MEMORANDUM OF UNDERSTANDING
Between
STATE CARTOGRAPHER'S OFFICE, UNIVERSITY OF WISCONSIN-MADISON
And
THE DEPARTMENT OF ADMINISTRATION, DIVISION OF INTERGOVERNMENTAL RELATIONS
Regarding V1 Statewide Parcel Map Database Project
July 1, 2014 to September 30, 2015

1. Purpose

The purpose of this document is to define the scope of work for the State Cartographer's Office (SCO) role in the "Version 1 Statewide Parcel Map Database Project" (V1 Project). The V1 Project is a joint effort with the Wisconsin Department of Administration (DOA) Division of Intergovernmental Relations (DIR) to run between July 1, 2014 and September 30, 2015.

This Scope of Work refers only to the V1 Project, not to the larger Statewide Digital Parcel Map Parcel Initiative (Parcel Initiative) nor subsequent phases of the Parcel Initiative that may be covered by other Scope of Work documents.

2. Background

Wisconsin Act 20, the biennial state budget for 2013-2015, created statutory directives for state and local governments to coordinate on the development of a statewide digital parcel map. These statutory directives can be grouped together as the Statewide Digital Parcel Map Initiative.

The V1 Project follows successful collaboration between DOA and SCO on a similar effort. DOA and SCO have already partnered on a project to create statewide parcel and address point layers for the Public Service Commission of Wisconsin as part of the LinkWISCONSIN EBM Parcel Mapping Project, which is scheduled to be completed by June 30, 2014. Further successful collaboration on the V1 Project is to be another step in DOA's planning and development of the larger Parcel Initiative. Responsibility for the multi-faceted, multi-year Parcel Initiative will lie with the DOA.

As required by statute 59.72(2)(a), counties are now required to post certain parcel information online in a searchable format by June 30, 2017. Through the V1 Project, DOA seeks to create a standardization tool that quickly, efficiently, and cost effectively allows counties to achieve this requirement simply by sharing their parcel data with the state, obviating the need to change county workflows, processes, and database schemas.

3. Project Goals and Deliverables

The objective of the V1 Project is to create a statewide parcel database and map layer based on an aggregation of existing local parcel datasets. Goals of the V1 Project include:

- Assist counties to post certain parcel attributes online, as enumerated by s.59.72(2)(a), in the most efficient and cost effective manner
- Avoid the need for counties to adjust their land information system processes in order to participate in early versions of a statewide parcel map
- Recommend a searchable format standard for DOA to provide to counties for the certain parcel attributes, as required of DOA by s.59.72(2)(a)

- Make substantial progress on the statutory requirements for DOA to plan for and develop a statewide digital parcel map (s. 16.967)(3)(h) and s.16.967(6)(b))
- Improve upon the workflow and methods used to create a statewide parcel layer for the SCO/DIR LinkWISCONSIN EBM Parcel Mapping Project, which ends June 30, 2014

Specific V1 project deliverables are:
- A statewide parcel database and map layer aggregated from existing county and municipal parcel datasets that at a minimum includes the following parcel attributes as required by s. 59.72(2)(a), in a standardized, searchable format:
    1. Property tax assessment data, including
        - Assessed value of land, assessed value of improvements, total assessed value, class of property as specified in s. 70.32(2)(a), estimated fair market value, total property tax
    2. Zoning information maintained by the county
    3. Property address information maintained by the county
    4. Acreage information maintained by the county

- An Interim Project Report that includes:
    1. Recommendation for a standard searchable format for parcel attributes as required by s. 59.72(2)(a)
    2. A short-term benchmark: Identification of metrics to assess completeness of digital parcel attributes needed to meet s. 59.72(2)(a) requirement
    3. Quantitative assessment of each county parcel dataset in terms of short-term benchmark and recommendations to assist counties in meeting short-term benchmark, including cost estimates for improving county parcel datasets if needed to meet the requirement
    4. Description of tools used to standardize individual county and municipal datasets
    5. Recommendation of a preferred county data export standard for integration into statewide parcel database

- A Final Project Report that includes:
    1. Identification of metrics to assess quality and completeness of county parcel datasets *beyond* s. 59.72(2)(a) requirement, such as:
        - Completeness of digitization
        - Other completeness metrics
        - Currentness
        - Attribute set completeness based on national recognized standard
        - Attribute accuracy
        - Positional (geometric accuracy) with distinction made between taxable and non-taxable parcels
        - Topological consistency
        - Lineage
        - Archived Data
        - Maintenance Process
        - Publishing Schedule
        - Metadata
        - Attributes Standardized

2. Quantitative assessment of each county parcel dataset according to metrics identified to assess quality and completeness
3. Recommendations for assisting counties to improve quality and completeness of parcel datasets that could factor into long-term benchmarks for local parcel dataset improvement
4. Recommendations for further development of the statewide parcel layer, including
   - Sustainability recommendations: How to maintain and update the statewide parcel database
   - Data submittal recommendations: How to automate, streamline, or improve the submission of local datasets and updates to those datasets
   - Any other recommendations from V1 Project lessons learned

4. Responsibilities and Logistics

Responsibilities of the SCO and DIR will be essentially the same as with the LinkWISCONSIN project. SCO will be responsible for the following logistics:

