



ADMINISTRATIVE RULE REVIEW

Amended Rule	Rule No. <b>OAR 150-306.132</b>	
	Page <b>Page 1 of 9</b>	Last Revised Date <b>May 7, 2009</b>
	NOTICE OF INTENDED ACTION	
	Bulletin Dated <b>June 2009</b>	Hearing Scheduled <b>June 22, 2009</b>

PURPOSE: The 1999 Oregon Legislature created the Oregon Land Information System (OLIS) Fund to help fund the creation of a statewide base map system as a tool in administering the property tax system.

This rule clarifies the OLIS fund source, the use and distribution of the fund, and the process that counties use when applying for grant awards from the fund. The rule provides for the implementation of the Oregon Map (ORMAP) project as the program that supports ORMAP priorities.

1       **150-306.132**

2       **Oregon Land Information System Fund and the Oregon Map Project**

3       (1) Definitions

4       (a) “County” is the agency, approved by the County Assessor, requesting funds from the Oregon Map  
5       Project (ORMAP).

6       (b) “Department” means the Oregon Department of Revenue.

7       (c) “Director” means the director of the Oregon Department of Revenue.

8       (d) “Fund” means the Oregon Land Information System (OLIS) Fund. The fund provides financial  
9       support for ORMAP. The fund is separate from the state’s General Fund. The fund’s source is an  
10       allocated dollar amount received quarterly from each county’s collected document-recording fees, as  
11       provided by ORS 205.323(3)(a).

12       (e) “Grant” means a money award from the OLIS Fund.

13       (f) “Oregon Map Project” (ORMAP) means the program implemented and authorized by the department  
14       to establish a statewide base map for facilitating and improving Oregon’s property tax mapping system  
15       and for providing other Geographic Information System (GIS) benefits, pursuant to ORS 306.132 and  
16       306.135.

17       (g) “ORMAP Project Coordinator” is the department employee tasked with administering the ORMAP  
18       project.

19       (h) “Oregon Land Information System Advisory Committee” (Advisory Committee) is a team of



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1 individuals appointed by the department’s director. The committee is comprised of ORMAP stakeholders  
2 in private industry, and in federal, state, or local government who have an interest in the success of the  
3 program (OAR 150-306.135).

4 (i) “ORMAP Funding Criteria” (Funding Criteria) are listed in the document used for the administrative  
5 review, technical review, and priority scoring for grant applications. The criteria is part of the grant  
6 application and on the ORMAP web site (www.ormap.org).

7 (j) “ORMAP Goals” are the project goals approved by the advisory committee. The goals are identified  
8 on the ORMAP web site.

9 (k) “ORMAP Policies” are administrative policies approved by the advisory committee. The policies are  
10 identified on the ORMAP web site.

11 (l) “ORMAP Technical Group” (Tech Group) is comprised of volunteers who have education or  
12 experience in surveying, cadastral cartography, legal descriptions, mapping software, database software,  
13 or other GIS technology. The group evaluates and provides recommendations on individual county  
14 project grant applications to the department and the advisory committee.

15 (m) “ORMAP Technical Specifications” (Tech Specs) is a minimum standard used to determine if tax  
16 lots and tax maps remapped with ORMAP funds have been completed and meet ORMAP goals.

17 (n) “ORMAP Tools Group” (Tools Group) is comprised of volunteers who have education or experience  
18 in surveying, cadastral cartography, legal descriptions, mapping software, database software, or other  
19 GIS technology. This group develops and provides support for map editing tools used in the construction



