

Program Overview

The VT Center for Geographic Information (VCGI), in partnership with Northwest Regional Planning Commission (NRPC), Lamoille County Planning Commission (LCPC), and Northeast VT Development Association (NVDA), is offering grants to support high-quality digital parcel mapping in selected towns. This program is funded by the Northern Borders Regional Commission. The outcomes of participation in this program would be:

1. Up-to-date GIS parcel data that meets or exceeds the VT GIS Parcel Data Standard for participating towns
2. Information and support provided to participating towns by VCGI and the RPCs in order to ensure a high quality process leading to parcel data as described above.
3. A plan for future parcel data updates that includes time frame and funding mechanism.

Eligible towns can apply for funds up to 50% (Franklin, Grand Isle, Lamoille, and Caledonia Counties) or 80% (Essex or Orleans Counties) of the cost to create an updated and complete digital version of the town's existing parcel/tax maps. VCGI and RPC personnel will help the town with creating a request for proposals (RFP), selecting a contractor, using the data, ensuring the data meets the current VT GIS Parcel Data Standard, creating a plan to continue data maintenance, and other technical support as needed. Both VCGI and the RPCs recognize individual towns will have individual needs based upon their current capabilities, and the support provided will be tailored to each town's needs.

Why is Parcel Data Important?

Parcel data is fundamental to many activities in the public and private sectors:

- Economic development
- Community planning
- Natural resource planning
- Transportation planning and construction
- Land Taxation

Consistent and up-to-date digital parcel data would have the following impacts:

- Municipalities and Economic Development Corporations could target properties at the parcel level for inclusion in their strategic investment applications
- Community planners could analyze how land ownership, land use, natural resource distribution, utility availability and settlement patterns intersect
- Transportation planning and construction professionals could more efficiently prepare for projects and communicate with land owners.
- Land would be more accurately and equitably taxed!

Statewide Parcel Data Program

There is an effort being made to develop a statewide parcel data program that would support towns in the creation and update of high quality parcel data. The legislature may be discussing a VTrans funded kick start to this program during 2014. In the long run, we hope that there will at least be a program to support data maintenance.

Eligibility

Any municipality within the following counties of northern Vermont may apply to this program:

Grand Isle, Franklin, Lamoille, Orleans, Essex, Caledonia

Timeline

- Grant Application published: January 31, 2014
- Proposals Due: February 24, 2014
- Grantees notified by: February 28, 2014
- Deliverables Due by: November 28, 2014

Funding

Approximately \$160,000 is available to fund these digital parcel mapping/update projects.

Grantees in the following counties are eligible to receive funding for 50% of the cost of their project. The town must come up with the remaining funding from other sources (including in-kind labor of municipal officials):

Grand Isle, Franklin, Lamoille, Caledonia.

Grantees in the following counties are eligible to receive funding for 80% of the cost of their project. The town must come up with the remaining funding from other sources (including in-kind labor of municipal officials):

Essex & Orleans.

Scope of Work

Eligible Activities

- This program will provide funding to cover a portion of the costs associated with developing or updating/improving tax maps and the associated GIS parcel data. Eligible activities include all those customarily associated with tax mapping, including but not limited to:
 - Land records research
 - Identification/reconciliation of discrepancies
 - Record description and survey plotting
 - Creation of GIS data
 - Editing of GIS data to reflect most current subdivision and grand list information as well as to meet the VT GIS Parcel Data Standard and include VTrans Right of Way boundaries (and other technical requirements included in the mapping contract)
 - Linking of Grand List and Parcel data
 - Printing of tax maps

Ineligible Activities (examples)

- Reappraisal
- Zoning boundary creation

Responsibilities of all parties

VCGI: Administer grant funds, provide information as needed regarding the VT GIS Parcel Data Standard and Guideline. Support towns in development of RFP, review of proposals, development of contract with mapping firm, and development of map/data update plan.

RPC: Provide technical information regarding data standard and guideline, support towns in development of RFP, review of proposals, development of contract with mapping firm, support town in management of contract, and development of map/data update plan.

Municipalities: Initiate a collaborative process within the town office to invite all town officials and volunteers to participate in plans to develop or update parcel data. There may be many people interested in the end product. Work with RPC and VCGI to develop an RFP, review proposals submitted, choose a mapping contractor, develop a contract, manage that contract, communicate with contractor and provide appropriate resources, record all time spent by town employees and volunteers on the project (match), pay contractor as appropriate, review deliverables to ensure they meet required standard (with support from RPC and VCGI as

needed), develop map/data update plan to ensure the usefulness of the data into the future. That plan will include funding mechanisms for regular updates at an interval of 1-3 years (depending on the town).

Deliverables

- Reports every two months indicating progress on project, milestones reached, obstacles encountered, financial situation
- Request for Proposals
- Contract with mapping consultant (mapping contract)
- Parcel map/data update plan
- Digital parcel data that reflects that year's grand list information and links to the grand list at a 99% level and meets the technical specifications identified in the mapping contract.

Technical requirements – please refer to the VT GIS Parcel Data Standard available here:

<http://vcgi.vermont.gov/resources/standards>

There will be some additional technical requirements, such as the inclusion of VTrans Right of Way data/polygons. Final technical requirements will be provided in early February.

Proposal Submission/Application

Please complete the attached Application and submit by COB February 24th to:

VT Center for Geographic Information
58 South Main St., Suite 2
Waterbury, VT 05676
Attn: Leslie Pelch

Grant Selection Process

All eligible towns who apply for funds will be placed on a list in order of priority. Priority will be determined primarily by the current state of each town's parcel data/tax maps. Lack of maps or data, and maps or data that are older, are factors that increase a town's priority.

Costs associated with each town's project will be evaluated, and grants will be offered to each next highest priority town until funds are exhausted.

Grant Awards and Administration

VCGI will administer the grants. Each town will have a contract with VCGI detailing expectations for both parties.

The payment process will vary a bit depending on which of the following scenarios apply:

1. VCGI has offered the town a grant to pay for a *data update/improvement* (which would include ensuring that the data meets the VT GIS Parcel Data Standard and any other specifications identified in the contract). In this case, the town would submit for the full amount after they receive the final products identified in their contract with their mapping contractor and after they had fulfilled all responsibilities identified in their contract with VCGI (including data maintenance plan). This scenario is likely to be applicable to grants of \$2000 or less.

2. VCGI has offered the town a grant to pay for a *more extensive mapping project* that may include creating GIS data for the first time or even developing tax maps for the first time. In this case, the town would submit for payment of the first 33% of the total grant amount after 33% of the work agreed to in the mapping contract had been completed. What that 33% consists of would be detailed in the mapping contract, and towns can consult with their RPC and VCGI if they have questions about the completeness of the mapping work. The town would later submit for payment of the second 33% of the grant amount after the second 33% of work had been completed, and would finally submit for the remaining 34% once all deliverables had been submitted and approved by the town. Each submittal would include documentation showing that the appropriate percentage of work had been completed by the mapping contractor.

Questions about this program or the application process?

Please contact Leslie Pelch at the VT Center for Geographic Information:

- lesliep@vcgi.org
- 802-882-3002
- vcgi.vermont.gov – to learn more about VCGI
- Franklin/Grand Isle Counties RPC contact:
 - Bethany Remmers, NRPC
 - bethany@nrpcvt.com, 524-5958
- Lamoille County RPC Contact:
 - Melinda Scott, LCPC
 - melinda@lpcvt.org, 888-4548
- Orleans, Essex, and Caledonia Counties RPC contact:
 - Tracy McIntyre, NVDA
 - gis@nvda.net, 748-5181