



April 4, 2019

**MEMORANDUM OF UNDERSTANDING**  
**\*\* Morgan County E-911 Addressing Project \*\***

**SUBJECT:** Morgan County Addressing Project MOU among the following partners: Atlas Geographic Data Inc., West Virginia University, WV Division of Homeland Security & Emergency Management, and Morgan County

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 (WVU/WVDHSEM), and the local government beneficiary (Morgan County, West Virginia) of the following professional GIS services: to inventory, edit, and update E-911 road centerlines and site points for an estimated **10,700 structures** in Morgan County, West Virginia.

**Funding**

Funding for this MOU is from FEMA’s Hazard Mitigation Grant Program, Statewide Multi-Hazard Risk Assessments (TEIF/TEAL); Project Numbers FEMA-4273-DR-WV-0031 and WVU-10023420.1.1007860AR; 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 at-risk structures in 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.

**Table 1.**Project Goal and Deliverables

<b>OBJECTIVE AND DELIVERABLES</b>
<b>OBJECTIVE:</b> To inventory, edit, and update E-911 road centerlines and site points for an estimated 10,700 structures in Morgan County, West Virginia.
<b>DELIVERABLES:</b> Spatially accurate site and street addresses, Master Street Address Guide (MSAG), all updated in the County’s Computer Aided Dispatch (CAD) system and Statewide Addressing and Mapping System (SAMS).
<b>COST:</b> Total estimated cost is <b>\$21,325.00</b>

**Table 2.** Work Tasks, Schedule, and Costs

ADDRESSING WORK TASKS	TIME PERIOD	COST
<p><b>TASK 1: [DATA INVENTORY AND ASSESSMENT]</b>            Collect and assess existing county data and determine the necessary in-office tasks to prepare data for field verification. 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.</p>	2/1/19 - 2/21/19	\$1,200
<p><b>TASK 2: [IN-OFFICE DATABASE PREPARATION]</b>            Migrate/update schema of addressing data to appropriate specifications, perform spatial adjustment of address points and centerlines per 2018 orthoimagery, prepare data for field verification, perform any additional in-office edit task identified in task one.</p>	2/21/19 to 5/31/19	\$9,225
<p><b>TASK 3: [STAFF TRAINING]</b>            Train county staff on field verification techniques and software tools.</p>	6/15/19	\$500
<p><b>TASK 4: [FIELD VERIFICATION]</b>            Perform windshield survey to verify structure addresses. This includes physically visiting each structure to verify any posted address information on mailboxes, driveway/road markers, numbers posted on the structure, etc. This does not include exiting the vehicle to personally verify address with residents or neighbors although every effort will be made to fully explain the project to any members of the public encountered while in the field. <b>Morgan County is responsible for the field verification.</b></p>	6/15/19 to 10/2/19	\$0
<p><b>TASK 5: [DATA RECONCILIATION]</b>            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.</p>	10/2/19 to 10/23/19	\$7,200
<p><b>TASK 6: [DELIVERY AND TRAINING]</b>            Final QC, MSAG development, and generation of appropriate reports to be delivered to Morgan County along with final GIS database. Conduct project close-out meeting. <b>It will be the responsibility of Morgan County to coordinate with the current E911 Computer Aided Dispatch vendor to load completed GIS dataset into dispatch.</b></p>	10/26/19 to 11/13/19	\$3,200
<p>Total project funding paid by FEMA Hazard Mitigation Grant to Morgan County</p>		<b>\$21,325</b>

**Table 3.** Partner Responsibilities

<b>RESPONSIBILITIES</b>
<p><b>VENDOR: [ATLAS GEOGRAPHIC DATA INC.]</b></p> <ul style="list-style-type: none"> <li>• Lead technical unit for coordinating and completing all deliverables</li> <li>• Complete addressing work tasks, training, and deliverables in accordance with <b>WVU State Contract U19Atlas</b> dated January 14, 2019. Follow pricing schedules in accordance with same contract. Adhere to national and state E-911 standards and specifications.               <ul style="list-style-type: none"> <li>○ <a href="http://data.wvgis.wvu.edu/pub/temp/FEMA/FRA/Contracts/Digital_Tax_Maps_and_Addresses-Contract_20190114_(U19ATLAS).pdf">http://data.wvgis.wvu.edu/pub/temp/FEMA/FRA/Contracts/Digital Tax Maps and Addresses-Contract_20190114_(U19ATLAS).pdf</a></li> </ul> </li> <li>• Submit monthly progress reports to State and County</li> <li>• Submit invoices that follow a file naming convention associated with project name and completed tasks (e.g., Morgan_Addresses-1_Tasks_1-3_20190415)</li> <li>• Provide technical support and training during the mapping activity. Continue technical support to jurisdiction for one year after delivery of product deliverables.</li> <li>• Provide completed deliverables to State and County including metadata</li> <li>• Warrant data quality and mapping for 18 months after contract completion</li> </ul>
<p><b>STATE: [WVU AND WVDHSEM]</b></p> <ul style="list-style-type: none"> <li>• Assist with the Memorandum of Understanding/Statement of Work</li> <li>• Review completed work tasks and deliverables prior to authorizing payments</li> <li>• Communicate to grant sponsors regarding work progress and deliverables</li> </ul>
<p><b>LOCAL: [MORGAN COUNTY]</b></p> <ul style="list-style-type: none"> <li>• Review and approve MOU that lists specifications, timelines, and deliverables</li> <li>• Identify a technical point of contact for the project</li> <li>• Provide best available addressing data and GIS files</li> <li>• Provide in-kind support for field mapping of addresses and uploading addressing files into Computer Aided Dispatch</li> <li>• After project completion:               <ul style="list-style-type: none"> <li>○ 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, the County E-911 Office 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, <a href="mailto:Nuvia.E.Villamizar@wv.gov">Nuvia.E.Villamizar@wv.gov</a></li> <li>○ Ensure addressing ordinance(s) for county are current</li> <li>○ Send a Letter of Appreciation to grant sponsors using a letter template provided by the State</li> <li>○ Complete an online survey on client satisfaction regarding overall project implementation and deliverables</li> <li>○ If possible, add resource link to WV Flood Tool (<a href="http://www.mapwv.gov/flood">www.mapwv.gov/flood</a>) to county website</li> </ul> </li> </ul>

**Table 4.** Partner Signatures

<b>Partner</b>	<b>Authorized Representative</b>	<b>Signature and Date</b>
Vendor	Hays Lambert President Atlas Geographic Data Inc. (910) 256-9892 hlambert@atlasgeodata.com	
State	Kurt Donaldson Manager WV GIS Technical Center West Virginia University (304) 293-9467 kdonalds@wvu.edu	
Local	Stefanie Allemong County Administrator Morgan County, West Virginia (304)258-8540 sallemong@morgancountywv.gov	