

February 3, 2016

DOUGLAS COUNTY LAND INFORMATION COUNCIL
Tuesday, February 16, 2016, 9:00 a.m., Courthouse Room 207C
1313 Belknap Street, Superior, Wisconsin

Please call the Chair or the County Clerk's Office (715-395-1569) if you cannot attend.

MEMBERS: John Robinson, Chair
Ben Klitzke, Vice Chair
Brad Theien
Maria Letsos
Zach DeVoe
Gayle Wahner
Carol Jones
Jon Fiskness
Dave Sletten

A G E N D A

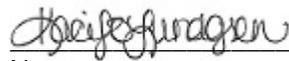
(Committee to maintain a two-hour meeting limit or take action to continue meeting beyond that time).

1. Roll call.
2. Approval of minutes from the September 29, 2015, meeting (attached).
3. Action item: Review and approve 2016-2018 Douglas County Land Records Modernization Plan (attached).
4. Informational item: Review 2016 Wisconsin Land Information Program (WLIP) Grant (attached).
5. Future agenda items.

cc: Susan Sandvick Andy Lisak Brock Flowers Cheryl Westman
Superior Telegram Douglas County Website County Board Supervisors

NOTE: Attachments to agenda available in County Clerk's Office for viewing or copying. Action may be taken on items on the agenda. The County of Douglas complies with the Americans with Disabilities Act of 1990. If you are in need of an accommodation to participate in the public meeting process, please contact the Douglas County Clerk's Office at (715) 395-1341 by 4:00 p.m. on the day prior to the scheduled meeting. Douglas County will attempt to accommodate any request depending on the amount of notice we receive.

Posted: Courthouse, Government Center, Daily Telegram copied.



Name

2-3-16

Date

DOUGLAS COUNTY LAND INFORMATION COUNCIL
Tuesday, September 29, 2015, 1:00 p.m., Room 207C, Courthouse
1313 Belknap Street, Superior, Wisconsin

Meeting called to order by Chair John Robinson.

ROLL CALL: Present – John Robinson, Ben Klitzke, Jon Fiskness, Gayle Wahner, Carol Jones, Cheryl Westman, Maria Letsos. Absent – Dave Sletten, Brad Theien. Others present – Marissa Hanson, Kaci Lundgren, Committee Clerk.

APPROVAL OF MINUTES: Motion by Wahner, second Fiskness, to approve minutes from the October 6, 2014, meeting. Motion carried.

INFORMATIONAL ITEMS:

Review of 2014 Projects: Weighted parcel control provides accuracy of GIS data; updating of electronic parcel information coincides with Statewide Parcel Initiative.

Wisconsin Land Information Association (WLIA) Funding Statewide Parcel Initiative – Required Benchmarks:

Review of Benchmark Completion: Benchmarks provided from state for 2015 and 2016; all 2015 benchmarks have been met, with work progressing on 2016 requirements.

Parcel Fabric Renovation and Process Development: Included with agenda; reviewed.

Public Land Survey System (PLSS): 2016 state benchmark to complete PLSS system is impossible without provided funding; cost estimated at \$1.2 million dollars. Clarification provided to note PLSS progression, not completion, is what will be verified.

Land Records Modernization Plan Process and Timeline: State funding based on plan. Draft due December 29, 2015, with final edits from state's comments due March 2016.

Pictometry/LiDAR Contract: Estimated total of \$400,000 to include aerial and LiDAR data; funding to potentially come from 2016 capital projects funding.

ACTION (REFERRAL): Motion by Wahner, second Jones, to recommend LiDAR contract with anticipated edits and refer to Zoning Committee. Motion carried.

FUTURE AGENDA ITEMS: Land Records Modernization Plan; 2016 Base Budget WLIA Grant.

ADJOURNMENT: Motion by Wahner, second Jones, to adjourn. Motion carried. Meeting adjourned at 2:11 p.m.

