



State of Vermont

**Statewide Property Parcel Mapping Program
Project Approval Form**

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Statewide Property Parcel Mapping Program

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Overview and Staffing

Project Details	
Project Name	Statewide Property Parcel Mapping Program
Date	7/20/16
Lead Agencies	<ul style="list-style-type: none"> • Commerce and Community Development (ACCD) • Transportation (VTrans)
Division (If Applicable)	VT Center for Geographic Information (VCGI)
Executive Sponsors	<ul style="list-style-type: none"> • Pat Moulton, ACCD • Lucy Leriche, ACCD • Rich Tetreault, VTrans • Kevin Marshia, VTrans
Project Sponsor	Statewide Property Parcel Mapping Program Advisory Board
Project Manager	AppGeo (contract w/VTrans)
Project Start Date	7/20/16
Anticipated Project End Date	8/31/2020

Business Need Statement: Parcel data in Vermont is currently incomplete, inconsistent in content, and varies in age from one town to another. Incomplete and inconsistent data lead to less efficient performance on the part of some state employees and prevent others from performing certain analyses and tasks. Existing data need to be improved to meet the state Parcel Data Standard and for some towns lacking parcel data, the data will need to be developed to meet the standard. The data that is produced through this project will meet or exceed the VT Parcel Data Standard, which will allow the joining of parcel data with grand list (tax assessment) data, thereby facilitating analysis, and other activities identified by state and private sector stakeholders as necessary to their work.

Purpose of PAF:

Legislation establishing a Statewide Property Parcel Mapping Program is set forth in Secs. 35-38 of Act No. 158 of 2016 (adding a new 19 V.S.A. § 44). The goal of the project is to develop and initiate the program as described in the Statute. Specifically, the project seeks to develop a statewide property parcel dataset, ensure

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regular maintenance of the data layer are made annually at a minimum; and establish the ongoing program structure.

Solution Options Evaluated: Several different data creation and maintenance scenarios were considered in the Return on Investment and Parcel Lifecycle analyses performed for the Agency of Transportation. The documents reporting on those analyses can be accessed at the Enterprise GIS Consortium Parcel Data Workgroup web site: <https://outside.vermont.gov/sites/egcgeo/parcelwg/default.aspx>. The documents provide a general plan for implementing the Project.

To refine the plan into a standard procedure, VTrans, in collaboration with the Chittenden County Regional Planning Commission, has submitted a grant proposal to the Federal Highway Administration State Transportation Innovation Council (STIC) Accelerated Innovation Deployment Municipal Grant Program (AID). If awarded, the grant will fund a pilot project to bring more than a third of town parcel data to the standard and explore the various approaches to ongoing maintenance of the data.

Based on the Return on Investment and the Lifecycle reports the Project team will accomplish the following:

- Develop Data (Year 1-3): Due to lack of county government (often the manager of land information in other states) and the varying technical capacity of towns in Vermont, a combination of data development approaches has been chosen in order to meet the varied needs of towns and the state. The data development portion of this project (initial improvement and creation of the data) will involve a competitive process to choose mapping contractors who will work with towns to create and update data to meet the state Parcel Data Standard for every town.
- Provide Ongoing Data Maintenance (Year 2-4): A hybrid model combining state maintenance of data for some towns and town maintenance of data (working with their own mapping contractors) for others was chosen as the most likely to succeed to ensure the continued update, maintenance, and availability of the parcel data.
- Establish an Ongoing Program Structure (Year 1-4): Identify the structure, governance and components of the program. The Statewide Parcel Mapping Program that will be created during this project will serve an ongoing mission to ensure provision of and accessibility to statewide parcel data through outreach, collection of boundary change information, collection of updated parcel data, and incorporation of updated data into the statewide database and the VT Open Geodata Portal. A Statewide Parcel Mapping Advisory Board (Board) was established under 19 V.S.A. § 44 (added by Sec. 37 of Act No. 158 of 2016). The designee Board members will be identified to monitor the Project according to the authorizing legislation.

