide.

The available funding for this grant is \$60,000 statewide. This is far below the need. Therefore the State GIS Board is encouraging development of digital parcel files, not by paying for the entire cost, but by providing partial seed funding, which in conjunction with a matching resource by the county, will cover the cost of developing this file.

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

General Information and Eligibility

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

- Eligibility applies only to County Assessors
- Eligibility applies only to counties in Arkansas

County Assessor's wishing to apply for grants under the program are required to coordinate with their County Judge's office. To be considered eligible, all applications must include a letter signed by the County Judge and Assessor. Grant funds may not be used to reimburse any part of the project already purchased or constructed.

What Type of Project is Eligible?

Any project that creates a parcel polygon (dataset) compliant with the state standard and covering the entire county is eligible. (This may include costs associated with the

creation and maintenance of parcel polygon data for the following items: service contract for parcel polygon development, GIS software or software upgrades such as ESRI Arc Editor, software training, mapping computers, and a data backup system for mapping computers. Activities such as realigning existing parcel polygon geometry to base map sources of improved accuracy, etc.

Computer Aided Drafting (CAD) software that does not support topology and needed attributes is NOT an eligible expense. Applicants should contact the AGIO if they have any questions about specific software. The AGIO is available to provide samples and technical assistance to counties or their contractor in determining an eligible activity.

What Type of Project is Ineligible?

- A project to create other map data not directly related to cadastral data development is not eligible
- Operating, equipment or costs associated with computer assisted mass appraisal service are not eligible

Parcel Polygon Grant Minimum Requirements

Parcel polygon file shall be compliant with the State Cadastral Data Standard.

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

County Assessors shall be the only eligible applicant. The funds will only be awarded to county government.

County shall provide the completed parcel polygon data to AGIO to be loaded into GeoStor at the close of the project.

County agrees GIS data is public domain and will be published on GeoStor.

County shall apply the following TOPOLOGY Rules - New digital parcel map should be a seamless polygon “layer”, covering the geographic extent of the County. AGIO will deny all, or any portion, of parcel layer that does not meet these topology rules. The successful applicants shall create and maintain the requisite map topology.

Required Map Topology

- Parcel polygons must not overlap
- Parcel polygons must not have gaps

Coordinate System

The County shall use the state plane coordinate system as defined by Arkansas Code 15-21-302 (see list below), North American Datum 1983 and the units shall be feet.

North Zone - Baxter, Benton, Boone, Carroll, Clay, Cleburne, Conway, Craighead, Crawford, Crittenden, Cross, Faulkner, Franklin, Fulton, Greene, Independence, Izard, Jackson, Johnson, Lawrence, Logan, Madison, Marion, Mississippi, Newton, Perry, Poinsett, Pope, Pulaski, Randolph, Scott, Searcy, Sebastian, Sharp, St. Francis, Stone, Van Buren, Washington, White, Woodruff, and Yell.

South Zone - Arkansas, Ashley, Bradley, Calhoun, Chicot, Clark, Cleveland, Columbia, Dallas, Desha, Drew, Garland, Grant, Hempstead, Hot Spring, Howard, Jefferson, Lafayette, Lee, Lincoln, Little River, Lonoke, Miller, Monroe, Montgomery, Nevada, Ouachita, Phillips, Pike, Polk, Prairie, Saline, Sevier, and Union.

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

Counties shall deliver Federal Geographic Data Committee (FGDC) metadata compliant with Sections 1 and 7 of that standard, which documents the parcel file.

Counties shall supply all plats, deeds and any existing map data or files that are required by a parcel mapping contractor.

Counties shall provide AGIO updates of the completed parcel polygon file on a mutually agreed upon schedule which shall be not less than annually, depending upon the frequency of new development in the county.

**Note: If you are not totally positive that your project is eligible, please call and speak to the Arkansas Geographic Information Office at:
501-682-2767
501-682-2943
or 501-682-2937.**

Funding Availability

At this time the maximum total funding for the parcel polygon program is \$60,000.

Is there a Matching Requirement?

No a match is required. However, given the small amount of state funding counties will require additional funds to complete their project. It is entirely up to the county to pursue the development of the project. Counties should evaluate the amount of money available by way of this grant in comparison to cost estimates provided by mapping contractors.

Application Process

WHEN can we apply?