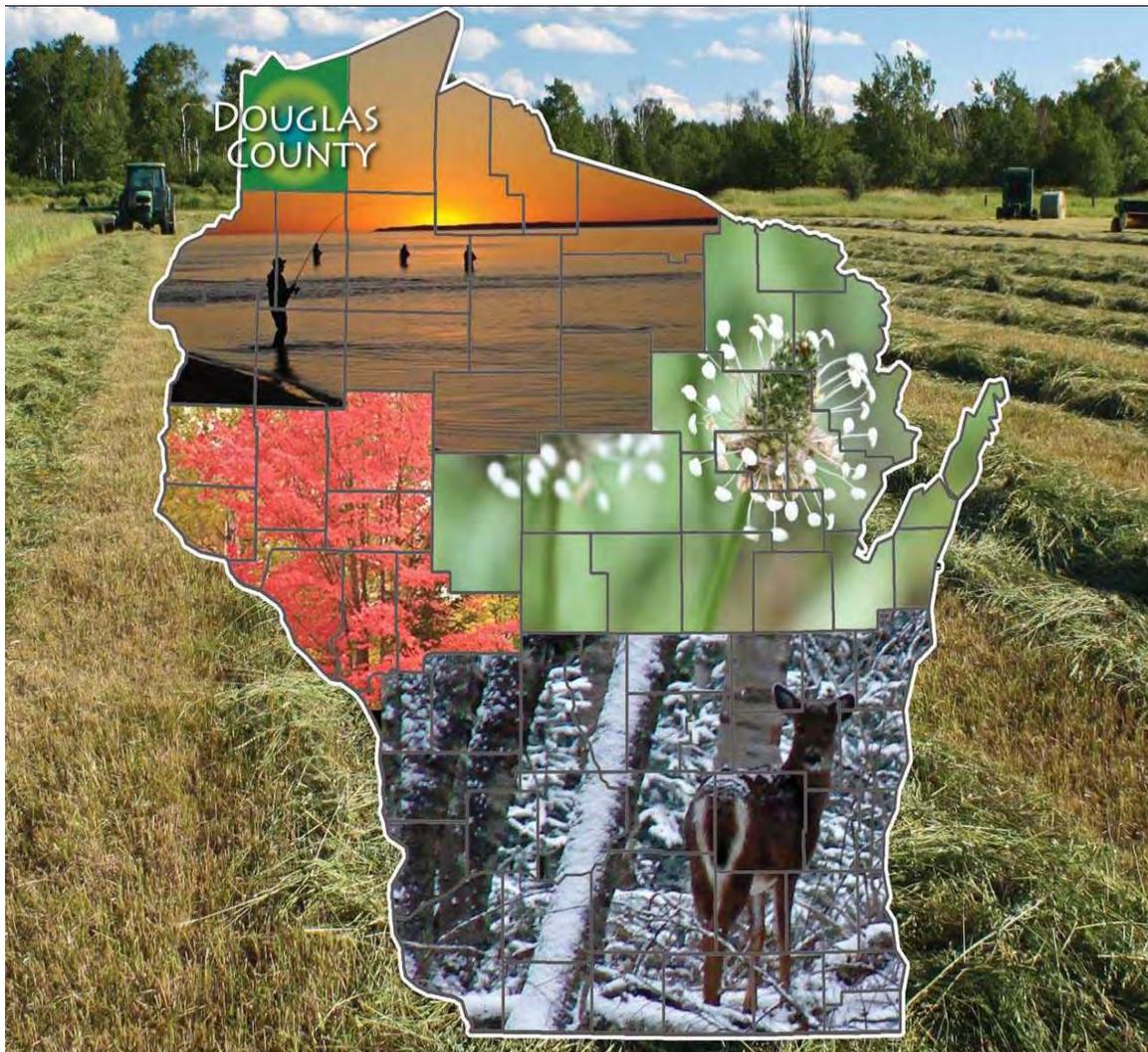
Submitted by,

Kaci Lundgren
Committee Clerk

Douglas County

LAND RECORDS MODERNIZATION PLAN 2016 - 2018

Approved by Land Information Council on _____



Douglas County
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Superior, WI 54880
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CONTENTS

- CONTENTS3**
- EXECUTIVE SUMMARY2**
- 1 INTRODUCTION4**
- 2 FOUNDATIONAL ELEMENTS.....7**
 - PLSS.....8
 - Parcel Mapping.....9
 - LiDAR and Other Elevation Data10
 - Orthoimagery11
 - Address Points and Street Centerlines12
 - Land Use13
 - Zoning.....14
 - Administrative Boundaries15
 - Other Layers16
- 3 LAND INFORMATION SYSTEM.....17**
- 4 CURRENT & FUTURE PROJECTS26**

EXECUTIVE SUMMARY

About this Document. This document is a land information plan for Douglas County prepared by the land information officer (LIO) and the land information council. By Wisconsin statute, “a countywide plan for land records modernization” is required for participation in the Wisconsin Land Information Program (WLIP). The purpose of this document is twofold: 1) to meet WLIP funding eligibility requirements necessary for receiving grants and retaining fees for land information, and 2) to plan for county land records modernization in order to improve the efficiency of government and provide improved government services to businesses and county residents.

Douglas County is submitting this *Land Records Modernization Plan* for review and adoption. The focus of goals and objectives for the next three years. This Plan defines Douglas County’s goals and objectives, reports the progress of its current activities, and describes new initiatives that it would like to undertake and define land record modernization. It also describes who maintains land records within the county; how the county has completed or plans to complete the individual foundational elements of modernization; how the county will comply with state-wide standards; and how the county will comply with state-wide standards; and how the county plans to integrate and share this information.

This Plan was prepared in accordance with the “UNIFORM INSTRUCTIONS FOR PREPARING COUNTY LAND INFORMATION PLANS” dated June 2015 as required by Wisconsin Statutes Sections 59.72 and 16.967 under the direction of the Wisconsin Land Information Board, Wisconsin Land Information Program, and Wisconsin Department of Administration.

The outline of this document corresponds to questions or issues in the Instructions. The Plan is intended to provide county, town and city officials, state agencies, private sector and any other interested parties with basic knowledge of Douglas County’s efforts in land records modernization, it’s potential applications, and where the County potentially will be spending its land records fees generated from our participation in the WLIP.

