



Oregon

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**Oregon Geographic Information Council (OGIC)
Framework Development Program
Request for Proposals**

For the 2017 – 2019 Biennium
May 2017

Proposals must be received by:

Friday, July 14, 2017
5:00 pm PST

Questions and comments may be submitted to: framework.funding@oregon.gov

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Request for Proposals

The intent of this program is to leverage existing funds and efforts that develop, enhance, steward, or make accessible GIS Framework data for Oregon by providing supplemental resources. Beginning with the 2017 - 2019 biennium, proposed projects will be placed into one of two categories designed to facilitate continued progress toward fulfilling the mission and goals of the Oregon Framework Program. The categories or funding areas are:

1. foundational data element projects
2. traditional Framework projects

The largest funding area is focused on *foundational Framework data elements* (Appendix A, Table 2). Foundational Framework data elements are base geospatial data used for constructing a majority of Framework data elements¹ and are required for achieving the highest levels of integration among Framework themes. These data were identified by the Framework Implementation Team leads and teams. Secondary Framework data elements (Appendix A, Table 2) were also identified as important to Oregon's Framework and will be considered in the same pool as foundational data element projects but at a lower priority. Proposers are welcome to provide a recommendation and justification for the funding pool and priority in which a proposed project should be placed. Proposed projects that focus on other topics relevant to Oregon's Framework will be evaluated using the criteria that has historically been used by the Framework program; these projects are referred to as *traditional Framework projects* in this document. The Framework Development program seeks to direct approximately 70% of total available funds to foundational data element projects and the remainder to traditional projects for this biennium.

Eligible applicants to this program are limited to all public bodies (i.e., state government bodies, local government bodies and special government bodies).² Non-public bodies are invited to participate in the program as partners through subcontracts.

Requests for Framework Implementation Team (FIT) geospatial data development funds generally exceed the available fund balance each biennium. Because of this limitation, this funding program is competitive and selective. All project proposals are evaluated against certain criteria in order to provide a fair and equitable distribution of available funds. Only select projects demonstrating sufficient benefit and meritorious work may be funded. \$500,000 is available for the 2017 - 2019 biennium; approved projects have ranged from \$15,000 to \$150,000 in the past.

The criteria and review process used to prioritize and fund requests are below. OGIC, Policy Advisory Council (PAC), FIT, and GIS Program Leaders (GPL) members will review the funding criteria and priorities on a regular basis, and modifications may occur based on either resource availability or changes in OGIC goals. The review process is facilitated by the Reviewing Team composed of members from the PAC, FIT, and GPL groups, as well as other members of the

¹ Framework data elements are spatial phenomena of a defined type, feature class, or set of features that are represented together under an Oregon GIS Framework theme such as "road centerlines" under the Transportation theme.

² Public bodies are defined by Oregon Revised Statute 174.109 as state government bodies, local government bodies and special government bodies (https://www.oregonlegislature.gov/bills_laws/ors/ors174.html).

Framework community. Members of any reviewing group with ties to individual proposals will identify the proposals and abstain from the review, evaluation, and decision making for those proposals.

Program communications are distributed via GEO's email distribution lists (pac@listsmart.osl.state.or.us, fit@listsmart.osl.state.or.us, gpl_list@listsmart.osl.state.or.us, ogic@listmart.osl.state.or.us, and ous-gis@listsmart.osl.state.or.us). The announcement is also posted on the FIT web page: <http://www.oregon.gov/DAS/CIO/GEO/pages/fit/fit.aspx>.

Submission

The proposal deadline is stated on the cover page of this document. Please submit your proposal by email:

To: framework.funding@oregon.gov

Subject: Framework Development Program 2017-19

Review Process Overview

The review process is illustrated in **OGIC – FIT Proposal Review Process** (Figure 1) and begins with an initial review to determine that proposals meet the requirements listed in the Basic Proposal Requirements.

All proposals must be presented to the reviewing groups. (Please see the timeline below for the presentation meeting date and the reviewing groups section for explanation of their roles and responsibilities.) Presentations are expected to be 10 to 20 minutes in length depending on the number of presentations; additional detail will be provided once the request for proposals has closed. Proposers are encouraged to bring questions about the program and its process to the presentation meeting. The meeting will occur in Salem with a video-enabled remote participation option available.

Submitted proposals are first reviewed by the FIT and GPL using each group's proposal evaluation criteria. PAC then reviews proposals based on its evaluation criteria as well as the outcomes and comments of the FIT and GPL reviews. Proposals, outcomes, and comments are then returned to the Reviewing Team. The Reviewing Team compiles all input and formulates a recommendation for OGIC consideration. Refer to Table 1 for the timeline.

