West Virginia GIS Technical Center
West Virginia University
Department of Geology and Geography Eberly College of Arts and Sciences

June 25, 2019

MEMORANDUM OF UNDERSTANDING
**** Clay County E-911 Addressing Project ****

SUBJECT: Clay County Addressing Project MOU among the following partners: Atlas Geographic Data Inc., West Virginia University, Clay County's OES and E-911 Offices.

This Memorandum of Understanding (MOU) and Statement of Work sets forth the terms and understanding among the Vendor (Atlas Geographic Data Inc.), the State of West Virginia (West Virginia University) and Clay County's OES/E-911 Offices of the following professional GIS services: to inventory, edit, and update E-911 road centerlines and site points for an estimated **6,500 structures** in Clay County, WV.

Funding
Funding for this MOU is from FEMA's Hazard Mitigation Grant Program, Statewide Multi-Hazard Risk Assessments (TEIF/TEAL), Project Number: FEMA-4273-DR-WV-0031, Performance Period: 6/20/2018 to 6/4/2021. The grant recipient is the State Hazard Mitigation Office, WV Division of Homeland Security and Emergency Management; grant sub-recipient the WV GIS Technical Center at West Virginia University. Complete and accurate E-911 Addresses are important for pinpointing and identifying structures in at-risk hazard zones.

Duration
This MOU is at-will and may be modified by mutual consent of the authorized officials listed at the end of this document. This MOU shall become effective upon signature by the authorized officials and will remain in effect until modified or terminated by any one of the partners by mutual consent.

Overview
A qualified GIS professional services company will edit, update, and inventory E911 structure address points within Clay County. The resulting project will yield a spatially accurate, GIS addressing dataset, identifying the correct address and location of each habitable structure within the aforementioned County. The final data format will be delivered in SAMS-II data structure.

In order to accomplish this task, Atlas Geographic Data Inc. will perform a series of tasks which are consistent with the workflows performed for the other successful West Virginia E911 addressing projects delivered by Atlas. Existing GIS data will be gathered and assessed to determine current accuracy of spatial location, associated attributes, and data schema in relation to NENA addressing standards. Once data assessment is complete, work will begin to correct and modify all inaccuracies and prepare data for address inventory. The individual task are outlined below.

Table 1. Work Tasks, Schedule, and Costs

ADDRESSING WORK TASKS	TIME PERIOD	COST
TASK 1: [DATA INVENTORY AND ASSESSMENT] Existing GIS data will be gathered and assessed to determine current accuracy of spatial location, associated attributes, and data schema in relation to NENA addressing standards. Once the data assessment is complete, work will begin to correct and modify all inaccuracies. This will include both in-office and field efforts to achieve the desired resulting dataset.		$300
TASK 2: [ADDRESS DATABASE EDITING] Perform address inventory using available supplemental datasets to verify current address in use and populate new address points with street address currently in use. Establish confidence code values to identify field verification priority of each site address. Establish unique ID relationship for site address points and centerlines for use in QC reporting.		$5325
TASK 3: [TRAINING FOR COUNTY FIELD VERIFICATION] Train Clay County staff to perform windshield survey of structure addresses.		$500
TASK 4: [DATA RECONCILATION/MSAG/QC] Perform QC, MSAG creation, and reconciliation processes on completed field verification data to ensure accuracy and consistency. This will include the verification of centerline road names to match those of associated address points, verifying address numbers which fall into the assigned range of their respective centerline segment, create updated MSAG, and reconciliation of address points to TELCO subscriber database.		$4700
TASK 5: [DELIVERY] Final QC, MSAG development, and generation of appropriate reports to be delivered to Clay County along with final GIS database. Conduct project close-out meeting. It will be the responsibility of Clay County to coordinate with the current E911 Computer Aided Dispatch vendor to load completed GIS dataset into dispatch.		$1,100
Total project funding paid by FEMA Hazard Mitigation Grant to Clay County		**$11,925**