The emphasis of this plan is to:

- Maintain and enhance the infrastructure and data acquired under previous plans
- Continue to collect and efficiently disseminate quality data to all Douglas County departments, other levels of government and the general public
- Expand the use and integration of land information throughout Douglas County

The Plan will address new initiatives and our continuing programs. It will also list those initiatives from the previous plan that have been realized through funding from the Wisconsin Land Information Program. This Plan contains data effective 03/31/2016.

WLIP Background. The WLIP, administered by the Wisconsin Department of Administration, is funded by document recording fees collected by Register of Deeds at the county-level. In 2015, Douglas County received \$46,456 in WLIP grants and retained a total of \$54,544 in local register of deeds document recording fees for land information. Beginning in 2016, WLIP Strategic Initiative grants are projected to increase the county land information budget by \$50k per year.

This plan lays out how funds from grants and retained fees will be prioritized. However, as county budgets are determined on an annual basis with county board approval, this plan provides estimated figures that are subject to change and are designed to serve planning purposes only.

Land Information in Douglas County. Land information is central to county operations, as many essential services rely on accurate and up-to-date geospatial data and land records. A countywide land information system supports economic development, emergency planning and response, and a host of other citizen services. The Douglas County land information system integrates and enables efficient access to information that describes the physical characteristics of land, as well as the property boundaries and rights attributable to landowners.

Vision of the Land Information Office. To be nationally recognized as an innovative GIS/Land Records System through collaboration, cooperation and technical objectives. With a primary goal of the County Land Information program is to acquire, implement and maintain a Land Information System (LIS) that will meet the needs of the public and private sectors, as well as its users within the county and other governmental entities in a timely and cost effective manner.

Mission of the Land Information Office.

Foster cooperation among County and City departments in the field of Geographic Information Systems (GIS); provide guidance for the Douglas County and the City of Superior's GIS users in fulfilling the objectives of the DC/COS mission and business objectives.

Land Information Office Projects. To realize this mission, over the next three years, the county land information office will focus on the following projects:

- 1. PLSS Remonumentation**
- 2. Parcel Fabric and PLSS control integration**
- 3. Linear Network Completion**
- 4. Aerial Photo Acquisition**
- 5. Maintain and enhance web based mapping sites for public use**

The remainder of this document provides more details on Douglas County and the WLIP, summarizes current and future land information projects, and reviews the county's status on completion and maintenance of the WLIP map data layers known as Foundational Elements.

1 INTRODUCTION

In 1989 a public funding mechanism was created whereby a portion of county register of deeds document-recording fees collected from real estate transactions would be devoted to land information through a new program called the Wisconsin Land Information Program (WLIP). The purpose of the land information plan is to meet WLIP requirements and aid in county planning for land records modernization.

The WLIP and the Land Information Plan Requirement

In order to participate in the WLIP, counties must meet certain requirements:

- Update the county's land information plan at least every three years
- Meet with the county land information council to review expenditures, policies, and priorities of the land information office at least once per year
- Report on expenditure activities each year
- Submit detailed applications for WLIP grants
- Complete the annual WLIP survey
- Subscribe to DOA's land information listserv
- Meet a June 30, 2017 deadline to post certain types of parcel information online

Any grants received and fees retained for land information through the WLIP must be spent consistent with the county land information plan.

Act 20 and the Statewide Parcel Map Initiative

A major development for the WLIP occurred in 2013 through the state budget bill, known as Act 20. It directed the Department of Administration (DOA) to create a statewide digital parcel map in coordination with counties.

Act 20 also provided more revenue for WLIP grants, specifically for the improvement of local parcel datasets. The WLIP is dedicated to helping counties meet the goals of Act 20 and has proposed that funding be made available to counties in the form of Strategic Initiative grants to be prioritized for the purposes of parcel dataset improvement. For Strategic Initiative grant eligibility, counties will be required to apply WLIP funding toward achieving certain statewide objectives, specified in the form of "benchmarks." Benchmarks for parcel data—standards or achievement levels on data quality or completeness—are determined through a participatory planning process and will be detailed in future WLIP grant applications.

County land information plans were initially updated every five years. However, as a result of Act 20, counties must update and submit their plans to DOA for approval every three years. Thus, the minimum planning horizon for these documents is three years. The plan may incorporate a planning horizon that is longer if the needs and priorities of the participants warrant.

The first post-Act 20 required update deadline for draft county land information plans is December 29, 2015. Final plans are due March 31, 2016.

LAND INFORMATION

Any physical, legal, economic or environmental information or characteristics concerning land, water, groundwater, subsurface resources or air in this state.

'Land information' includes information relating to topography, soil, soil erosion, geology, minerals, vegetation, land cover, wildlife, associated natural resources, land ownership, land use, land use controls and restrictions, jurisdictional boundaries, tax assessment, land value, land survey records and references, geodetic control networks, aerial photographs, maps, planimetric data, remote sensing data, historic and prehistoric sites and economic projections.