Reviewing Groups

Reviewing Team. This team is formed soon after the proposal deadline and consists of the State Geographic Information Officer (GIO), Framework Coordinator, and one member each from the PAC, FIT, and GPL groups. The main purpose of the Reviewing Team is to ensure feedback from PAC, FIT, and GPL is appropriately solicited, gathered, and integrated into the recommendations provided to OGIC. To accomplish this, the Reviewing Team conducts an initial review of submitted proposals; compiles review results from each reviewing body; ferries review materials to reviewing bodies as directed by the review process (Figure 1); and compiles and submits final reviewing group recommendations to OGIC.

Framework Implementation Team (FIT). The FIT is composed of GIS professionals from multiple levels of government and sectors. It endeavors to develop data, data standards, and stewardship plans for Oregon’s GIS Framework. FIT is composed of the FIT leaders from each FIT theme.³

GIS Program Leaders (GPL). The GPL is composed of GIS program leaders from all levels of government in the State of Oregon. GPL functions as the technical advisory body to OGIC.⁴

Policy Advisory Committee (PAC). The PAC is composed of appointees made by the Oregon Geographic Information Council (OGIC). PAC advises OGIC on issues related to strategic planning, budgets, and policy development.⁵

³ <http://www.oregon.gov/geo/Pages/fit.aspx>; Framework data themes are groups of similar and/or related data elements. Current Framework data themes are in alphabetical order: Administrative Boundaries, Bioscience, Cadastral, Climate, Coastal and Marine, Elevation, Geodetic Control, Geosciences, Hazards, Hydrography, Imagery, Land Use Land Cover, Preparedness, Reference, Transportation, and Utilities.

⁴ <http://www.oregon.gov/geo/Pages/gpl.aspx>

⁵ <http://www.oregon.gov/geo/Pages/pac.aspx>

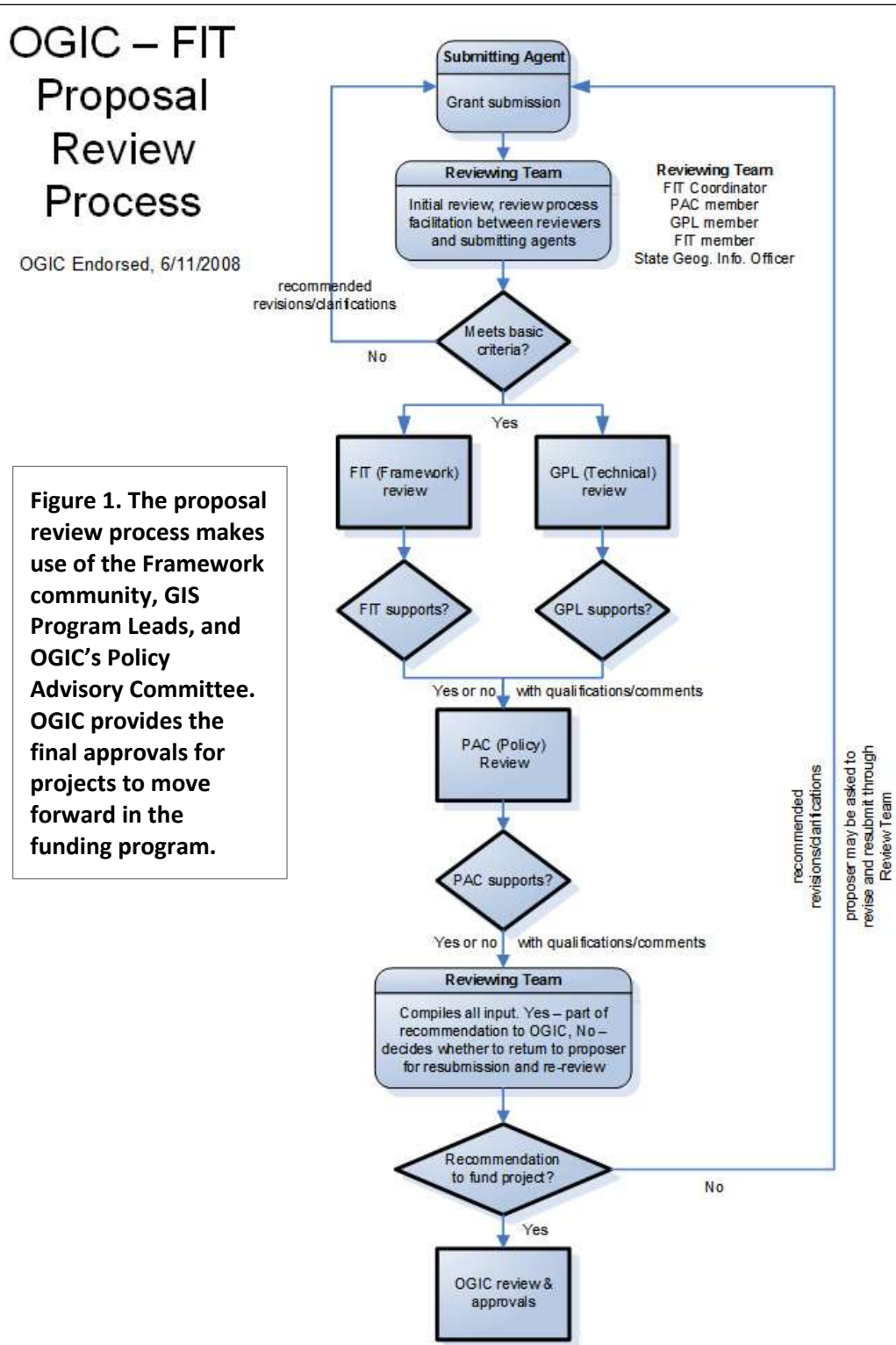


Table 1. The Framework funding program schedule of events and milestones.