Table 2. Partner Responsibilities

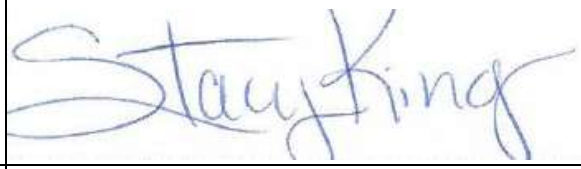
RESPONSIBILITIES
VENDOR: [ATLAS GEOGRAPHIC DATA INC.] • Lead technical unit for coordinating and completing all deliverables • Complete addressing work tasks, training, and deliverables in accordance with **WVU State Contract U19Atlas** dated January 14, 2019. Follow pricing schedules in accordance with same contract. Adhere to national and state E-911 standards and specifications.   ○ http://data.wvgis.wvu.edu/pub/temp/FEMA/FRA/Contracts/Digital_Tax_Maps_and_Addresses-Contract_20190114_(U19ATLAS).pdf • Submit monthly progress reports to State and County • Submit invoices that follow a file naming convention associated with project name and completed tasks (e.g., Clay_Addresses-1_Tasks_1-3_20190415) • Provide technical support and training during the mapping activity. Continue technical support to jurisdiction for one year after delivery of product deliverables. • Provide completed deliverables to State and County including metadata • Warrant data quality and mapping for 18 months after contract completion
STATE: [WVU AND WVDHSEM] • Assist with the Memorandum of Understanding/Statement of Work • Review completed work tasks and deliverables prior to authorizing payments • Communicate to grant sponsors regarding work progress and deliverables

LOCAL: [Clay]
• Review and approve MOU that lists specifications, timelines, and deliverables
• Identify a technical point of contact for the project
• Provide best available addressing data and GIS files
• Provide in-kind support for field mapping of addresses and uploading addressing files into Computer Aided Dispatch
• After project completion:
  ○ Continuously maintain digital E-911 addresses and submit updated address files annually to the Statewide Addressing and Mapping System (SAMS). Specifically, every year during the month of January, Clay County shall provide its updated street and site address files to the SAMS in accordance with the standardized address exchange format set forth by the WV Division of Homeland Security and Emergency Management. The point of contact is Nuvia E. Villamizar, GIS Manager / SAMS Program Leader, WV Division of Homeland Security and Emergency Management, (304) 558-5380, Nuvia.E.Villamizar@wv.gov
  ○ Send a Letter of Appreciation to grant sponsors using a letter template provided by the State
  ○ Complete an online survey on client satisfaction regarding overall project implementation and deliverables

Table 3. Project Goal and Deliverables

OBJECTIVE AND DELIVERABLES
OBJECTIVE: To inventory, edit, and accurately place E-911 site points for an estimated **6,500 structures** in Clay County, West Virginia.
DELIVERABLES: Correct, comprehensive and reconciled address point and road centerline datasets for full implementation in the County's Computer Aided Dispatch (CAD) system and Statewide Addressing and Mapping System (SAMS).
COST: Total estimated cost is **$11,925.**

Table 4. Partner Signatures

Partner	Authorized Representative	Signature and Date
Vendor	**Hays Lambert** President Atlas Geographic Data Inc. (910) 256-9892 hlambert@atlasgeodata.com	Hays Lambert Digitally signed by Hays Lambert DN: cn=Hays Lambert, o=Atlas Geographic Data, Inc., ou, email=hlambert@atlasgeodata.com, c=US Date: 2019.07.01 13:43:20 -04'00'
State	**Kurt Donaldson** Manager WV GIS Technical Center West Virginia University (304) 293-9467 kdonalds@wvu.edu	Kurt Donaldson Digitally signed by Kurt Donaldson DN: cn=Kurt Donaldson, o=West Virginia University, ou=WV GIS Technical Center, email=kdonalds@wvu.edu, c=US Date: 2019.06.25 13:21:09 -04'00'
County	**Stacy King** Clay County OES Director (304) 587-4259 clayoesdirector@hotmail.com	
County	**Becky Pritt** Clay County 911 Director (304) 587-2019 Clay911.director@gmail.com