– *Wis. Stats. section 16.967(1)(b)*

County Land Information System History and Context

In the original Land Records Modernization Plan in 1998 Douglas County identified three high priority goals; 1) Update the Public Land Survey System, 2) Complete tax parcel mapping by year 2000 and 3) Develop an integrated GIS by year 2002 with all data residing on a GIS server. Beginning in 1999 Douglas County obtained grants through the Wisconsin Land Information Program to target specific geographical areas for reestablishing PLSS corner monuments utilizing private Registered Land Surveyors and purchased sophisticated GPS surveying equipment. Since 2002 our accomplishments include; completion of county-wide tax parcel mapping, creation of a full-time County Surveyor/Land Information Officer position, collocation of the Land Records staff with the Planning and Zoning staff, creation of a dedicated computer network and consolidation of County and City of Superior GIS staff through a formal shared services agreement. This effort provides Douglas County an opportunity to advance the stature of the county GIS program matching the expectations of our customers and our ability to meet their needs. We anticipate an increase in customer expectations in terms of accessibility, accuracy and responsiveness. This iteration of the planning cycle will assure that we meet those expectations by retaining high quality staff the acquisition of new technologies, maintenance and upgrading of the level of precision of our parcel mapping and integration of digital data sets secured from a variety of sources.

Plan Participants and Contact Information

Another requirement for participation in the WLIP is the county land information council established by legislation in 2010. The council is tasked with reviewing the priorities, needs, policies, and expenditures of a land information office and advising the county on matters affecting that office.

According to s. 59.72(3m), Wis. Stats., the county land information council is to include:

- Register of Deeds
- Treasurer
- Real Property Lister or designee
- Member of the county board
- Representative of the land information office
- A realtor or member of the Realtors Association employed within the county
- A public safety or emergency communications representative employed within the county
- County surveyor or a registered professional land surveyor employed within the county
- Other members of the board or public that the board designates

The land information council must have a role in the development of the county land information plan, and DOA requires that the county land information councils to approve final plans. A record documenting county land information council approval should be included in the final submission of the plan to DOA. County board approval of plans is encouraged but not required.

A county may amend a plan with updates or revisions as appropriate. If amended, a digital copy of the amended plan and record of Land Information Council approval should be sent to the WLIP.

This plan was prepared by the County LIO, the Land Information Council, and others as listed below.

County Land Information Council and Plan Workgroup				
Name	Title	Affiliation	Email	Phone
*Ben Klitzke	County Surveyor/Land Information Officer	Douglas County Land Information Office	ben.klitzke@douglascountywi.org	715-395-1340
*John Robinson	County Board Supervisor	Douglas County Board Supervisor	John.robinson@douglascountywi.org	715-394-9405
*Gayle Wahner	Register of Deeds	Douglas County Register of Deeds	gayle.wahner@douglascountywi.org	715-395-1350
*Carol Jones	Treasurer	Douglas County Treasurer	carol.jones@douglascountywi.org	715-395-1348
*Zach Devoe	Real Property Lister	Douglas County Land Information Office	zach.devoe@douglascountywi.org	715-395-1386
*Brad Theien	City Assessor	City of Superior Assessor	theienb@ci.superior.wi.us	715-395-7221
*Jon Fiskness	GIS Coordinator	City of Superior GIS	fisknessj@ci.superior.wi.us	715-395-7423
*Maria Letsos	Realtor	Remax 1	marialetsos@hotmail.com	715-392-1111
*Dave Sletten	Emergency Planner/Risk Manager	Douglas County Emergency Management	dave.sletten@douglascountywi.org	715-395-1497
Vacant	City of Superior Councilor	City of Superior		

* Land Information Council Members designated by asterisk

Plan Designers: Ben Klitzke, Jon Fiskness and Land Information Interns, Marissa Hanson and Paul Howard.

2 FOUNDATIONAL ELEMENTS

Counties must have a land information plan that addresses development of specific datasets or map layer groupings historically referred to as the WLIP Foundational Elements. Foundational Elements incorporate nationally recognized “Framework Data” elements, the major map data themes that serve as the backbone required by users to conduct most mapping and geospatial analysis.