FIT Funding Process Timeline	
May 16	Announce 2017 - 2019 Framework Funding Process, issue call for proposals
May 26	Target date for Reviewing Team formation
June 1	Funding program question and answer conference call #1 ⁶
June 14	Funding program question and answer conference call #2 ⁶
July 14	Submission deadline. Submissions must be received by 5:00 PM.
July 20	Reviewing Team performs initial review.
July 26	10 AM to 3 PM: Proposal presentations; location to be announced
August 8	10 AM to 12 PM: FIT reviews proposals based on Framework criteria 1:30 PM to 3:30 PM: GPL reviews proposals based on technical criteria
August 9	FIT and GPL recommendations submitted to PAC and Reviewing Team by 5:00 PM
August 15	PAC reviews proposals based on policy criteria and FIT and GPL recommendations
August 16	PAC recommendations submitted to Reviewing Team by 5:00 PM
August 17 - 24	Reviewing Team compiles evaluations and formulates final recommendations for OGIC
September 1	Reviewing Team recommendations provided to OGIC
September 1 - 19	OGIC reviews proposals with Reviewing Team recommendations and GPL, PAC, and FIT evaluations
September 22	Recipients informed
September 25	Successful project abstracts posted to GEO website
September 26	Contract development initiated
October - November	Projects begin upon contract execution

⁶ Conference call at 10:30 to 11:30 AM Pacific – 1-866-377-3315, 6247565#

Proposal Evaluation Criteria

Basic program aspects, reviewed by Reviewing Team

The Reviewing Team will ensure that all proposals reviewed by the other reviewing groups meet the basic proposal requirements.

1. Received by deadline
2. Conforms to template
3. Includes all required material
4. Does not exceed page limits (cover page, project narrative, budget justification, budget)
5. Meets font size requirements for readability

Framework aspects, reviewed by FIT Leaders:

FIT leaders assess if a proposal project pursues Oregon GIS Framework goals. Evaluation criteria differ slightly depending on the project funding area.

Basic criteria

1. Data to be addressed by the proposal are Framework data elements.
2. Spatial extent is appropriate to the Framework program (typically statewide as defined by the data element).

Foundational data element focused project criteria

FIT leaders evaluate pursuit of Oregon GIS Framework goals in the areas of (i) data development, maintenance, and access; and (ii) horizontal and vertical data integration.

Data development, maintenance, and access

1. Proposal describes need for completing one or more **foundational** data elements. Content may include but is not limited to:
 - o description of the broad need for the foundational data element
 - o description of the level of incompleteness of one or more Framework data themes⁷ related to the foundation data element(s) of interest
 - o description of the broad need for a completed and/or updated theme
2. Project deliverables include metadata in Oregon Metadata Standard format (most recently OGIC-endorsed version).
3. Stewardship overview for data maintenance includes an identified and willing steward and describes a path to successful stewardship.
4. Data storage and access plan clearly articulates successful storage and delivery of the data product.

⁷ Framework data themes are groups of similar and/or related data elements. Current Framework data themes are in alphabetical order: Administrative Boundaries, Bioscience, Cadastral, Climate, Coastal and Marine, Elevation, Geodetic Control, Geosciences, Hazards, Hydrography, Imagery, Land Use Land Cover, Preparedness, Reference, Transportation, and Utilities.

Data integration

1. Proposal documents the project’s relationship to other themes and data sets. At a minimum, describes process steps to ensure horizontal integration and vertical integration with one or more Framework themes.

Other consideration areas

1. Project aligns with priorities external to FIT/ National Spatial Data Infrastructure (NSDI). For example, completing a foundational data element in the short term may be required to complete a related non-foundational data element in the long term.
2. Attributes (Are all characteristics defined for theme and/or element included in deliverable(s)?)
3. Timely availability of existing (matching) funds

Traditional Framework proposal criteria

FIT leaders assess if a project pursues a broad array of Oregon GIS Framework goals. Past projects include data and tool development efforts.

