

	Office of Emergency Management POLICY	Policy Number: TAR 801
	Approved By: Andrew Phelps, Director of the Office of Emergency Management	Effective Date: 2017-08-09
Version: 003	9-1-1 GIS/MSAG Funding	

I. PURPOSE:

The goal of the Oregon Office of Emergency Management, 9-1-1 Program (OEM) is to provide funding resources from the 9-1-1 Subaccount for the acquisition, development, maintenance, updating, processing and configuration of mapping data for all Public Safety Answering Points (PSAP) in the state of Oregon.

“The office shall make payments for costs of the emergency communications system on behalf of a 9-1-1 jurisdiction, or make reimbursement to the 9-1-1 jurisdiction for such costs, only after a reimbursement or payment request has been submitted to the office in the manner prescribed by the office.” ORS 403.240(3)

“The office shall review reimbursement or payment requests for costs identified in subsection (3) of this section, necessary to comply with ORS 403.105 to 403.250, for the appropriateness of the costs claimed. The office shall approve or reject the reimbursement or payment requests.” ORS 403.240(7)

II. SCOPE:

This funding policy is applicable for all PSAPs within the State of Oregon, and all OEM-approved service providers that perform Geographic Information System (GIS) and Master Street Address Guide (MSAG) services for said PSAPs

This policy is in effect on July 1, 2019 and will expire on September 30, 2020. At a minimum, this policy will be reviewed biennially.

III. AUTHORITIES/REFERENCES:

OEM's funding obligations under this Policy are subject to the provisions of and can be found in:

- ORS 403.235 Emergency Communication Account.
- ORS 403.240 Distribution of account proceeds; uses; reimbursement request review; reports.

Rules concerning the funding of 9-1-1 GIS and MSAG activities can be found in Oregon Administrative Rules, Division 80 (9-1-1 Emergency Communications System Program), specifically:

- OAR 104-080-0170(10)
- OAR 104-080- 170(11)
- OAR 104-080-0200(5)
- OAR 104-080-0200(6)

Stat. Auth.: ORS 403.120; 2015 HB 2426

Stats. Implemented: ORS 403; 2015 HB 2426

Hist.: OEM 3-2015, f. & cert. ef. 12-1-15

IV. ASSOCIATED STANDARD OPERATING GUIDELINES:

N/A

V. POLICY BODY:

This Policy is intended to support Oregon's 9-1-1 stakeholders by funding the wide array of activity surrounding the development, maintenance, and deployment of locational (GIS and MSAG) databases that the PSAPs require to accurately route and map a call for service.

The Policy provides a structured framework for determining acceptable funding use and a standardized process for requesting distribution of the funds. The Policy also delineates the administrative requirements necessary before funds may be distributed.

Funding is subject to budgetary limitations. OEM's funding obligations under this Policy are subject to the provisions of ORS 403.235 to 403.240 and OAR 104-080-0020(5) to OAR 104-080-0020(6) and conditioned upon OEM receiving funding, appropriations, limitations, allotments, or other expenditure authority sufficient to allow OEM, in the exercise of its reasonable administrative discretion, to meet its payment or disbursement obligations under this Policy.

A. FUNDING MODEL

Database Maintenance

Funding identified for GIS/MSAG activities will be disbursed from OEM's 911 Subaccount to the PSAPs, 9-1-1 Jurisdictions, MSAG Coordinators, and GIS Data Maintainers using a formula that is based upon population served in a defined geographic jurisdiction.

Thirty-one (31) agencies have been identified as the primary point-of-contact and recipients of the GIS/MSAG disbursement. This policy includes the flexibility to adjust those recipients upon request and as the Program deems necessary. The 2015 population figures for the counties corresponding to the funding recipients was used to identify natural break points and groupings for several base levels of funding.

In addition to this Base Rate, certain allowances were made for areas that were comprised of multiple counties and/or multiple PSAPs. The multi-county allowance reflects the additional effort required for a 9-1-1 data maintainer to coordinate with multiple county agencies for the information that informs changes to the 9-1-1 databases. The multi-PSAP allowance reflects the additional effort required for a 9-1-1 data maintainer to coordinate with multiple PSAPs and mapping systems in the configuration and delivery of the data used to support those systems.

The categorized population-served level combined with the multi-agency determination result in a funding level which is to be disbursed directly to the identified recipient on a quarterly basis; to be used according to the restrictions set forth in this policy.