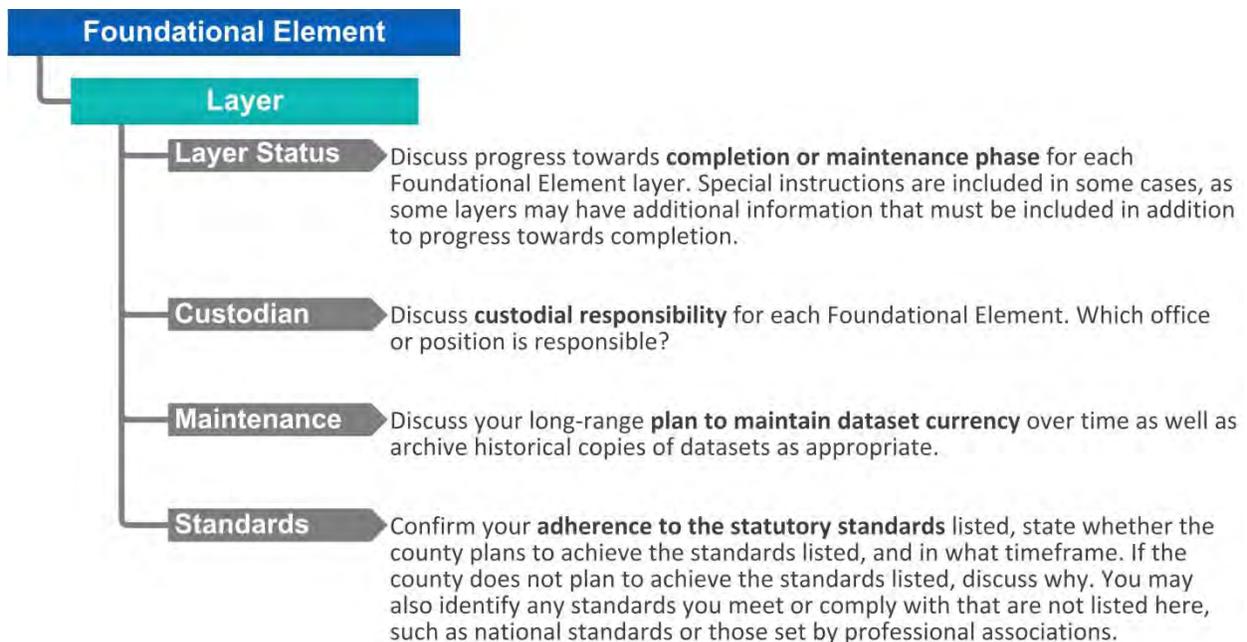
FOUNDATIONAL ELEMENTS

- PLSS
- Parcel Mapping
- LiDAR and Other Elevation Data
- Orthoimagery
- Address Points and Street Centerlines
- Land Use
- Zoning
- Administrative Boundaries
- Other Layers

In the past, Foundational Elements were selected by the former Wisconsin Land Information Board under the guiding idea that program success is dependent upon a focus for program activities. Thus, the *Uniform Instructions* place priority on certain elements, which must be addressed in order for a county land information plan to be approved. Beyond the county’s use for planning purposes, Foundational Element information is of value to state agencies and the WLIP to understand progress in completion and maintenance of these key map data layers.

The list of WLIP’s Foundational Elements has evolved with each update of the county land information plan instructions. They are a guideline of what counties need to address in their plans *at a minimum*. As the list of layers in this document is not exhaustive, counties are welcome to insert additional layers for geospatial data categories stewarded by the county or municipalities that are of importance to local business needs.

Foundational Element Subheadings



PLSS

Public Land Survey System Monuments

Layer Status

- For the PLSS Foundational Element, the table below documents Layer Status

PLSS Layer Status	
Name	Status/Comments
Total number of PLSS corners (section, ¼, meander) set in original government survey	4425
Number and percent of PLSS corners that have been remonumented	2359, 53%
Number and percent of remonumented PLSS corners with survey grade coordinates (see below for definition)	1757, 40%
Number and percentage of survey grade PLSS corners integrated into county digital parcel layer	1757, 40%
Number and percentage of non-survey grade PLSS corners integrated into county digital parcel layer	2668, 60%
Percentage of PLSS corners that have digital tie sheets (whether or not they have corresponding coordinate values)	2345, 53%
Digital tie sheets available online? Yes or No	Yes
Approximate number of PLSS corners believed to physically exist based on filed tie-sheets or surveys, but do not have coordinate values	1350, 30%
Approximate number of PLSS corners believed to be lost or obliterated	1300, 29%
Total number of PLSS corners along each bordering county	Burnett = 30 Washburn= 53 Bayfield= 87 WI/MN State Line= 72
Number and percent of PLSS corners remonumented along each county boundary	Burnett = 30 Washburn= 53 Bayfield= 48 WI/MN State Line= 22
Number and percent of remonumented PLSS corners along each county boundary with survey grade coordinates	Burnett = 30 (100%) Washburn= 53 (100%) Bayfield= 14 (16%) WI/MN State Line= 22 (31%)
Does your county collaborate with or plan to collaborate with neighboring counties for PLSS updates on shared county borders?	Yes

Custodian

- Douglas County Land Information Office, County Surveyor/LIO

Maintenance

- Daily

Standards

- Statutory Standards for PLSS Corner Remonumentation
 - s. 59.74, Wis. Stats. Perpetuation of section corners, landmarks.
 - s. 60.84, Wis. Stats. Monuments.
 - ch. A-E 7.08, Wis. Admin. Code, U.S. public land survey monument record.
 - s. 236.15, Wis. Stats. Surveying requirements.
- Wisconsin County Surveyor's Association **survey grade** standard:
Coordinates collected under the direction of a Professional Land Surveyor, in a coordinate system allowed by s. 236.18(2), and obtained by means, methods and equipment capable of repeatable 2 centimeter or better precision.

