

	<p>Department of Emergency Management</p> <p style="text-align: center;">POLICY</p>	<p>Policy Number:</p> <p style="text-align: center;">TAR 801</p>
<p>Approved By: Matthew L. Garrett, Interim Director of the Department of Emergency Management</p>		<p>Effective Date: 2023-07-01</p>
<p>Version: 007</p>	<p style="text-align: center;">9-1-1 GIS/MSAG Funding</p>	

I. PURPOSE:

The goal of the Oregon Department of Emergency Management (ODEM), 9-1-1 Program 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 ODEM-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, 2023. At a minimum, this policy will be reviewed biennially.

III. AUTHORITIES/REFERENCES:

ODEM'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 104-080-0170(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.: ODEM 3-2015, f. & cert. ef. 12-1-15

IV. ASSOCIATED STANDARDS AND INFORMATIONAL REFERENCE DOCUMENTS:

The State 9-1-1 Program is adopting the ANSI approved NENA NG9-1-1 Data Model as the standard for data submission. Refer to the following documents for NG9-1-1 terminology, standards, and best practices:

- NENA-ADM-000.24-2021: *NENA Knowledge Base Glossary*¹
- NENA-STA-006.2a-2022: *NG9-1-1 Standard for NG9-1-1 GIS Data Model*²
- NENA-INF-028.1-2020: *NENA Information Document for GIS Data Stewardship for Next Generation 9-1-1*³

¹ https://cdn.ymaws.com/www.nena.org/resource/resmgr/standards-archived/nena-adm-000.24-2021_final_2.pdf

² https://cdn.ymaws.com/www.nena.org/resource/resmgr/standards/nena-sta-006.2a_ng9-1-1_gis_.pdf

³ https://cdn.ymaws.com/www.nena.org/resource/resmgr/standards/NENA_INF_028.1_2020_GISDataS.pdf

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 handle 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. ODEM’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 ODEM receiving funding, appropriations, limitations, allotments, or other expenditure authority sufficient to allow ODEM, in the exercise of its reasonable administrative discretion, to meet its payment or disbursement obligations under this Policy.

A. FUNDING MODEL

Database Development/Maintenance

Funding identified for GIS/MSAG activities will be disbursed from ODEM’s 9-1-1 Subaccount to the PSAPs, 9-1-1 Jurisdictions, MSAG Coordinators, and GIS Data Providers using a formula that is based upon population served in a defined geographic jurisdiction. The 2020 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 GIS Data Provider 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 GIS Data Provider to coordinate with multiple PSAPs and mapping systems in the configuration and delivery of the data used to support those systems. A PSAP is to be considered in a single multi-PSAP allowance calculation.

The categorized population-served limit combined with the multi-agency determination result in a limit of the funding to be disbursed as needed directly

to the identified recipient on a quarterly basis; to be used according to the restrictions set forth in this policy.

The funding limits by each recipient are detailed in **Appendix A**.

When determining reimbursement amounts, GIS Data Providers shall apply their local rate to the hours recorded in the Work Summary. An analysis of statewide funding will be shared with the PSAP Advisory Committee annually.

Disbursement for Database Maintenance is subject to availability of subaccount funds as identified within ORS 403-240(4).

Special Projects

Certain efforts of work that meet the criteria of Section V.B. (ALLOWABLE USE) but that fall outside a 9-1-1 jurisdiction's normal scope of GIS/MSAG maintenance and require additional funding 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.

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

When a Special Project Application proposal is received, ODEM 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 ODEM. ODEM 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 to approve the Special Project request. ODEM 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 limit.

Disbursement for Special Projects is subject to availability of subaccount funds as identified within ORS 403-240(4).

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 the most current version of the NENA NG9-1-1 GIS Data Model.

- Provisioning Boundary
- Road Centerlines
 - Road Centerlines
 - Road Name Alias Table
- Site/Structure Address Points
 - Address Point
 - Common Place / Landmark
- Service Boundaries
 - Primary PSAP Services
 - Fire

- Police
- Emergency Medical Services

NG9-1-1 GIS Technical Advisory Committee (NG-GTAC) Participation

The overarching goals of NG-GTAC are for 9-1-1 GIS Providers to collaborate on GIS efforts related to NG9-1-1 and to provide technical considerations that might inform future policy updates. All NG9-1-1 GIS Data Providers are members of NG-GTAC, and all participating work approved by ODEM and aligned with the NG-GTAC Charter is eligible for reimbursement under the terms of this policy.