The funding levels by each recipient is detailed in **Appendix A**.

Disbursement for Database Maintenance is subject to budgetary limitations.

Special Projects

Certain efforts of work that meet the criteria of Section V.B. (ALLOWABLE USE) but that fall outside of normal scope of maintenance may qualify as a special project. The intent of the Special Project consideration is for one-time efforts that improve the GIS/MSAG data quality, GIS/MSAG data completeness, or operational 9-1-1 mapping capability of the 9-1-1 jurisdiction and that meet the stated goals and purpose of this funding policy.

In order to receive funding for special projects, prior approval must be received from OEM. **Appendix B** contains the GIS/MSAG Special Project Application form that must be used for submission to OEM.

When a Special Project Application proposal is received, OEM shall distribute the proposal to the GIS and MSAG Funding Policy Subcommittee for their review of the proposal. The Subcommittee members will have two (2) weeks to review the proposal. During this review period, Subcommittee members may submit questions to the entire Subcommittee and/or the Program for consideration and discussion. At the end of the review period, each Subcommittee member will submit an email with their recommendation to OEM. OEM will compile the recommendations, and review the special project application for compliance with ORS, OAR, and this Policy, and make a final determination on whether or not to approve the Special Project request. OEM will then inform both the applicant and the Subcommittee of the resulting decision via email.

Funding for approved Special Projects does not count against a jurisdiction's (County, PSAP) Standard Disbursement amount.

Disbursement for Special Projects is subject to budgetary limitations.

B. ALLOWABLE USE

"Database development, operation and maintenance." ORS 403.240(3)(c)

MSAG Coordination and Update Services

Ongoing MSAG maintenance for each county in the State of Oregon is mandatory, and the time spent on maintaining the MSAG is eligible for funding under this policy.

MSAG maintenance includes any updates that result in a change to the MSAG. This includes address range modifications, additions, deletions, street name changes, and English Language Translation or Emergency Service Number updates. MSAG maintenance may involve coordination with concerned parties, such as emergency service personnel, addressing authorities, road authorities, and other MSAG coordinators for mutual response areas. Services also include any ALI discrepancy reporting, such as research and updates related to misroutes, incorrect ALI information, and no records found. Additionally, any changes to the MSAG must be communicated back to the telecommunication companies for incorporation into their location database.

GIS Data Layer Development/Maintenance

The following GIS data layers are pre-approved for development and/or maintenance work under the terms of this policy. In order to be eligible for funding, the GIS data (as delivered) must conform to or be compatible with any statewide data model standards adopted by the Program.

- Road Centerlines
 - Road Centerlines
 - Road Name Alias Table
- Site/Structure Address Points
 - Address Point
 - Common Place / Landmark
- Emergency Service Boundaries
 - ESN/ESZ
 - Fire
 - Police
 - EMS
- PSAP Jurisdiction (Call-Taking) Boundaries

Approved Tasks and Expenditures

- GIS Data Development and Maintenance
 - Using GIS software to build/maintain data layers
 - Field Verification
 - Data acquisition efforts
- Coordinate regular data exchanges with neighboring jurisdictions
- Procure additional/reference data layers from other agencies for use in PSAP mapping systems
- Mapping application configuration – Telephony and CAD mapping applications
 - Data input/processing
 - layer symbology
 - labeling
 - layer display order
 - routing
 - toolbar configuration
 - troubleshooting with vendor
- E9-1-1 data (MSAG, ALI, ESN) improvement
 - extraction, processing and quality control routines designed to proactively identify errors in database

- GIS Layer Processing/Scripting
 - Automation of data processing routines (merging, clipping, enriching, generalizing data)
 - Automation of Quality Control routines
- Administration
 - Quarterly Disbursement Forms preparation
 - Data upload/delivery
- Training
 - Annual State 9-1-1 Program GIS/MSAG Conference
 - Onsite/Online coursework
- PSAP/County/Regional/State Coordination
 - Data coordination, PSAPs coordinating with other PSAPS, cities, county, state
 - Data sharing/services agreement development (IGA, MOU) between agencies
- Orthophoto image processing
 - changing data formats, image resolution
 - building mosaics
- Application development
 - building desktop/web/mobile applications for data visualization, data collection, data editing, and data quality processing
- Hardware and Software
 - related directly to the GIS, MSAG, and Mapping support of the PSAP and the 9-1-1 system(s)
 - Telephony mapping systems (i.e., VESTA Map and MapFlex) and CAD mapping modules are already funded directly by other means out of the 911 Subaccount and are therefore not covered under this policy