Other Geodetic Control and Control Networks

Layer Status

- NGS Points, City of Superior Street Centerlines Monuments: in progress 50%

Custodian

- DC Land Information Office

Maintenance

- As needed

Standards

- Not Applicable

Parcel Mapping

Parcel Geometries

Layer Status

- 100% complete accuracy varies based on PLSS control available
- Available for free download at <http://www.ci.superior.wi.us/index.aspx?nid=621> in ESRI Shapefile format
- Douglas County Coordinate System as defined by State of WI
- Integration of Douglas County Tax lister data included with ESRI Shapefile format
- Implemented the ESRI Local Government Information Model in 2015 for the Parcels

Custodian

- Douglas County Land Information Office

Maintenance

- Daily

Standards and Documentation

See Appendix B

Assessment/Tax Roll Data

Layer Status

- GCS is the software vendor for the County Tax Lister data

Custodian

- Douglas County Land Information Office

Maintenance

- Daily

Standards

- s. 73.03(2a), Wis. Stats. Department of Revenue (DOR) – Powers and duties defined. Department of Revenue Property Assessment Manual – Chapter 5 and DOR format standard requested by DOR for assessment/tax roll data
- s. 59.72(2)(a), Wis. Stats. Presence of all nine “Act 20” attributes
- s. 59.72(2)(a), Wis. Stats. Crosswalk of attributes

Act 20 Attributes Required by s. 59.72(2)(a)	Field Name(s) in County Land Info System	Notes on Data or Exceptions to DOR Standard	Total County Values
Assessed value of land	Total Land Val.	From GCS	\$917,348,000
Assessed value of improvements	Total Imp. Val.	From GCS	\$2,282,605,800
Total assessed value	Total val.	From GCS	\$3,199,953,800
Class of property, as specified in s. 70.32 (2)(a)	Land Class	From GCS	
Estimated fair market value			\$3,187,094,100
Total property tax (after credits)			\$59,687,987
Any zoning information maintained by the county	ZONE	Zoning information is not required in DOR schema	
Any property address information maintained by the county	Property Address	From GCS	
Any acreage information maintained by the county	Acres	From GCS	858,880

Non-Assessment/Tax Information Tied to Parcels

Layer Status

- Permit data

Custodian

- Douglas County Zoning

Maintenance

- Daily

Standards

- Not Applicable

ROD Real Estate Document Indexing and Imaging

Status

- **Grantor/Grantee Index.**
- **Tract Index.** Both PIN and PLSS based indexing
- **Imaging.** Scans

Custodian

- County Register of Deeds

Maintenance

- Daily

Standards

- s. 59.43, Wis. Stats. Register of deeds; duties, fees, deputies.
- ch. 706, Wis. Stats. Conveyances of real property; Recording; Titles.

LiDAR and Other Elevation Data

LiDAR

Layer Status

- City of Superior and 1 mile buffer along south shore of Lake Superior

Custodian

- City of Superior/DC Land Information Office

Maintenance

- None

Standards

- Data is currently not up to FEMA or USGS QL2 standards any future flights the FEMA standard would be met

LiDAR Derivatives

e.g., terrain, contours, digital elevation models, etc.

Layer Status

- DEM and Hillshade; Complete 100%

Custodian

- DC Land Information Office

Maintenance

- None

Standards

- Data is currently not up to FEMA or USGS QL2 standards any future flights the FEMA standard would be met

Other Types of Elevation Data

Layer Status

- USGS 10 foot Contour Data; Complete 100%

Custodian

- USGS

Maintenance

- None

Standards

- Not Applicable

Orthoimagery

Orthoimagery

Layer Status

- **Digital Orthophoto (DOP):** The County has a series of images that are available for use in a digital format which are in Douglas County coordinates. The dates that are available are: 2006, 2007 and 2009. The County also has the NAIP images for the dates available are: 2005, 2006, and 2008. The County has tried to establish an every 3 year cycle for ortho-photography through Pictometry International, but the cycle on financial resource availability.
- The city/county chose to NOT participate in the WROC as we already were in a contract with Pictometry for 2 flights one in 2013 and another in 2016

Custodian

- DC Land Information

Maintenance

- Every 3 years

Standards

- Obtain the highest resolution available within our budget

Historic Orthoimagery

Layer Status

- **Historical Aerial imagery:** Digital Orthophoto's available for years: 1938, 1948, 1962, 1973, 1986 1992, 1973, 1992, & 2000. Black and white imagery of villages and C.O.S. 1999.

Custodian

- City of Superior/DC LIO

Maintenance

- Not Applicable

Standards

- Not Applicable

Other Types of Imagery

e.g., oblique, infra-red, etc.