- **Data Development.** The SCO will perform all data development for the V1 Project including database design, interpretation, ingest, ETL, editing, attribute mapping, spatial manipulation, data assembly, and integration, and QA/QC.
- **Project Management.** Project management and administration will reside primarily in the SCO for the V1 Project. This includes hiring and managing GIS staff and students.
- **Data Standards.** If it will make future statewide parcel database versions better and more efficient to create, SCO will identify a preferred data export standard for the contribution of county data to a statewide parcel database.
- **Data Quality.** Parcel data is expensive to create at the local level and beyond the funding scope of the V1 Project. However, the V1 Project will help identify those local government units that could benefit most from funding for parcel improvement. This will be done by identifying and measuring key benchmark metrics of parcel data quality for each contributed county dataset. These benchmarks will require some in-depth analysis; consultation with spatial data quality experts is anticipated as part of this effort. The V1 Project will measure counties on two sets of benchmarks: a short-term benchmark and long-term benchmarks as specified in Deliverables.
- **Final Deliverable.** The SCO will deliver the final database and map layer by March 31, 2015; the Interim Project Report as specified above by June 30, 2015; and the Final Project Report by September 30, 2015.

DIR will be responsible for the following logistics:

- **Data Acquisition.** The DIR will be responsible for making formal data requests to county and/or municipal GIS offices, including follow-up steps such as open records requests.
- **Data Sharing.** The DIR will review and implement licensing agreements as needed and document data sharing issues.
- **Technology for Distribution.** DIR will be responsible for working with other parties to provide an appropriate location and technology for data hosting of the interim parcel map database and final parcel map database, as well as ready access to the statewide parcel map database, which may include tiered governmental and public access.

In consultation with the DIR, the SCO will conduct outreach and publicize project goals and status. Both the SCO and DIR will provide project liaisons to facilitate collaboration.

5. **Project Timeline**

Date	Milestone
July 1, 2014	Project start
September 1, 2014	Ready for data request
December 31, 2014	1st Partial database release; Status report and maps detailing data submission and ingest status
March 31, 2015	2nd Partial database release
June 30, 2015	Final database release; Interim Project Report
Sept 30, 2015	Final Project Report

6. **Payments to SCO**
   SCO shall receive, during the term of this Scope of Work, reimbursement of expenses up to the amount of $121,765 for staff time, materials and incidental expenses in executing the V1 Project. SCO shall submit invoices to the DOA on a quarterly basis. Such invoices will include major budget category detail, i.e. salary, fringe, supplies, travel, etc. Each invoice will include a signed certification statement attesting to the trueness of claimed expenses and will identify any cost sharing provided by SCO during the invoice period. The final invoice shall be submitted to the DOA within 60 days of contract end date.

7. **Project Budget**

Item	Description	Amount
Staff salary and fringe	Primarily Codie See (50%) and David Vogel (100%)	$87,012
Student hourly	600 hours	$6,871
Travel	Conferences, outreach	$2,000
Consulting for metrics	Possible consultant	$10,000
Indirect	15%	$15,882
TOTAL		**$121,765**

8. **Potential Limiting Factors in Project Product**
   Incomplete data may result from gaps in coverage and issues with data sharing. Completion of the LinkWISCONSIN project will provide a good assessment of gaps in coverage but not necessarily issues with data sharing since counties may be less willing to share data if it will be distributed to state agencies beyond the V1 Project team.

9. **Out of Project Scope**
   While the V1 Project will inform and influence other aspects of the Parcel Initiative, it is only one limited project within the Parcel Initiative. Goals and objectives outside of the Scope of Work of this limited project include:

   - **Distribution of statewide parcel database, possible interactive map and hosting of searchable statewide database.** This Scope of Work does not cover hosting and distributing of data. An appropriate location and technology for data hosting will be addressed as part of the V1 Project, but the SCO does not currently have the capability of distributing data to a

select group of users (e.g., state agency employees only) and the development of such a capability would involve some additional cost.

- **Development of a Web search tool.** A simple prototype search tool will be developed by the SCO to demonstrate proof-of-concept, but the development of the final Web search tool (and related features such as an interactive map) is beyond the scope of this project.
- **Updates to V1 statewide parcel database.** The data deliverable of the V1 Project is a one-time delivery. No updates are planned under this Scope of Work. However, the question of sustainability will be addressed in the Final Project Report as a part of the recommendations for improving the database.
- **A public, participatory planning process with stakeholders to aid in creating long-term benchmarks for improving local parcel datasets.** A facilitation of a public planning process, including workshops, interviews, and interactive planning sessions to gather information for the possible prioritization of investment in local parcel datasets is beyond the scope of the V1 Project. An inventory of local government, state, and private business uses for specific improvements to local parcel datasets is also beyond the scope of the V1 Project.
- **Allocation of future increase in Land Information Fund revenue.** The V1 Project Report may provide specific recommendations on how to assist counties to meet the short-term benchmark for the requirements of s. 59.72(2)(a) and how to make the long-term benchmarks to be identified in the project report, but SCO will not be responsible for making funding allocation decisions.
- **Creation of a governance structure for local land information system standards and interoperability.** The V1 Project will not address the need for or develop a model for creating a governance structure for local land information system standards and interoperability.
- **Filling gaps in data.** The V1 Project will identify gaps in parcel coverage but will not attempt to fill in these gaps if shareable digital data does not already exist. Tasks such as digitizing paper maps or air photos, field collection of data, or converting data from non-digital text sources are beyond the scope of the project.

10. Primary Project Contacts

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For the Department of Administration,
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March 17, 2014

Date