- Project pursues FIT goals, including but not limited to:
 - Data to be developed are Framework data elements
 - Level of incompleteness of data theme and its relation to other themes
 - Fills a gap (Does it represent a Framework data element for which no dataset has been identified?)
 - Spatial extent (Does it encompass a relevant geography?)
 - Attributes (Are all characteristics defined for theme/element included in deliverable(s)?)
 - Broad need for completed/updated theme
 - Timely availability of existing (matching) funds
- Project delivers standard metadata in the Oregon Metadata Standard format
- Project has an identified and willing steward
- Project aligns with priorities external to FIT/National Spatial Data Infrastructure (NSDI)

Technical Aspects, reviewed by GPL:

Foundational Data Elements and traditional Framework proposal criteria:

1. Project is technically sound.
 - Adequate resources identified and available (hardware/software/staff)
 - Resources sought are appropriate to proposed work and deliverables
 - Proposal adheres to professional standards for data capture, GIS, and project management
 - All technical issues are addressed, such as edge-matching, raster-image compression ratios, appropriate precision and accuracy, and defined in project work plan
 - Project has realistic timeframe and work plan
2. Project demonstrates enterprise orientation:
 - Appropriate spatial extent for the data theme/element
 - Involves appropriate stakeholder community and partners
 - Plans for vertical and horizontal integration with other relevant data themes and elements,
 - Conforms to an approved data exchange standard

- Distribution of resultant data element (Framework data is to be freely available for redistribution and published to Oregon Spatial Data Library (OSDL); exceptions should be justified in the project narrative)

Policy Aspects, reviewed by PAC:

Foundational Data Elements and traditional Framework proposal criteria:

1. Project demonstrates enterprise orientation:
 - Appropriate spatial extent for the data theme/element
 - Involves appropriate stakeholder community and partners
 - Plans for vertical and horizontal integration with other relevant data themes and elements,
 - Conforms to an approved data exchange standard
 - Distribution of resultant data theme (Framework data to be freely available for redistribution and published to Oregon Spatial Data Library (OSDL); exceptions should be justified in the project narrative)
 - Describes project's connection to relevant, appropriate business lines (agency, cross-agency, cross-jurisdiction, etc.)
2. Funding and cost
 - Project leverages funding (or other types of) partnerships, where available and appropriate
 - Project will cost significantly more if not funded in the current biennium
 - Project implements cost-effective methodology
 - Project has reasonable and measurable deliverable(s)
3. Other consideration areas
 - Project deliverable timeframe extends beyond current funding cycle
 - Project conforms to existing Oregon Revised Statutes (ORS) and Oregon Administrative Rules (OAR)
 - Project accelerates the completion of a foundational data element or Framework theme

Appendix A. Foundational and Secondary Framework Data Elements

Table 2. Foundational Framework data elements

ID	Theme	Element	Description
110	Transportation	airports	Point locations of airports for representation at small scale.
122	Elevation	bathymetry	Contours defining constant depth under surface water bodies (lakes, oceans, reservoirs)
98	Transportation	bridges	Structures for roads crossing over water bodies, topographic obstacles or other obstructions. Structures that cross over roads, such as railroad or pedestrian crossings.
7	Cadastral	CadNSDI	The CadNSDI represents the cadastral components of the Public Land Survey System (PLSS) or Cadastral National Spatial Data Infrastructure. The coordinates portray the legal land parcels of the PLSS and tie land description, records, parcel information, and resource data to positions on the ground. (formerly known as GCDB)
17, 18	Admin Bnds, Reference	county boundaries – OR county boundaries - WA, CA, ID, NV	Legal boundary of Oregon’s 36 counties. County boundaries of neighboring states.
118	Elevation	digital elevation models	Digital representation of the topographic surface. Compiled from collections of elevation values that consist of topographic breaklines and masspoints. Grid cell spacing is 10 to 20 meters.
188	Cadastral	Donation Land Claims	Areas of land given by the federal government to western settlers.
1	Geodetic Control	geodetic control points	Monumented points randomly located but also objects such as lighthouses, masts, and church spires. These are then used to locate section corners and meander lines. Focus is now on active control points (CORS).
109	Transportation	navigation hazards	Buildings or structures that may present a hazard to airplanes during landing or takeoff.
114	Imagery	orthoimagery	Orthorectified imagery derived from scanned aerial photography or digital aerial camera.
2	Cadastral	PLSS	A single, published coordinate pair for corner positions; may include lines depicting Public Land Survey System (PLSS) boundaries for Townships, Ranges, and Sections.
5	Cadastral	public lands ownership	Parcels of land owned by federal, state, or local government agencies.
97	Transportation	railroads	Centerlines of railroad tracks.
94	Transportation	road centerlines	Centerlines includes all city, county, state and federal roads by 2006.
142	Geoscience	soils	Detailed soil units from Soils Surveys covering nonfederal land conducted by the U.S. Natural Resource Conservation Service (NRCS) that differentiates mapped units on the basis of a range of physical, topographic, and chemical properties.
6	Cadastral	state-owned lands	Boundaries of state-owned properties with associated ownership info.
3	Cadastral	tax lots	Taxlots defined by counties (and recognized by DOR) and defined on real property tax rolls with a unique ID.
276	Cadastral	Tribal Trust Lands	Lands held in trust for AI tribes

ID	Theme	Element	Description
124	Hydrography	water bodies	All lakes, ponds, double-banked streams and other waterbodies best represented as an area.
123	Hydrography	watercourses	Natural and manmade channels of water flow (rivers, streams, creek, canals) regardless of flow regime.