Layer Status

- **Oblique Aerial Imagery:** Countywide Pictometry Spring 2009 (leaf off) and 2013 (leaf off).
 - The county chose to NOT participate in the WROC as we already were in a contract with Pictometry for 2 flights, one in 2013 and another in 2016

Custodian

- DC LIO

Maintenance

- Every 3 years

Standards

- Obtain the highest resolution available within our budget

Address Points and Street Centerlines

Address Point Data

Layer Status

- **Address Points:** Countywide; Complete 100%

Custodian

- DC LIO

Maintenance

- Weekly

Standards

- Not Applicable

Building Footprints

Layer Status

- **Building Footprints and building points:** Countywide; Complete 100%

Custodian

- DC LIO

Maintenance

- As new aerial photos come available, every 3 years (Pictometry)

Standards

- Not Applicable

Other Types of Address Information

e.g., address ranges

Layer Status

- Street Centerlines

Custodian

- DC LIO

Maintenance

- Weekly

Standards

- Not Applicable

Street Centerlines

Layer Status

- **Street Centerlines**; Complete 100%

Custodian

- DC LIO/Highway Commissioner

Maintenance

- Weekly

Standards

- Not Applicable

Rights of Way

Layer Status

- **Right of Way**: Countywide; Complete 100%

Custodian

- DC LIO

Maintenance

- Weekly

Standards

- Not Applicable

Trails

e.g., recreational trails

Layer Status

- Motorized and non-motorized trail data; Complete 100%

Custodian

- DC Forestry Director

Maintenance

- Annual

Standards

- Not Applicable

Land Use

Current Land Use

Layer Status

- Existing Land use: Douglas County's jurisdiction only; Complete 100%

Custodian

- Northwest Regional Planning Commission

Maintenance

- Annually

Standards

- Not Applicable

Future Land Use

Layer Status

- Future Land use: Douglas County's jurisdiction only; Complete 100%

Custodian

- Northwest Regional Planning Commission

Maintenance

- None

Standards

- s. 66.1001, Wis. Stats. Comprehensive planning.
Future land use maps are typically created through a community's comprehensive planning process. Future land use mapping for a county may be a patchwork of maps from comprehensive plans adopted by municipalities and the county.

Zoning

County General Zoning

Layer Status

- Douglas County's jurisdiction only; Complete 100%

Custodian

- Zoning Administrator

Maintenance

- Monthly

Standards

For the purposes of this ordinance, the unincorporated areas of Douglas County are hereby divided into the following types of districts:

R-1: Residential District

R-2: Residential District

RR-1: Residential-Recreation District

A-1: Agricultural District

C-1: Commercial District

I-1: Industrial District

F-1: Forestry District

W-1: Resource Conservation District

PUD: Planned Unit Development District

UVD: Unincorporated Village District (Overlay District)

County Special Purpose Zoning

e.g., shoreland, farmland preservation, floodplain, and airport protection

Layer Status

- Shore land, Airport Protection, and floodplain; Complete 0%

Custodian

- Zoning Administrator

Maintenance

- As needed

Standards

- Not Applicable

Municipal Zoning Information Maintained by the County

e.g., town, city and village, shore land, floodplain, airport protection, extra-territorial, temporary zoning for annexed territory, and/or zoning pursuant to a cooperative plan

Layer Status

- Included in Zoning data; Complete 100%

Custodian

- Zoning Administrator

Maintenance

- Monthly

Standards

- Not Applicable

Administrative Boundaries

Civil Division Boundaries

e.g., towns, city, villages, etc.

Layer Status

- Municipalities; Complete 100%

Custodian

- DC LIO

Maintenance

- As Needed

Standards

- Not Applicable

School Districts

Layer Status

- Geometry has been created; Complete 100%
- Also tied to the parcels through a school district field

Custodian

- DC Real Property Lister

Maintenance

- Parcels are maintained daily, geometry is maintained as needed

Standards

- Not Applicable

Election Boundaries

voting districts, precincts, wards, voting places, aldermanic.

Layer Status

- Geometry is based on US Census and redistricting every 10 years

Custodian

- DC Clerk

Maintenance

- 10 Years with new census and redistricting

Standards

- Not Applicable

Public Safety

e.g., fire/police districts, emergency service districts, 911 call center service areas, healthcare facilities

Layer Status

- Emergency Service Districts, Hazardous Materials Locations, 911 call center service areas, healthcare facilities, fire/police districts; Complete 100%

Custodian

- DC Emergency Management Coordinator

Maintenance

- As Needed

Standards

- Not Applicable

Other Administrative Districts

e.g., county forest land, parks, etc.

Layer Status

- County Forests, County Parks ; Complete 100%

Custodian

- DC Forestry Director

Maintenance

- As Needed

Standards

- Not Applicable

Other Layers

Bridges and Culverts

Layer Status

- Bridges and Culverts; In progress 50%

Custodian

- DC Highway Commissioner

Maintenance

- Annual

Standards

- Not Applicable

Other

Layer Status

- pipelines, railroads, non-metallic mining; Complete 100%

Custodian

- DC LIO

Maintenance

- As Needed

Standards

- Not Applicable

3 Land Information System

The WLIP seeks to enable land information systems that are both modernized and integrated. Integration entails the coordination of land records to ensure that land information can be shared, distributed, and used within and between government at all levels, the private sector, and citizens.

One integration requirement is listed under s. 16.967(7)(a)(1), Wis. Stats., which states that counties may apply for grants for:

The design, development, and implementation of a land information system that *contains and integrates*, at a minimum, property and ownership records with boundary information, including a parcel identifier referenced to the U.S. public land survey; tax and assessment information; soil surveys, if available; wetlands identified by the department of natural resources; a modern geodetic reference system; current zoning restrictions; and restrictive covenants.