Reason for Chosen Solution: The experience of other states, such as Massachusetts, suggests that choosing mapping contractors through a competitive process is the most efficient way to bring all data up to the level of the standard. The varying needs of towns in VT indicated that a hybrid of the data update and maintenance models discussed in the Parcel Data Lifecycle and Maintenance document (accessed at the Enterprise GIS

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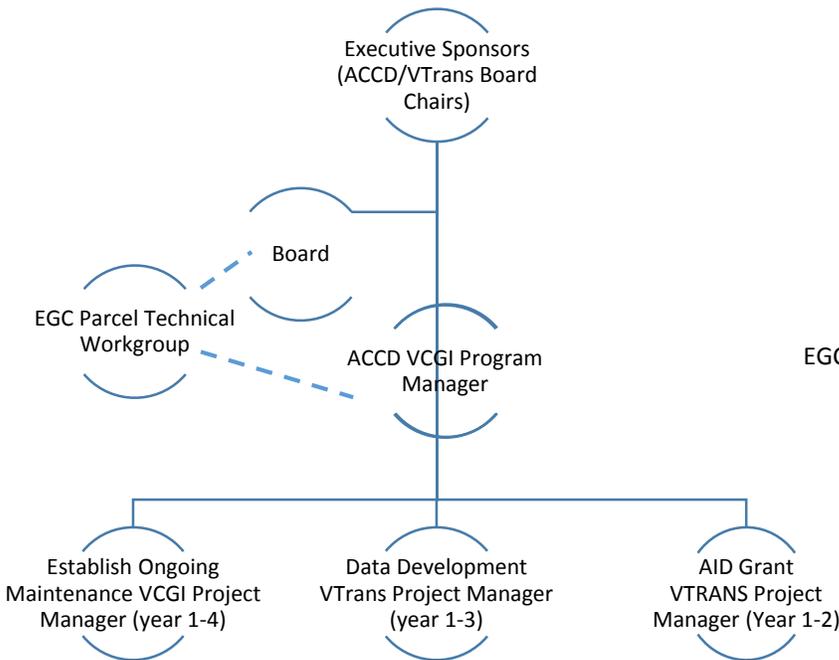
Consortium Parcel Data Workgroup web site:

<https://outside.vermont.gov/sites/egcgeo/parcelwg/default.aspx> is most likely to succeed in the long term. The VTrans AID data update pilot project may help to inform final decisions regarding the Program's data update strategy.

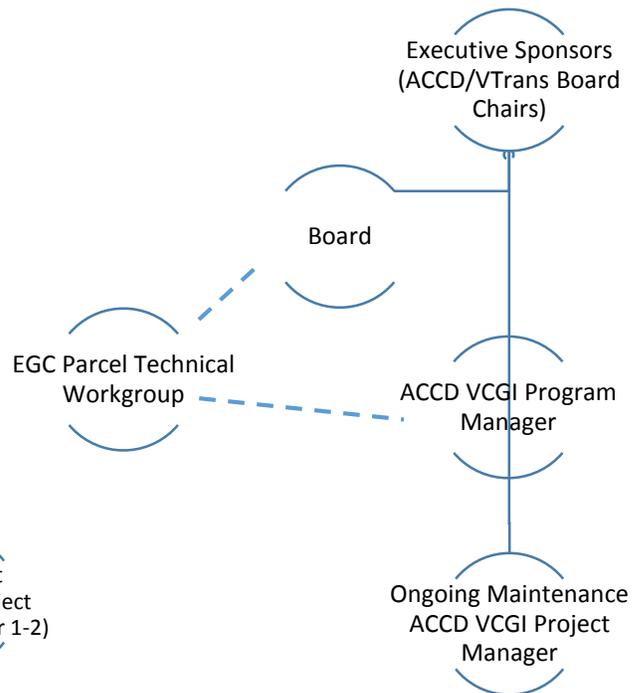
Solution Requirements: One-time funding to pay mapping contractors to create or improve municipal parcel data to meet the state standard is being provided in part by VTrans from Federal Highway funds (80%), and in part through contributions from state agencies (20%). VTrans staff will manage the initial data development project and AID data update pilot project and VCGI staff will develop the ongoing program structure and ensure that municipalities are continuing to participate in the maintenance phase of the project. Program development will also include developing a plan and commitments for ongoing funding from state agencies. The VCGI Open Geodata Portal will be used to make data available once it is created and compiled.

Statewide Property Parcel Mapping Organizational Chart

Project to Establish Statewide
Property Parcel Mapping Program



Ongoing Statewide Property
Parcel Mapping Program



- The Board and Program Manager may consult with the EGC Parcel Technical Workgroup.
- Establishing the program structure will be managed by the Program Manager in consultation with the Board and implemented through Ongoing Maintenance.

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Project Dependencies: Development of the Program depends on completion of the data development project. Success of all aspects of the project depend on funding, sufficient staff to manage the project, participation by municipalities, and inter-agency communication and cooperation.