Jurisdiction Disbursement Agreement

Areas with more than one primary PSAP and/or single PSAPs that rely on multiple agencies to maintain their GIS/MSAG data are required to have a letter of agreement (LOA), signed by each agency, and kept on file with OEM, prior to receiving distribution. The LOA will specify the total amount of GIS/MSAG funds to be distributed to the jurisdiction and will also, if necessary, sub-divide those allowable funds between the authorized agencies within the jurisdiction that are participating in this Funding Policy. (See **Appendix C**)

At a minimum, all PSAPs represented in a particular jurisdiction must authorize distribution of the GIS/MSAG funds and indicate their authorization with signature on the LOA.

OEM requires this LOA in order to insure all PSAPs and related agencies within a single jurisdiction are in agreement to how their GIS/MSAG funds are being distributed and that they have access to the same GIS/MSAG data. If the GIS/MSAG data funded, developed, and maintained under this Policy is not shared with all PSAPs in the jurisdiction, funding is subject to termination.

The LOA must be amended if any of the signers or conditions of agreement change. The new LOA must be filed with OEM before disbursement will resume.

Signature Cards

Each agency authorized to perform work and seek funding under this Policy will need to complete signature cards for up to two (2) individuals that are authorized to request/approve the request for disbursement on behalf of the agency.

A template of the required signature card is provided in **Appendix D**

C. DISBURSEMENT PROCESS

"The Office will oversee reimbursement from the 9-1-1 Subaccount for work associated with GIS and MSAG maintenance." OAR 104-080-0200(5)

"A request for reimbursement must be made using process set by the Office and are subject to Office review for completeness, accuracy, and applicability." OAR 104-080-0200(6)(d)

GIS/MSAG Disbursement Request Submission

- All Disbursement Request Documentation must be submitted via transfer to the OEM file upload site.
- All Disbursement Requests must include the following:
 - Quarterly GIS/MSAG Disbursement Request: PDF scan, PDF with electronic signature **Appendix E**
 - GIS Data Delivery
- A single request packet may not span multiple quarters
- OEM operates under the following disbursement schedule:
 - Q1: January – March

- Q2: April – June
- Q3: July – September
- Q4: October – December
- Each GIS/MSAG Disbursement Request must cover work performed for a single approved/designated (for the purposes of this Funding Policy) jurisdiction
- Funds are available; provided all Administrative Requirements (fully executed Agreement, Signature Card, and Jurisdiction Distribution Agreement) are complete and the Disbursement Request submission packet is complete and passes OEM review
- If an entity receiving funds becomes ineligible for any reason contained in either this Policy or because of their contract/IGA becoming invalid, that entity will be required to refund a portion of the funds disbursed to them at the beginning of the quarter in which they became ineligible. The amount of disbursement will be prorated according to the number of working days remaining in the quarter.

GIS Data Delivery

“All GIS data must be delivered to the Office in a standard data model, format, and method as set by the Office.” OAR 104-080-0170(11)

- Data must be delivered quarterly, at a minimum
- Data must be sent within the first two (2) weeks of the new quarter
- Data must be delivered via OEM’s designated file upload site
- Data must be uploaded with all data contained in a single zipfile
- It is preferred that data be contained in a single file geodatabase
- Must include all GIS data layers defined in Section B (GIS Data Layer Development/Maintenance)
- If Metadata exists for any data, it must be included with the delivery

Quality Control

- OEM will perform a series of change detection and quality control (QC) processes on the delivered data
- Feedback on Quality Control results will be provided to each data maintainer. Feedback will include areas of expected improvement for the next billing cycle
- Agencies participating in this program shall keep and make available for the examination and audit of or by the State 9-1-1 Program, or the

Program's authorized employees, agents or representatives during normal business hours, all data, materials and information, including but not limited to records of all receipts, costs and disbursements made by the GIS/MSAG Service Provider with respect to the Services performed under this policy and the funds distributed by the Program for said Services. The State 9-1-1 Program shall have the right to conduct such examination and audit, no more than two (2) times per calendar year.