Table 3. Secondary Framework data elements. Data elements in this group will be considered under the foundational Framework data elements funding pool, but at a lower priority level than the foundational data elements found in Appendix A, Table 2.

ID	Theme	Element	Description
80	Preparedness	address points	Point locations indicating the location of a site address. The location is defined based on mapping rules for a particular project (may be a tax lot centroid, building centroid, building entrance, or other defined location) .
95	Transportation	address ranges	High and low addresses representing ranges on right and left side of each block of street.
8	Admin Bnds	American Indian Reservations	Area encompassing the variety of land ownerships & management for a particular tribe.
145	Bioscience	anadromous fish habitat distributions	event attribute of watercourses
82	LULC	archaeological sites	Locations of subsurface artifacts.
121	Elevation	aspect	The compass direction toward which a sloped surface is facing.
213	Cadastral	assessor's map boundaries	Area covered by each assessor's map
84	LULC	cemeteries	Point locations or area delineations of public or private cemetery.
9	Reference	census 2000 geographies	groups, tracts and others, defined by the U.S. Census Bureau. Demographic data collected by the Census Bureau are associated with the block groups and tracts.
253	Hazards	Channel Migration Zone	
11	Admin Bnds	city limits	Boundary of the incorporated area for a municipality
214	Reference	coordinate systems	Parameters and metadata of coordinate systems used in Oregon.
243	Preparedness	correctional facilities	Location of all correctional facilities, including work release centers and other "in-community" facilities.
16	Admin Bnds	council of governments boundaries	Area enclosing extent of regional government.
99	Transportation	culverts	Structures constructed along-side or under roads for drainage control associated with roads.
91	Preparedness	dam facilities	Locations of dams and related facilities.
85	Reference	demographic data	Population data (income, education, housing type, ethnicity, etc.) aggregated by defined enumeration areas. This includes decennial Census data from the Census Bureau, demographic data collected from other surveys, or population projections (State Data Center).

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Table 3. Secondary Framework data elements

ID	Theme	Element	Description
133	Utilities	electric distribution facilities	The facilities that form the infrastructure supporting the distribution of electrical power to individual buildings and sites. These features include poles, distribution lines, service lines, transformers, and other electric control facilities
129	Utilities	electric generation & transmission facilities	The facilities that form the infrastructure supporting the generation and transmission of electrical power. Features may include power generation plants, transmission towers, substations, and transmission lines.
240	Elevation	elevation bands	Areas of elevation bands, e.g., 0-1000, 1000-2000, etc.
119	Elevation	elevation contours	Contour intervals of constant elevation, ranging from 10' to 80'
222	Preparedness	emergency facilities	Facilities such as Emergency Operation Centers, PSAPs, shelters, supply points, and other sites that support the management of events during emergency operations.
197	Preparedness	emergency reference data stations	Locations of weather stations, flood gauges, lat/long grid for helicopters.
198	Preparedness	evacuation routes	Designated routes to be followed by citizens when evacuating areas in the case of an emergency.
135	Utilities	gas distribution facilities	All pipelines and associated facilities for the transport of natural gas from the point of supply to customer sites. Includes such features as transmission and distribution mains, valves, fittings, meters, etc.
141	Geoscience	geology	Compilation of existing geologic mapping: includes bedrock type or unconsolidated deposits at/near the surface, age, lithologic description
143	Geoscience	geomorphology	Delineation of landforms following a classification scheme.
151	Bioscience	hatchery release locations	Event attribute of watercourses.
172	Preparedness	hazardous materials sites	Location of hazardous materials sites
89	Preparedness	health care facilities	Point locations of all types of health care facilities, including hospitals, medical clinics, nursing homes, and even veterinary clinics.
106	Transportation	heliports	Locations designated for the take-off and landing of helicopters.
86	LULC	historic sites	Buildings or sites of historic significance that have a federal, state, or local designation.
127	Hydrography	hydrologic units (1st-6th fields)	Areas delineating watersheds defined by drainage divides. Hydrologic unit delineation follows a standard defined by the U.S. Geological Survey and is the subject of a current mapping project led by BLM, as a partner in the PNW Hydrography Framework Clearinghouse.
107	Transportation	lighthouses	Locations of lighthouses.
227	Transportation	milepoints	Milepoints on state hwys are collected using the distance measure instrument from the beginning of the hwy and when features intersect or happen on the hwy, including milepost paddles. The milepoint is cataloged and put into event tables that are dynamically segmented to the highway system. Local roads may use similar methods.
96	Transportation	mileposts	Locations of milepost paddles. Some milepost may be missing; some are not located precisely at one-mile intervals.