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

- State 9-1-1 Program Provided Trainings
- 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 9-1-1 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 ODEM, prior to receiving disbursement. 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 disbursement of the GIS/MSAG funds and indicate their authorization with signature on the LOA.

ODEM requires this LOA to ensure all PSAPs and related agencies within a single jurisdiction agree 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 ODEM before disbursement will resume.

C. DISBURSEMENT PROCESS

“The office shall use funds in the 9-1-1 Subaccount to pay for costs incurred during the preceding calendar quarter for emergency communications services provided by a 9-1-1 jurisdiction under ORS 403.105 to 403.250.” ORS 403-240(3)

“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 request forms and supporting documentation (i.e. Invoices, GIS/MSAG Work Summary) must be submitted via the State 9-1-1 central billing address 911.billing@oem.oregon.gov
- All Disbursement requests must include the following:
 - ODEM Payment Authorization Form for Quarterly GIS/MSAG disbursement request: PDF scan of signed document
 - A blank copy of the document can be found at ODEMs home page then under the State 9-1-1 Program section, select ‘Program Policies and Forms’
 - ODEM Home page: <https://www.oregon.gov/OEM>
 - GIS/MSAG Work Summary – Includes work description and quantity of hours performed during the previous quarter being requested NOTE: The GIS/MSAG Work Summary should include ALL eligible work and be completed as accurately as possible
 - GIS Data Delivery – A zipped geodatabase of all maintained data layers to the ODEM ArcGIS Online group: **911 GIS Data Upload**
- Any agency that is requesting reimbursement shall follow the above requirements, including 9-1-1 Jurisdictions that use other counties or entities to develop data
- A single request packet may not span multiple quarters
- ODEM operates under the following calendar quarters:
 - 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 for the requested quarter are available at the beginning of the following quarter; provided all Administrative Requirements (i.e., fully executed Agreement and Jurisdiction Disbursement Agreement) are complete and the Disbursement Request submission packet is complete and passes ODEM review

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 ODEM’s ArcGIS Online Group: **911 GIS Data Upload**
- 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

- ODEM 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)

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
- Share data with other public bodies per ORS 276A.509

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.
004	2020-08-27	Andrew Phelps, Director of the Office of Emergency Management	Appendix C only required for multiple PSAPs that share a single county’s funding amount, Old Appendix D signature card removed, GIS/MSAG Work Summary added as new Appendix D, Appendix E

			replaced with Payment Authorization Form, ODEM FTP replaced with ArcGIS Online Group 911 GIS Data Upload
005	2021-08-06	Andrew Phelps, Director of the Office of Emergency Management	Policy extension for one year, which also extends the Appendix C duration to match this policy
006	2022-07-01	Andrew Phelps, Director of the Office of Emergency Management	Policy extension for one year.
007	2023-08-01	Matthew L. Garrett, Interim Director of the Oregon Department of Emergency Management	Alignment to NENA NG9-1-1 Standards and best practices. Updated quarterly funding limits in Appendix A – GIS/MSAG Funding Model. Multi-PSAP/County Allowances. Use of hourly rate when determining reimbursement amount. Included NG-GTAC participation as Allowable Use. Addition of NG9-1-1 related development as eligible for reimbursement. NG9-1-1 development added to Appendix D – Work Summary. Removal of Data Sharing Agreements.

VII. ATTACHMENTS:

- A. Appendix A – GIS/MSAG Funding Model
- B. Appendix B – Special Project Application
- C. Appendix C – Jurisdiction Disbursement Agreement
- D. Appendix D – GIS/MSAG Work Summary



Matthew L. Garrett
Interim Director

APPENDIX A

GIS/MSAG FUNDING MODEL

GIS/MSAG activities will be funded up to the limits indicated below, in accordance with the following policy:

Oregon Department of Emergency Management, State 9-1-1 Program, Policy TAR 801, 9-1-1 GIS/MSAG Funding, Effective July 1, 2023.