The grant application will be accepted beginning January 4, 2010. The application deadline is January 29, 2010. 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

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 the grant should it be received. The following documents are required for the application to be considered complete:

- Certification letter
- Application
- Support letter from at least one School District Superintendent operating within the county

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 FOR CONSIDERATION.

Applications undergo a two step review. The AGIO reviews each application for completeness and eligibility, 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

This is a competitive grant. Proposals will be judged, evaluated and scored on the following criteria:

1. Description and basis of need – 40% describe why grant funds are needed. Provide a history of the county’s parcel mapping progress to date and the work that will be accomplished. 1,000 word limit
2. Leverage the investment for maximum benefit – 40% describe how the state investment will be leveraged for maximum benefit. Demonstrate how your county will wisely apply the investment for dividends resulting in parcel polygon coverage of the entire county. If an applicant has secured additional funds for the project, please provide details about cooperators, pledges, and financial contributions. 1,000 word limit
3. Project Management and Experience – 20% describe your management experience and demonstrated ability to deliver the requirements of the grant. Include details and background on similar projects that will show you have a track record of success. 1,000 word limit

Documents needed for a Complete Grant 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 application**, signed by the county judge and cosigned by the Assessor.
- A letter of support from at least one School District Superintendent from a school district operating in the county.
- Backup documentation for ALL items listed in the project cost estimate. This includes written professional estimates for all items the applicant is purchasing or receiving through donation. Only one bid is required for each item.
- Items of public input support. This could include support letters for the project from the state senator, state representative, members of the community, collaborators involved with the project, etc. Also accepted are petitions with signatures of support. At least ONE letter is required, but a county may have as many as it chooses.

Grant awards will be notified no later than February 19, 2010.

Documents needed to Finalize the Grant Award

- If awarded, a resolution passed by the quorum court, signed by the county judge, and the signature/seal of the county clerk must be submitted to the AGIO. See sample Quorum Court Resolution attached.

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 on the checklist.
- Please remember to keep a copy for your own records.
- The grants may not be used to reimburse any part of the project already purchased or constructed.
- If submitting hardcopy use only paper clips, binder clips or staples. Fancy binding is unnecessary and will be removed.

Questions about the grant program?
 Not sure if your project is eligible?
 Need to ask about the application process?

Give us a call at 501-682-2767
 Or e-mail us at:
shelby.johnson@arkansas.gov

Reporting Requirements and Responsibilities

The Arkansas Geographic Information Office uses the compliance reporting mandated by Arkansas Code 14-270-103 (Act 1009 of 1991). The procedure requires that project funds be expended through a fund established on the books of the county clerk. A copy of the original proposal and all project expenditures, with invoices attached, will be approved by the county assessor and remain on file in the office of the county assessor for three years or until audited, whichever is later.

All project expenditures shall be completed within 12 months after the date of the award. A final report, including cancelled checks and receipts of all funds expended, along with any of the state's unspent funds, must be submitted by the county assessor to

AGIO and subsequently to the Chief Fiscal Officer of the state. This must be done no more than 60 days following the project's completion or within the one-year period of the grant award, whichever comes first. There are some instances in which awardees need more time to complete their project. The items listed in the application may have changed or the original estimate may have changed. To solve these problems a letter can be written to the Arkansas Geographic Information Systems Board for consent to extend the time frame in which the project would be completed or to purchase other items not listed on the application.

CHECKLIST FOR A COMPLETE Parcel GRANT APPLICATION

In addition to the grant application, Assessors must include the following in order for the application to be complete. **Failure to submit any of the required documents by the cycle deadline will result in an incomplete application and will not be reviewed for grant 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.**
- ✓ **Letter of Support from local School District Superintendent.** At least one letter of support from a district superintendent operating in the county.
- ✓ **Items of public input support included.** This could include support letters for the project from the local community's state senator, state representative, other School District Superintendents, members of the community, collaborators involved with the project, etc. Also accepted are petitions with signatures of support.
- ✓ **Backup documentation for ALL items listed in the project cost estimate.** This includes written professional estimates for all items the applicant is purchasing and letters of intent to donate all materials and labor being donated. Only one bid is required for each item.
- ✓ **Backup documentation for ALL items listed on the funding source breakdown (local match).** This includes copies of bank statements for cash, letter indicating pledges of cash, and letters of intent to donate all materials and labor being donated. Applicants must show they have raised their entire portion of the project in order to be eligible.