2017 – 2019 Framework Development Program Request for Proposals
Table 3. Secondary Framework data elements

ID	Theme	Element	Description
108	Preparedness	military facilities	Location of all military bases, facilities, and operations sites.
41	Admin Bnds	national forest boundaries	Boundaries of National Forests administered by the U.S. Forest Service. Includes outer boundary and boundary of inholdings that are not part of the forest.
42	Admin Bnds	national memorials, parks, scenic areas, etc.	Federal special management areas. Dup of public land mgmt/stewardship?
254	Hazards	Naturally Occurring Hazardous Materials	
190	Utilities	oil & gas supply and transmission facilities	The infrastructure required to extract, process, and transmit oil and gas from sites of production to sites of consumption.
225	Geodetic Control	other survey control	Horizontal and/or vertical points established to support surveying or mapping projects. May be referenced to a datum and coordinate system or just locally defined (e.g., fixed point for site survey). May or may not have a physical marker.
88	Preparedness	port facilities (air, sea, river)	Detailed port facility areas, regardless of mode.
105	Transportation	ports	Point locations of ocean or river ports operated to support the loading and unloading of waterborne cargo.
81	Preparedness	public bldg footprints	Buildings owned by federal, state, or local government agencies
230	LULC	public land management / stewardship	Areas managed for fish, wildlife, conservation, wilderness, watershed conservation, or other land designations.
226	Preparedness	public safety station locations	Office/station locations for police, sheriff, fire, emergency medical organizations, state police post locations, and locations of other public safety organizations.
239	Reference	quadrangle boundaries	Quad boundaries for 3 mapping scales
200	Preparedness	rail facilities	Detailed rail facilities, including maintenance yards, depots, switching yards, etc.
87	LULC	recreation sites	All areas and features administered by federal or state authorities that have been designated for recreational use. These features include trails, camping areas, swimming areas, parks, and picnic areas.
191	Utilities	recycling facilities	
148	Bioscience	riparian areas	Areas delineating extent of riparian cover adjacent to streams.
54	Admin Bnds	roadless areas	Areas in national forests that are relatively undeveloped.
131	Utilities	sanitary sewer treatment & collection facilities	All facilities associated with collection and treatment of wastewater. Features include treatment plants, interceptor lines, sewer mains and laterals, lift stations, manholes, etc
207	Preparedness	schools	Locations of public and private schools at all levels.
137	Utilities	septic systems	Locations of permitted septic systems.
279	Coastal and Marine	shoreline	
120	Elevation	slope	The average incline of an area of the surface expressed in degrees or as a percent.
192	Utilities	solid waste/transfer sites	Sanitary landfills and other waste disposal sites and transfer sites for temporary storage of waste.

ID	Theme	Element	Description
90	Preparedness	stadiums	Area delineation or point locations of public or private stadiums.
61	Admin Bnds	state boundary	Official boundary of the State of Oregon.
62	Admin Bnds	state forest boundaries	Boundaries that encompass state forests managed by ODF.
63	Admin Bnds	state park boundaries	Boundaries of state parks operated by the Parks and Recreation Dept.
132	Utilities	storm sewer drainage & control facilities	Maintained storm sewers and drainage facilities designed to collect and control storm drainage in local areas. Includes underground storm sewers, catch basins, inlets, maintained open channels, retention ponds, etc.
221	Cadastral	subdivision plat maps	Image of plat map showing subdivisions with blocks and lots.
130	Utilities	telecommunication facilities	All facilities supporting telecommunications, including cellular phone towers, telephone lines, and exchange boxes, as well as cable TV infrastructure.
66	Reference	time zone boundary	Line delineating Pacific from Mountain time.
104	Transportation	trails	Trails maintained by federal, state, and local authorities and non-governmental groups
69	Admin Bnds	urban reserve areas	Area designated by local governments outside the Urban Growth Boundary to insure a supply of land for urbanization.
134	Utilities	utility easements	Areas in which recorded deeds convey certain rights for utility facility placement and use. In most cases, these involve corridors for utility lines which run outside the public right-of-way
111	Transportation	VOR	Air traffic control beacons. VHF Omni Directional Radio Range (VOR) beacons. In the past also referred to RADAR.
125	Hydrography	water body shorelines	One or more shorelines for water bodies; one designated as the default.
219	Utilities	water distribution facilities	All the water distribution facilities, including mains, hydrants, valves, service lines, pump stations, etc.
126	Hydrography	water points	Springs and other natural surface water features best represented by points.
128	Utilities	water supply & transmission facilities	All facilities related to the supply and treatment of water from wells and reservoirs to the transmission of water (through major distribution mains) to the local distribution network.
242	Bioscience	wetlands, LWI	Local wetlands inventories
147	Bioscience	wetlands, NWI	1:24k distribution of wetlands, classified by wetland type (Cowardin, national standard), by HGM (HydroGeoMorphic type, national standard), and by vegetation type (National Vegetation Classification, Ecological System, national standard).
275	Admin Bnds	wilderness areas	Congressionally designated wilderness areas
168	Hazards	wildland/urban interface boundary	Delineates areas where structures and other human development meet or intermingle with wildland or vegetative fuels. Used for wildfire protection planning and fire fighting.
245	Utilities	wireless carrier service areas	Delineation of wireless service areas