D. DATA OWNERSHIP

"Ownership of the MSAG is jointly held between the primary PSAP, the provider, and Office." OAR 104-080-0170(8)

"All 9-1-1 geographic information data shall be delivered to and shared with the Office. The Office may use, manipulate, process, and store all 9-1-1 GIS data according to industry best practices." OAR 104-080-0170(10)

Geographic Information System (GIS) data layers that are developed, maintained, and receiving funding under this GIS and MSAG Data Development Funding Policy are subject to the OEM data sharing agreement with the PSAPs in Oregon and the State Emergency Coordination Center (ECC).

The State 9-1-1 Program reserves the right to use the data delivered under this policy in the following manner:

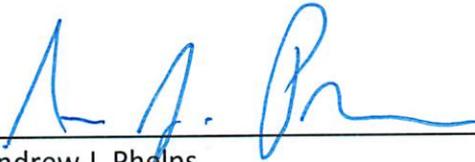
- Perform quality checks on the data and report on the results both internally and externally
- Merge the individual jurisdictional data into a larger statewide database

VI. REVISION HISTORY:

Version Number	Date Approved	Approved By	Brief Description
001	2017-08-09	Andrew Phelps, Director of the Office of Emergency Management	Original Document
002	2017-10-26	Andrew Phelps, Director of the Office of Emergency Management	Correction of Section identifiers, Removal of GIS data ownership statement
003	2019-06-04	Andrew Phelps, Director of the Office of Emergency Management	Removes the availability of disbursement funding at the beginning of each quarter and extends policy expiration date to 9/30/2020.

VII. ATTACHMENTS:

- A. Appendix A – GIS/MSAG Funding Model
- B. Appendix B – Special Project Application
- C. Appendix C – Jurisdiction Distribution Agreement
- D. Appendix D – Signature Card
- E. Appendix E – Disbursement Request



 Andrew J. Phelps
 Director

APPENDIX A

GIS/MSAG FUNDING MODEL

GIS/MSAG activities will be funded at the levels indicated below, in accordance with the following policy:

State of Oregon, Office of Emergency Management, 9-1-1 Program, Policy TAR 801, 9-1-1 GIS/MSAG Funding, Effective July 1, 2019 to September 30, 2020

JURISDICTION	# COUNTY	# PSAP	2015 Pop	JUL2019 - SEP2019 Disbursement	OCT2019 - SEP2020 Disbursement
WALLOWA	1	1	7,100	\$7,500	\$1,500
HARNEY	1	1	7,295	\$7,500	\$1,500
GRANT	1	1	7,430	\$7,500	\$1,500
LAKE	1	1	8,010	\$7,500	\$1,500
MORROW	1	1	11,630	\$7,500	\$1,500
BAKER	1	1	16,425	\$7,500	\$1,500
CROOK	1	1	21,085	\$9,000	\$1,800
CURRY	1	2	22,470	\$12,000	\$2,400
HOOD RIVER	1	1	24,245	\$9,000	\$1,800
TILLAMOOK	1	1	25,690	\$9,000	\$1,800
WASCO	1	1	26,370	\$9,000	\$1,800
UNION	1	1	26,625	\$9,000	\$1,800
GILLIAM, SHERMAN, WHEELER, JEFFERSON	4	1	27,655	\$27,000	\$5,400
MALHEUR	1	1	31,480	\$9,000	\$1,800
CLATSOP	1	2	37,750	\$12,000	\$2,400
COLUMBIA	1	1	50,390	\$12,000	\$2,400
COOS	1	2	62,990	\$15,000	\$3,000
KLAMATH	1	1	67,110	\$12,000	\$2,400
UMATILLA	1	2	79,155	\$15,000	\$3,000
JOSEPHINE	1	1	83,720	\$12,000	\$2,400
BENTON	1	1	90,005	\$12,000	\$2,400
YAMHILL	1	2	103,630	\$16,500	\$3,300
DOUGLAS	1	1	109,910	\$13,500	\$2,700
LINN	1	1	120,860	\$13,500	\$2,700
DESCHUTES	1	1	170,740	\$15,000	\$3,000
JACKSON (ECSO)	1	1	210,975	\$15,000	\$3,000
LANE	1	3	362,150	\$22,500	\$4,500
CLACKAMAS	1	2	397,385	\$19,500	\$3,900
MARION, POLK, LINCOLN	3	4	455,565	\$42,000	\$8,400
WASHINGTON (WCCCA)	1	1	570,510	\$24,000	\$4,800
MULTNOMAH (BOEC)	1	1	777,490	\$24,000	\$4,800
	36	42	4,013,845	\$433,500	\$86,700 QUARTERLY
				\$1,734,000	\$346,800 ANNUALY

APPENDIX B GIS/MSAG SPECIAL PROJECT APPLICATION

The following Special Project request is being submitted in accordance with the following policy:

State of Oregon, Office of Emergency Management, 9-1-1 Program, Policy TAR 801, 9-1-1 GIS/MSAG Funding, Effective July 1, 2019 to September 30, 2020

GIS/MSAG Project Proposal for: _____

PSAP(s)/Service Area: _____

Multi-Jurisdiction Authorization (if applicable): _____

Signatures from all 9-1-1 jurisdictions in the project area need to be included here.

