



March 27, 2019

**MEMORANDUM OF UNDERSTANDING**  
**\*\* Roane County Tax Parcel Conversion Project \*\***

**SUBJECT:** Roane County Tax Parcel Conversion Project MOU among the following partners: Atlas Geographic Data Inc., West Virginia University, and the Roane County Assessor's Office

This Memorandum of Understanding (MOU) sets forth the terms and understanding among the contracted state Vendor (Atlas Geographic Data Inc.), the State of West Virginia (West Virginia University), and the local government beneficiary (Roane County's Assessor Office, West Virginia) for the following professional GIS services: to perform a full-version Tax Map conversion for an estimated **15,984 parcels** in Roane County.

**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-10023420.1.1007860R; 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. Accurate, current property parcels and assessment attributes are essential to 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**

This project involves compiling source documents, performing all necessary tax map conversion tasks, and reconciling all parcels with assessment records stored in the Integrated Assessment System (IAS).

A qualified GIS professional services company will convert all existing County Tax Maps to the WV State standard for both digital and hard copy map requirements. This project will involve imaging all existing tax maps and plats on file at the County, and then using these legal sources as the base for Tax Parcel construction. IAS acreage, visible occupation lines, road widths, etc. will all be used as supplemental sources for the Tax Parcel construction. The resulting project will yield a spatially accurate, Tax Parcel dataset which identifies the correct IAS record associated with each Tax Parcel.

In order to accomplish this task, Atlas Geographic Data will perform a series of tasks which are consistent with the workflows performed for the other successful West Virginia GIS Tax Parcel Conversion projects delivered by this company. Existing source data (tax maps, plats, IAS data, imagery, etc.) will be gathered and then digitized according to proven workflows. The final data deliverable will be fully reconciled with IAS and will meet all State standards for both digital and hard copy map requirements. In addition, automated tools will be developed and delivered for future Tax Parcel maintenance and digital Tax Map production. The individual work tasks are outlined below.

**Table 1.** Work Tasks, Schedule, and Costs

DIGITAL PARCEL CONVERSION TASKS	TIME PERIOD	COST
<p><b>TASK 1: [PROJECT KICK OFF / DATA INVENTORY AND SCANNING]</b>                      An onsite meeting will take place with key County staff in order to get a good understanding of all available source materials. Atlas will collect and/or scan existing County Tax Maps, Plats, Imagery, IAS data, ROW database, and any other pertinent local data.</p>	4/15/19 to 6/30/19	\$2,100
<p><b>TASK 2: [PILOT PROJECT]</b>                      Atlas will conduct a Pilot Project prior to production digitizing being initiated. We suggest a study area of around 500 parcels be identified for the Pilot Project (comprised of both 400 scale rural parcels as well as a 100 scale urban parcels). The Pilot project will incorporate all of the workflows and techniques to be used in Countywide mapping project. The Pilot Project results will be demonstrated to the County stakeholders after the Pilot Project is complete.</p>	7/1/19 to 9/30/19	\$4,200
<p><b>TASK 3: [PRODUCTION]</b>                      The Production Task will take the results and methods from the Pilot Project and then apply them to the development for the balance of the County. Atlas will always use the best information first when mapping. Rights-of-way and Hydrography/Streams will be developed per the orthoimagery, all Plats will be COGO'd and then tied to the base map via occupational lines. Tax Maps will be georeferenced and then digitized according to IAS acreage and orthoimagery base map. Cost \$2.05 per parcel.</p>	10/1/19 8/31/20	\$32,786
<p><b>TASK 4: [DATA RECONCILIATION]</b>                      Perform final QC and develop a reconciliation report in relation to IAS. There is usually a small percentage of parcels from IAS that never made the Tax Maps. These parcels will be identified, solved, and mapped according to assistance from the Assessor's office.</p>	9/1/20 to 9/30/20	\$2,100
<p><b>TASK 5: [TAX MAP CREATION / DATA DRIVEN PAGES]</b>                      Develop an ESRI Data Driven Pages project which outputs a complete set of Roane County Tax Maps based on the newly created digital parcel data. The Tax Maps will be in accordance with the State of WV Tax Map specifications.</p>	11/1/20 to 11/30/20	\$1,750
<p><b>TASK 6: [DELIVERY]</b>                      Final QC and delivery of a Countywide Tax Parcel Database to Roane County. A complete set of digital Tax Maps will also be delivered at this stage along with all software tools developed for the Roane County Tax Parcel Conversion project.</p>	December 2020	\$700
<p>Total project funding paid by FEMA Hazard Mitigation Grant to Roane County</p>		<b>\$43,636</b>

**Table 2.** 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. <ul style="list-style-type: none"> <li>○ State Contract with Atlas Geographic Data Inc.  <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>• Adhere to WV State specifications: WV CSR 189-03 “Statewide Procedures for the Maintenance and Publishing of Surface Tax Maps” <ul style="list-style-type: none"> <li>○ <a href="https://apps.sos.wv.gov/adlaw/csr/ruleview.aspx?document=6784">https://apps.sos.wv.gov/adlaw/csr/ruleview.aspx?document=6784</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., Roane County_TaxParcels-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: [ROANE COUNTY ASSESSOR’S OFFICE]</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. Provide in-kind support where necessary.</li> <li>• Provide best available source material and GIS files</li> <li>• After project completion: <ul style="list-style-type: none"> <li>○ Continual maintenance of digital tax maps <ul style="list-style-type: none"> <li>▪ County assessors shall maintain and publish tax maps in accordance with State Tax Map specifications 189 CSR 3 Procedural Rule “Statewide Procedures for the Maintenance and Publishing of Surface Tax Maps”</li> <li>▪ The county assessor and Property Tax Division are co-stewards of the digital tax maps. The assessors are required to submit annually any revised digital tax maps and GIS files to the WV Property Tax Division for the creation of the statewide master tax parcel database.</li> <li>▪ Allocate funding for tax map maintenance through internal staffing or outsourcing to a GIS Professional Services company. It is important for county assessor offices converting from paper to digital parcel map systems to continually maintain their tax map systems so the capital investment in the digital conversion is not lost.</li> </ul> </li> <li>○ Send a Letter of Appreciation to grant sponsors using a letter template provided by the State</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> <li>○ Complete an online survey on client satisfaction regarding overall project implementation and deliverables</li> </ul> </li> </ul>

**Table 3.** Project Goal and Deliverables

<b>OBJECTIVE AND DELIVERABLES</b>
<p><b>OBJECTIVE:</b> To gather and inventory source documents, perform all necessary Tax Map Conversion tasks, and reconcile IAS database records for an estimated <b>15,984 Tax Parcels</b> in Roane County.</p>
<p><b>DELIVERABLES:</b> Correct, comprehensive and reconciled Tax Parcel Database and full-version Digital Tax Maps.</p>
<p><b>COST:</b> Total estimated cost is <b>\$43,636</b></p>

**Table 4.** Partner Signatures

<b>Partner</b>	<b>Authorized Representative</b>	<b>Signature and Date</b>
Vendor	<p><b>Hays Lambert</b>                      President                      Atlas Geographic Data Inc.                      (910) 256-9892                      hlambert@atlasgeodata.com</p>	 3-27-19
State	<p><b>Kurt Donaldson</b>                      Manager                      WV GIS Technical Center                      West Virginia University                      (304) 293-9467                      kdonalds@wvu.edu</p>	 3-27-19
County Assessor	<p><b>Emily Westfall</b>                      Roane County Assessor                      (304) 927-3020                      ewestfall@wvassessor.com</p>	 3-27-19