Appendix B. Proposal Template

Instructions:

Use this template as a style and content guide for your proposal. Proposals not conforming to this template or missing information may be returned without review. Page and word limitations are indicated where relevant. Please use 10 - 12 point font size depending on the font: for Arial, Courier, Palatino types, please use a minimum of 10 points; for Times types please use a minimum of 11 points. Adequate font size increases the ease with which the reviewers can read proposals.

PROPOSAL COVER PAGE (1 PAGE)

Project title

Contact information

Include primary project staff including agency or organization affiliation
Specify a single point of contact for project

Project duration and end date

Project end date may be no later than 5/31/2019

Geographic extent of project

Text description and/or map of the project extent as appropriate.

Amount requested

Total request should match the budget total cost/requested amount.

Project abstract (250 words)

Successful proposal abstracts to be posted to the GEO website

PROJECT NARRATIVE (8 PP)

The project narrative will become the Statement of Work for successful proposal agreements.

Project scope

Brief overview of the proposed project. May include the project purpose, an introduction and/or background for the proposed project, and/or other relevant information that is not found elsewhere in the narrative.

Relationship to Oregon Framework

Brief description of how the project deliverables and outcomes fit into the Oregon Framework. May include relevant themes and/or data elements, past Framework projects, or future relevant work efforts.

Expected benefits

Describe how project deliverables and outcomes will benefit the Oregon Framework and its community of data users. External benefits and priorities may also be included in this subsection.

Methodology

Fully describe the planned procedures and protocols to be used to develop project deliverables and outcomes.

Deliverables to be funded by this proposal

Brief description of project deliverables and outcomes. All projects are required to include a stewardship deliverable. See supporting guidance under subsection “Stewardship Overview” for more information.

Project timeline

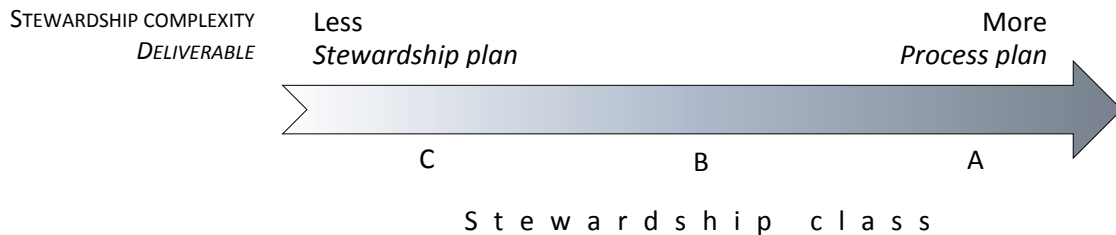
Document major milestones, tasks, and/or expected timeframes for deliverables and outcomes. Gantt charts are a simple but effective format for completing this subsection, but are not required. Example formats are provided in Appendix D.

Stewardship Overview

This subsection of the proposal should briefly describe how data element deliverable(s) will be maintained and identifies the data steward. The subsection elaborates on and justifies the stewardship deliverable’s content.

All projects are required to deliver either a data stewardship plan or a process plan that will lead to a stewardship plan and involves the proposing public body. The proposed work product’s or data element’s *stewardship class*⁸ will be the main determinant for the stewardship deliverable’s content (Figure 2). Class C data elements require minimal stewardship documentation and therefore should identify a stewardship plan as a deliverable. Development of stewardship plans for Class A elements are likely to require more time and resources than are allowable under this program, therefore a *process plan* leading to a stewardship plan is required for these elements. Class B elements may or may not require a stewardship plan deliverable depending on the circumstances described in the proposal. Additional information on stewardship is available from the GEO website.⁹

Figure 2. Successful stewardship can depend on many factors.



⁸ For stewardship class definitions, please refer to the “[Expert Key to Classify Framework Elements for Stewardship](https://www.oregon.gov/geo/Documents/Expert%20Key%20to%20Classify%20Framework%20Elements%20for%20Stewardship.pdf)”
<https://www.oregon.gov/geo/Documents/Expert%20Key%20to%20Classify%20Framework%20Elements%20for%20Stewardship.pdf>

⁹ <http://www.oregon.gov/geo/Pages/data-stewardship.aspx>

Data Storage and Distribution Plan

Describe how deliverables will be stored, distributed, and any anticipated restrictions to distribution. Identify if data products will be delivered to the Geospatial Enterprise Office for distribution and storage. If an alternative storage location is anticipated, identify the expected storage facility and describe how the data will be distributed. Brief discussions of data security may be appropriate for this subsection.