Proposal Submitted by: _____

Title: _____

Project Plan

Name: _____

Description: (Please type here.)

*Project Plan **must** include/attach detailed information including, but not limited to:*

- Detailed scope of the project tasks to be performed
- Project timeline
- Staffing plan
- Cost breakdown of all project tasks
- Cost/Benefit justification

For OEM use only

Recommendation by Subcommittee: Recommended _____ Not Recommended _____ Abstained _____

Date:

Comments:

OEM Approval: Approved Denied

By: _____

Date:

Comments:

Remit to:

Office of Emergency Management

9-1-1 Program

Attn: 9-1-1 GIS Coordinator

PO Box 14370

Salem, OR 97309-5062

APPENDIX C JURISDICTION DISBURSEMENT AGREEMENT

The undersigned organizations agree to the following division of the GIS/MSAG funds distributed in accordance with the following policy:

State of Oregon, Office of Emergency Management, 9-1-1 Program, Policy TAR 801, 9-1-1 GIS/MSAG Funding, Effective July 1, 2019 to September 30, 2020

Any data that is developed and/or maintained by any of the following will be distributed and shared in a free and timely fashion between all of the undersigned organizations and with the 9-1-1 Program.

PRIMARY DISTRIBUTION UNIT:

<PSAP/Agency name>

TOTAL AMOUNT OF QUARTERLY DISTRIBUTION: \$ xx,xxx

AUTHORIZED REPRESENTATIVE: <PSAP/Agency name>

Name: <name> Title: <title>

Signature: _____ Date: _____

TOTAL AMOUNT OF QUARTERLY DISTRIBUTION: \$ xx,xxx

AUTHORIZED REPRESENTATIVE: <PSAP/Agency name>

Name: <name> Title: <title>

Signature: _____ Date: _____

TOTAL AMOUNT OF QUARTERLY DISTRIBUTION: \$ xx,xxx

For OEM use only

Approved by:

Date:

APPENDIX D AUTHORIZED SIGNATURES

The following persons are designated to authorize work performed by, or to request quarterly GIS/MSAG funding disbursement on behalf of, their respective agencies, in accordance with the following policy:

State of Oregon, Office of Emergency Management, 9-1-1 Program, Policy TAR 801, 9-1-1 GIS/MSAG Funding, Effective July 1, 2019 to September 30, 2020

AUTHORIZED PSAP REPRESENTATIVE: Jurisdiction

Name: name

Title: title

Signature: _____

Date: _____

AUTHORIZED PSAP REPRESENTATIVE: Jurisdiction

Name: name

Title: title

Signature: _____

Date: _____

GIS/MSAG SERVICES REPRESENTATIVE: Vendor/Agency

Name: name

Title: title

Signature: _____

Date: _____

GIS/MSAG SERVICES REPRESENTATIVE: Vendor/Agency

Name: name

Title: title

Signature: _____

Date: _____

For OEM use only

Approved by:

Date:

APPENDIX E

Quarterly GIS/MSAG Disbursement Request

Requested Amount: \$x,xxx.xx

For services performed between: mm/yyyy and mm/yyyy

I certify that all bills and vouchers associated with this request have been paid in accordance with existing budget law and procedures. I also certify that the funds requested have been utilized in accordance with the following policy:

State of Oregon, Office of Emergency Management, 9-1-1 Program, Policy TAR 801, 9-1-1 GIS/MSAG Funding, Effective July 1, 2019 to September 30, 2020

AUTHORIZED PSAP REPRESENTATIVE: PSAP name

Name: name

Title: title

Signature: _____

Date: mm/dd/yy

GIS/MSAG SERVICES REPRESENTATIVE: agency name

Name: name

Title: title

Signature: _____

Date: mm/dd/yy

Please remit payment to:

agency
address 1
address 2

For OEM use only

PCA: 38003

AOBJ: 6901