Estimated SOV Staff Involvement:

Name	Role	Duration
<i>Leslie Pelch, VCGI/ACCD</i>	<i>Program Manager</i>	<i>Planning – Closeout Project End Date</i>
<i>Ivan Brown, VCGI/ACCD</i>	<i>Systems/Database Administrator</i>	<i>Planning – Closeout Project End Date</i>
<i>Steve Sharp, VCGI/ACCD</i>	<i>Project Team</i>	<i>Planning – Closeout Project End Date</i>
<i>Ryan Cloutier, VTrans</i>	<i>Project Manager</i>	<i>Planning – Data dev closeout (3rd year)</i>
<i>Limited Service Hire, ACCD</i>	<i>Data/Outreach Technician</i>	<i>2nd year - Closeout Project End Date</i>

Estimated SOV Staff Involvement Time-Frame:

Name	Year 1	Year 2	Year 3	Year 4
<i>Leslie Pelch, VCGI/ACCD</i>	<i>50%</i>	<i>50%</i>	<i>50%</i>	<i>50%</i>
<i>Ivan Brown, VCGI/ACCD</i>	<i>30%</i>	<i>20%</i>	<i>10%</i>	<i>10%</i>
<i>Steve Sharp, VCGI/ACCD</i>	<i>5%</i>	<i>5%</i>	<i>5%</i>	<i>5%</i>
<i>Ryan Cloutier, VTrans</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	
<i>Limited Service Hire, ACCD</i>		<i>100%</i>	<i>100%</i>	<i>100%</i>

Major Roles and Responsibilities: VCGI and VTrans are likely to leverage existing staff as well as hiring limited-service staff and contracting with a Project Manager to support the roles and responsibilities outlined below. **Please note** that costs identified in the full budget (Attachment A) are estimates. FTE and cost estimates will be refined after the first year of the project, based on an analysis of the actual time and cost of activities during the first year and a projection of time and cost to perform remaining tasks. The numbers below primarily refer to first year costs, with the exception of the Data/Outreach Technician who will start work in the second year of the project.

Program Manager - VCGI will staff this position at .5 FTE

- Manage development of the program by working with Advisory Board: .05 FTE
- Manage development of the program by working with other identified stakeholders: .05 FTE
- Manage internal and external communication about the program: .1 FTE
- Manage municipal participation in the program as it ramps up: .1 FTE

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- Perform financial oversight: .02 FTE
- Manage development of IT systems plan: .05 FTE
- Manage development of parcel database standard/schema with Database Administrator: .05 FTE
- Manage work of Data/Outreach Technician: .08 FTE (years 2-4)

Project Manager – VTrans will staff this position or pay for external PM estimated at 1 FTE

- Manage Program Development Project
 - Draft Project Management Plan (and perform all other project management duties): .2 FTE
 - Coordinate meetings and documentation: .1 FTE
 - Manage Data Development Project: .4 FTE
 - RFP development
 - Procurement
 - Quality Control
 - Financial oversight (FHWA funds)
 - Transfer of final parcel data to Parcel Data Program Manager (VCGI)
 - Manage Data Maintenance Pilot Project: .3 FTE
 - Choose participants (RPCs and Towns)
 - Design Maintenance Options
 - Evaluate Results
 - Report Results to VCGI, Advisory Board, and other stakeholders

Systems/Database Administrator – VCGI will staff this position at .3 FTE

- Maintain systems that support data maintenance, storage, and access: .05 FTE
- Enable access to statewide parcel data via web map services: .05 FTE
- Develop parcel data management plan, procedures, and protocols to enable and support long-term data maintenance: .05 FTE
- Develop QA/QC procedures: .05 FTE
- Develop statewide database schema in alignment with parcel data standards: .05 FTE
- Manage incorporation of parcel data into statewide database and VCGI database and VT Open Geodata Portal: .05 FTE

Data/Outreach Technician – A limited service technicians will be hired to perform this role @ 1 FTE

- Collect information/data from municipalities – either full parcel data updates or boundary change information. Will require some travel: .5 FTE
- Edit parcel data: .3 FTE
- Incorporate town parcel data into statewide database: .2 FTE

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Impact on Existing Workload:

Ryan Cloutier, VTrans will oversee this project for VTrans, but it is possible that an external contractor will be chosen to perform Project Management duties.