JURISDICTION	# COUNTY	# PSAP	2020 POP	QUARTERLY REIMBURSEMENT LIMIT	
GRANT	1	1	7,199	7,500	
WALLOWA	1	1	7,208	7,500	
HARNEY	1	1	7,393	7,500	
LAKE	1	1	7,869	7,500	
MORROW	1	1	11,603	7,500	
BAKER	1	1	16,124	7,500	
CURRY	1	2	22,925	13,800	
HOOD RIVER	1	1	23,382	10,800	
CROOK	1	1	24,404	10,800	
WASCO	1	1	26,682	10,800	
UNION	1	1	26,835	10,800	
TILLAMOOK	1	1	27,036	10,800	
GILLIAM, SHERMAN, WHEELER, JEFFERSON	4	1	29,682	27,000	
MALHEUR	1	1	30,571	10,800	
CLATSOP	1	2	40,224	13,800	
LINCOLN	1	2	50,524	16,500	
COLUMBIA	1	1	52,354	13,500	
COOS	1	2	64,487	16,500	
KLAMATH	1	1	68,238	13,500	
UMATILLA	1	2	77,950	16,500	
JOSEPHINE	1	1	87,487	15,000	
POLK	1	1	88,200	15,000	
BENTON	1	1	93,053	15,000	
YAMHILL	1	2	107,100	18,000	
DOUGLAS	1	1	110,980	15,000	
LINN	1	1	129,749	15,000	
DESCHUTES	1	1	197,692	16,500	
JACKSON (ECSO)	1	1	220,944	16,500	
MARION	1	1	358,170	19,500	
LANE	1	3	382,067	25,500	
CLACKAMAS	1	2	418,187	22,500	
WASHINGTON (WCCCA)	1	1	601,592	28,500	
MULTNOMAH (BOEC)	1	1	812,855	28,500	
			4,230,766	\$491,400.00	QUARTERLY
				\$1,965,600.00	ANNUALLY

APPENDIX B GIS/MSAG SPECIAL PROJECT APPLICATION

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

Oregon Department of Emergency Management, State 9-1-1 Program, Policy TAR 801, 9-1-1 GIS/MSAG Funding, Effective July 1, 2023.

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 ODEM use only

Recommendation by Subcommittee: Recommended _____ Not Recommended _____ Abstained _____

Date:

Comments:

ODEM Approval: Approved Denied

By: _____

Date:

Comments:

Remit to:

Oregon Department of Emergency Management

State 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 disbursed in accordance with the following policy:

Oregon Department of Emergency Management, State 9-1-1 Program, Policy TAR 801, 9-1-1 GIS/MSAG Funding, Effective from the date signed by all parties until a representative changes, the funding limits of this policy change, or the form requirements have changed.

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 the undersigned organizations and with the 9-1-1 Program.

PRIMARY DISBURSEMENT 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 DISBURSEMENT: \$ xx,xxx

AUTHORIZED REPRESENTATIVE: <PSAP/Agency name>

Name: <name> Title: <title>

Signature: _____ Date: _____

TOTAL AMOUNT OF QUARTERLY DISBURSEMENT: \$ xx,xxx

For ODEM use only

Approved by:

Date:

APPENDIX D GIS/MSAG WORK SUMMARY

AGENCY/PSAP
GIS PROVIDER
WORK QUARTER
YEAR

CATEGORY	SUB-CATEGORY	TOTAL HOURS (quarterly)	NOTES
MSAG	MSAG	0.00	
	ALI	0.00	
	ESN	0.00	
ROAD NETWORK	ROAD CENTERLINE	0.00	
	NG9-1-1 Development	0.00	
	ROAD ALIAS TABLE	0.00	
SITE / STRUCTURE	ADDRESS POINT	0.00	
	NG9-1-1 Development	0.00	
	COMMON PLACE / LANDMARK	0.00	
PROVISIONING BOUNDARY		0.00	
SERVICE BOUNDARIES	PRIMARY PSAP SERVICES	0.00	
	FIRE	0.00	
	POLICE	0.00	
	EMS	0.00	
	NG9-1-1 Development	0.00	
ADDITIONAL LAYERS (Edit/Add as needed)	CELL SITE / SECTOR	0.00	
	TAXLOTS	0.00	
		0.00	
		0.00	
		0.00	
MAPPING APPLICATION	CONFIGURATION	0.00	
	DATA PROCESSING	0.00	
	OTHER (please specify/explain)	0.00	
SPECIAL TASKS (please specify/explain)		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
OTHER TASKS (please specify/explain)	Administration	0.00	
	Training	0.00	
	MISC	0.00	

TOTAL HOURS 0.00