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- 1 of Oregon assessor's maps.
  - 2 (o) "Project" means a mapping activity that is eligible for a grant from the fund.
  - 3 (2) The department administers the fund to fulfill the ORMAP goals. The department adopts priorities for
  - 4 funding specific projects, goals, or geographic areas in support of ORMAP. The grant is intended to
  - 5 assist the counties in the development of a statewide base map system. The department makes the
  - 6 following disbursements from the fund:
  - 7 (a) Quarterly payments for ORMAP administrative costs to the department. Administrative costs include
  - 8 but are not limited to, personnel, equipment, and other services and supplies required in completing the
  - 9 ORMAP goals.
  - 10 (b) Tools group funding. The tools group is eligible for funding at 3 percent of the total annual available
  - 11 funds, up to \$25,000 per year.
  - 12 (c) Grants to the counties. Counties are eligible for grants to support eligible ORMAP projects and for
  - 13 the purchase of approved equipment or software.
  - 14 (3) Counties applying for a grant to fund an ORMAP project must complete an *ORMAP Grant*
  - 15 *Application*, Form No. 150-304-101-9. The application is available upon request to the department or on
  - 16 the ORMAP web site.
  - 17 (a) Completed project grant applications must be submitted to the department ORMAP Project
  - 18 Coordinator no later than the due date for that funding cycle, which is posted on the ORMAP web site.
  - 19 The department accepts grant applications for the purchase of approved equipment or software at any



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- 1 time.
  - 2 (b) A county’s grant request must adhere to the ORMAP goals, tech specs, and the county’s business
  - 3 plan for achieving ORMAP goals.
  - 4 (c) A county that submits a grant application must either send a representative to the technical review
  - 5 meetings or have a representative available by phone to respond to questions related to the application.
  - 6 (d) If requested by the department, a county must provide a reduction package by completing the
  - 7 *Alternative Funding Request* form developed by the department and attached to the grant application.
  - 8 The county must describe the modified deliverable in the event full funding is not possible.
  - 9 (4) The ORMAP Project Coordinator reviews applications using the current version of the ORMAP
  - 10 policies and the funding criteria’s section titled, *Administrative Review Criteria*.
  - 11 (a) Administrative review criteria are all pass/fail and include:
  - 12 (A) The county maintains a current online ORMAP business plan and provides the department with a
  - 13 status map of the county’s ORMAP project phases,
  - 14 (B) The county has no more than two outstanding ORMAP grant contracts,
  - 15 (C) The county agrees to share data with the department for its internal use,
  - 16 (D) The county has proposed a project directed at meeting one of the ORMAP goals,
  - 17 (E) The county has provided the department with the most current calendar year’s countywide tax lot
  - 18 shape file, which meets the Cadastral Data Exchange Standard, and
  - 19 (F) At the department’s discretion, the county provides an alternative funding request for the grant



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- 1 application outlining funding reductions of varying percentages defined by the department.
  - 2 (b) The ORMAP Project Coordinator will notify the county applicant if any of the criteria are not met.
  - 3 The applicant may resubmit an amended grant application prior to the grant cycle deadline.
  - 4 (c) An application that does not pass all the department’s administrative review criteria referenced in
  - 5 subsection (4) of this rule will be denied.
  - 6 (d) Applications for approved equipment and software may be awarded at the discretion of the
  - 7 department without review by the tech group. A list of approved equipment and software is attached to
  - 8 the grant application form.
  - 9 (5) A project grant request that passes the department’s administrative review process will be submitted
  - 10 to the tech group for review at its first scheduled meeting for that funding cycle. Each grant application
  - 11 will be reviewed using the current version of the funding criteria section titled, *Technical Review*
  - 12 *Criteria*.
  - 13 (a) Technical review criteria are pass/fail and include:
  - 14 (A) The project demonstrates a successful process,
  - 15 (B) The project has a completion time frame that does not exceed one year, and
  - 16 (C) The project has reasonable and measurable deliverables.
  - 17 (b) If additional information is requested by the tech group, the county must submit a written addendum
  - 18 to the ORMAP Project Coordinator by the date specified.
  - 19 (c) Any information submitted will be reviewed by the tech group at its second scheduled meeting.