Leslie Pelch, VCGI will have to remove other tasks from her workload as follows:

- Open Geodata Portal Project – complete or will hand off project management responsibilities
- Training – will need to hand off updating of training manual and performing training in 2017, 2018, 2019, 2020.
- Historic Imagery Project – Another VCGI PM will need to lead this
- She will not be seeking new opportunities to provide presentations and trainings

Ivan Brown, VCGI will have to remove other tasks from his workload as follows:

- Data updates and posting to VT's Open Geodata Portal will be delayed such as updated E911 data
- Deployment of the new VT Open Geodata Portal will be delayed further by time put toward the parcel project

Financial and Legal

Anticipated Cost Estimate: *Refer to Appendix A for full budget estimate*

Summary

Total Project Budget: FY17 - FY20 And Funding Sources*					
	AOT	State Agency Contributions	VCGI	Totals	
New Funds	\$ 2,025,200	\$ 467,159		\$ 2,492,359	
Existing Staff Time	\$ -		\$ 479,388	\$ 479,388	
Totals	\$ 2,025,200	\$ 467,159	\$ 479,388	\$ 2,971,747	
Project Budget New Funds by Year and Additional Funds Needed From Agency Partners					
	FY17	FY18	FY19	FY20	Total
Budget Total - New Funds	\$ 711,723	\$ 820,923	\$ 820,923	\$ 138,790	\$ 2,492,359
AOT Contribution (100% FY17, 80% FY18, 80% FY19)	\$ 711,723	\$ 602,720	\$ 596,168		\$ 1,910,610
Budget Gap (20% Contribution by State Agencies)		\$ 239,345	\$ 239,345	\$ 138,790	\$ 617,479
Total Budget Broken Into Data Development and Program Development Costs					
	FY17	FY18	FY19	FY20	Total
Data Development Total	\$ 766,319	\$ 753,399	\$ 745,209	\$ 40,076	\$ 2,305,005
Program Development + Data Maintenance Total	\$ 85,726	\$ 191,466	\$ 183,276	\$ 206,276	\$ 666,742
Total	\$ 852,045	\$ 944,865	\$ 928,485	\$ 246,352	\$ 2,971,747

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***Funding Sources:** One-time funding to pay mapping contractors to create or improve municipal parcel data to meet the state standard is being provided in part by VTrans from Federal Highway funds (80%), and in part by contributions from state agencies (20%). Ongoing data maintenance funding source will be state agency contributions.

Will there be a legally binding agreement that requires ACCD legal staff review?

Yes No

There will be a Memorandum of Agreement with VTrans.

Does a program code exist? Yes No

Financial Approval	
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Technical

Anticipated Technical Requirements: *This project will require the use of VCGI's technical resources including network, web and database servers, ESRI software, and most importantly the expertise of VCGI's Technical staff.*

Systems & Network Space Required: *The Parcel Program will utilize VCGI's file storage space and web/database servers to support activities of the program. The overall data storage requirements should be less than 500GB.*

IT Manager Approval	
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Ongoing, Cross-Agency & Performance Measures

Sustainability: This project will lead to the creation of an ongoing program, as contemplated in Act No. 158 of 2016:

<http://legislature.vermont.gov/assets/Documents/2016/Docs/ACTS/ACT158/ACT158%20As%20Enacted.pdf>.

The program development aspect of the project will include addressing how to ensure financial and functional sustainability.

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Other Department or Agency Involvement? Several agencies will be involved in developing requirements, providing funding, and implementing this program. A Memorandum of Understanding Regarding the Statewide Parcel Mapping Program outlines the interest and commitment of the partner agencies. VTrans will manage the initial data development project, which will involve developing an RFP and then implementing the process to choose mapping contractors to create or update parcel data for all VT towns over 3 years. The result will be parcel data that meets the VT State Parcel Data Standard. Other agencies and departments will contribute funds to support data development and maintenance starting in year 2. Federal Highway funds secured by VTrans will pay for 80% of the cost of initial data development.

Approvals

Role	Name and Title	Signature
Executive Sponsor	Pat Moulton, Agency Secretary, ACCD	
Executive Sponsor	Lucy Leriche, Deputy Secretary, ACCD	
Executive Sponsor	Rich Tetreault, Deputy Secretary, VTrans	
Executive Sponsor	Kevin Marshia, Highway Division Director, VTrans	
ACCD Functional Manager	Josh Hanford, Deputy Commissioner, DHCD	
VTrans Functional Manager	Rob White, Right of Way Chief, VTrans	
VCGI Functional Manager	Steve Sharp, Director VCGI (Interim), ACCD	
ACCD IT Manager	David Metraux, Director of Information Technology & Performance Management, ACCD	