Commitment to effort

Describe actions and opportunities that indicate commitment by your organization or your proposal team for the project deliverables and outcomes. Information may include but is not limited to your organization's requirement for the project deliverables and activities related to the proposed project or its deliverables/outcomes.

Relevant experience/expertise of project team and organizational capacity

Describe the project team's skills and relevance to the project's success. Organizational resources, experience, expertise, etc. may be used to identify organizational capacity for the proposed project.

BUDGET JUSTIFICATION STATEMENT (1 PAGE)

Explain the need for each line item in the budget. Successful statements will convey why the costs are necessary for project success.

BUDGET (1 PAGE)

- Identify funds from partners, other project related funds, matching funds, etc.
- Estimate of in-kind match
- Identify any unfunded activities
- Include information about any planned contracting
- Example budget formats are provided in Appendix C.

OPTIONAL INFORMATION (NO LIMIT)

- Letters of support or participation
- Project personnel resumes or CVs

Appendix C. Example Budget Templates

Budget Example 1: Project with subcontract and detailed salary information

Project title							
	FTE	Monthly Salary	Project Months	Salary Cost	OPE Rate	OPE Cost	Total Cost
SALARIES	%						
GIS Analyst	1.00	\$ X,539	2.00	\$ X,078	0.68	\$ X,813	\$ X,891
Technical Program Mgr.	0.90	\$X,719	3.00	\$ XX,441	0.57	\$ X,802	\$ X,243
Project Manager	0.80	\$ X,180	0.75	\$ X,708	0.56	\$ X,076	\$ X,784
Student Worker	per hr.	\$ X,080	0.50	\$ X,040	0.08	\$ 83	\$ X,123
Total Salaries				\$ XX,267		\$ XX,774	\$ XX,042
SUBCONTRACTS							Cost
Subcontractor A							\$ X,000
Total Subcontracts							\$ X,000
TOTAL DIRECT COSTS							\$ XX,442
INDIRECT							
	0.26						\$ XX,335
TOTAL INDIRECT COSTS							\$ XX,335
TOTAL COST							\$ XX,776

Budget Example 2: Project with partner/in-kind contributions

Project Budget			
Budget Item	Role/Task	Time	Cost
Coordinator	Project Management	0.50 months	\$X,000
	Independent Review Coordination	0.25 months	\$X,000
	Metadata Review	0.10 months	\$X,800
	Publication Preparation	0.50 months	\$X,000
GIS Analyst	Geometry and Attribute Creation	5.00 months	\$XX,500
	Field Verification	0.50 months	\$X,250
	Database Consolidation and QA/QC	0.25 months	\$X,625
	Metadata Authoring	0.25 months	\$X,625
	Publication Preparation	0.50 months	\$X,250
Publications Coordinator	Publication Preparation	0.25 months	\$X,000
Subtotal			\$XX,050
Indirect Costs	22.7%		\$XX,496
Total FIT Funds Requested			\$XX,546
Partner match/leverage	See <i>Partner Contributions</i> Section		\$XX,000
Total Project Cost			\$XX,546

Appendix D. Example Project Timelines

Timeline Example 1: Project timeframes linked to tasks, milestones, and deliverables

Dates	Tasks	Milestones	Deliverables & outcomes
Aug. 2015 – May 2017	Scoping & coordination	Milestone 1: Scoping session Milestone 2: oversight group kick-off meeting held	Deliverable 1: Summary document containing scoping session findings Outcome 1: Establishment of oversight group
Oct. 2015 – Oct. 2016	Task 2	Milestone 3 Milestone 4	Deliverable 2 Outcome 2
May 2016 – Oct. 2016	Task 3	Milestone 5 Milestone 6 Milestone 7	Deliverable 3 Deliverable 4 Outcome 3 Outcome 4

Timeline Example 2: Task table with start and end date columns

Phase/deliverable	Task	Start Date	End Date
Phase 1	Task 1 Task 2 Task 3	7/1/2015	3/31/2016
Optional Increment – Priority 1	Task 1 Task 2 Task 3	4/1/2016	6/30/2016
Optional Increment – Priority 2	Task 1 Task 2	7/1/2016	9/30/2016
Optional Increment – Priority 3	Task 1 Task 2	10/1/2016	12/31/2016
Deliverables 1 - 3	Database consolidation and QA/QC, metadata authoring	1/1/2017	3/31/2017
Deliverables 4 - 5	Technical report and maps for publication	4/1/2017	5/29/2017

Timeline Example 3: Gantt chart

Task	2015 Q3	2015 Q4	2016 Q1 & Q2	2016 Q3
Standard (no funding requested)				
Stewardship Plan Development				
Data Development				
Data QA/QC				
Metadata Authoring/Report Writing/Map Creation				