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- 1 (6) The department will determine if there are sufficient funds to provide full funding to all grant requests
  - 2 that pass the technical review. The department will provide funding to as many counties as possible as its
  - 3 first priority. If full funding is not available, grant applications will then be scored using the current
  - 4 *Priority Scoring* section of the funding criteria.
  - 5 (a) The Priority Scoring criteria will each be assigned points, and include:
  - 6 (A) The project is identified as a county edge matching project,
  - 7 (B) The project is part of an ongoing process,
  - 8 (C) The county currently has a low completion percentage of tax lots that meet the ORMAP Technical
  - 9 Specifications,
  - 10 (D) The project completes the county's remapping to bring 100% of the county tax lots to technical
  - 11 specifications.
  - 12 (E) The project shows a multi-county effort to encourage collaboration,
  - 13 (F) The project shows funding partnerships,
  - 14 (G) The project demonstrates significantly greater costs if not funded in the current cycle,
  - 15 (H) The county has had significant contribution of non-department resources in completing ORMAP
  - 16 Goal #6,
  - 17 (I) The county has signed a statewide data sharing agreement to share its tax lot data, and
  - 18 (J) The county voluntary withdraws the application from the current funding cycle.
  - 19 (b) The department will rank each grant application in point total order, with the higher scoring projects



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- 1 receiving preference, using the *Priority Scoring* methodology.
  - 2 (c) The tech group will evaluate the department’s ranking and make findings and recommendations as to
  - 3 the department’s application of that methodology.
  - 4 (d) The department will take account of each of the tech group’s findings and recommendations in the
  - 5 course of recommending approval, denial, or partial funding of the grant based on the *Priority Scoring*
  - 6 and , if applicable, the quality and quantity of the deliverable in the event of insufficient overall funds.
  - 7 (7) The department may make changes to the criteria listed in sections 4, 5 and 6 of this rule and notice
  - 8 will be given in the grant application prior to the funding cycle.
  - 9 (8) The department will provide a written recommendation on grant awards to the advisory committee.
  - 10 (a) The advisory committee will convene and review the written recommendation of the department and
  - 11 may provide suggestions and input during each funding cycle.
  - 12 (b) The department will consider any suggestions and input from the advisory committee, and in its
  - 13 discretion, may modify the original written recommendation on grant awards.
  - 14 (c) The department will notify each grant requestor of its final grant determination and award by letter
  - 15 within two weeks of the meeting of the advisory committee.
  - 16 (9) The department will consider appeals of grant decisions.
  - 17 (a) Appeals must be submitted in writing to the department within 30 days from the action that is being
  - 18 appealed.
  - 19 (b) If an appellant is successful and additional funds are granted, the additional funding will be deducted



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- 1 from the next quarterly fund deposit.
- 2 (10) The department and the grant award recipient must execute an intergovernmental service agreement
- 3 prior to the disbursement from the fund.
- 4 (11) The department must review and approve all documentation of completed project deliverables
- 5 before approving the payment from the fund to grant recipients.
- 6 (12) The department may approve modifications to awarded ORMAP contracts. These modifications
- 7 may be adjustments to the timeline, deliverables, or amount awarded. The modifications are granted at
- 8 the discretion of the department based on the availability of funds or the circumstances that required the
- 9 modification of the contract.
- 10 (a) To be granted a contract modification, the county assessor must send, by letter or e-mail, to the
- 11 ORMAP Project Coordinator the completed *ORMAP Contract Modification Request* form attached to the
- 12 grant application. The form is available upon request to the department’s ORMAP Project Coordinator or
- 13 on the ORMAP web site.
- 14 (b) The department must receive contract modification requests one month prior to the contract
- 15 expiration date.
- 16 **[Publications:** The publication(s) referred to or incorporated by reference in this rule is available from
- 17 the Department of Revenue pursuant to ORS 183.360(2) and ORS 183.355(6).]
- 18 **Stat. Auth.:** ORS 305.100
- 19 **Stats. Implemented:** ORS 306.132



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1 **Hist:** Filed 12/28/05 and Eff. 1/1/06, Amended 7/31/09.