LAND INFORMATION SYSTEM

An orderly method of organizing and managing land information and land records

– Wis. Stats. section 16.967(1)(c)

This chapter describes the design of the county land information system, with focus on how data related to land features and data describing land rights are integrated and made publicly available.

Current Land Information System

A. Custodial Responsibilities (\$ = State Statute, IP= Internal Policy)

1. Land Information Officer/Land Records GIS Staff

a) Current Land Records responsibility and duties.

- (1) Coordinates land information projects within the county. (\$59.88)
- (2) Prepares the Countywide Plan for land records modernization.
- (3) Oversees the LIS/GIS portion of the countywide computer network and data processing. (IP)
- (4) Maintains a countywide layering scheme for all mapped entities. (IP)
- (5) Maps and maintains all digital parcel maps. (IP)
- (6) Works on special projects for individual departments, municipalities, agencies, and the public and private sector. (IP)
- (7) Oversees the integrity of maps and corresponding land records data submitted or created for use in the countywide GIS/LIS program. (IP)
- (8) Oversees budgets and grants for use in land records modernization efforts.
- (9) Maintains County IMS site. (IP)
- (10) Maintenance of digital shore land, floodplain, and recreation maps. (IP)
- (11) Maintain hard copy parcel maps, including property divisions, splits, and merges.
- (12) Maintain or oversee maintenance of digital parcel maps. (IP)

b) Future Land Records responsibilities and duties (expected or willing to assume).

- (1) Educating users in the creation of maps and the use of GIS.
- (2) Program user interfaces for data entry and GIS queries.

2. Register of Deeds

a) Current Land Records responsibility and duties

- (1) Records and stores deeds, mortgages, plats, and associated land records. (§59.21) and maintains its corresponding database.
- (2) Maintains a computerized tract index and grantor/grantee index. (§59.21)
- (3) Maintains a database of description and ownership information on all parcels (§70.09)
- (4) Responsibility for the use and management of a document imaging system. (IP)

b) Future Land Records responsibilities and duties (expected or willing to assume). None

3. County Clerk

a) Current Land Records responsibility and duties

- (1) Maintains hard copy electoral and jurisdictional maps. (§5-10)
- (2) Maintains highway and road relocation orders. (§32.05, 84.09)
- (3) Maintain a state trunk highway system map. (§84.02)

b) Future Land Records responsibilities and duties (expected or willing to assume). None

4. Emergency Management

a) Current Land Records responsibility and duties.

- (1) Verify property addresses and road names for 911 data base. (IP)
- (2) Maintains records on hazardous chemical storage. (§323.60)
- (3) Maintains records on previously reported chemical spills. (§323.60)
- (4) Maintains records on damages to public & private properties. (§323.30)
- (5) Maintains hazardous substance info. & emergency planning. (§323.60)
- (6) Maintains records of Emergency Response Teams. (§323.70)

b) Future Land Records responsibilities and duties (expected or willing to assume). None

5. County Surveyor

a) Current Land Records responsibility and duties

- (1) Maintains information on PLSS corners. (§59.74)
- (2) Maintains information on the High Accuracy Network (HARN) densification in the county.
- (3) Maintains filing and scanning of Maps of Survey and U.S. Public Land Survey Monument Record sheets as provided to its office. (IP)
- (4) Oversee PLSS monument maintenance activities. (IP)
- (5) Scans and maintains other documents related to survey records. (IP)
- (6) Maintain a countywide database and GIS of PLSS section corners. (IP)
- (7) Completes and oversees Douglas County Remonumentation Program. (IP)

b) Future Land Records responsibilities and duties (expected or willing to assume). None

6. Zoning Department

a) Current Land Records responsibility and duties

- (1) Maintain zoning and land use maps as approved by unincorporated municipalities. (§59.693, 87.30)
- (2) Maintain shore land and floodplain zoning. (§59.69)
- (3) Review land division in the form of plat and CSM reviews. (IP)
- (4) Enforces county zoning and building ordinances. (§59.69)

b) Future Land Records responsibilities and duties (expected or willing to assume). None

7. Land Conservation Department

a) Current Land Records responsibility and duties (Chapter §92)

- (1) Administer Land and Water Resource Management Plan. (§92.10)

- (2) Maintains natural resource data and landowner plans in administration of Wisconsin Soil and Water Resource Management Program. (§92.14)
- (3) Administer Farmland Preservation Program (§91.10)
- (4) Administer Wildlife Damage Program. (§29.889)
- (5) Maintain Upper St. Croix/Eau Claire Rivers Priority Watershed Project. (§92.14)
- (6) Maintain Aquatic Invasive Species Strategic Plan. (IP)
- (7) Maintain digital watershed maps. (IP)
- (8) Maintain digital Comparative Analysis of Sub-watersheds data. (IP)
- (9) Maintain digital shoreland mitigation inspection database. (§92.17)
- (10) Maintain digital culvert inventory data base. (IP)
- (11) Maintain digital wetland restoration inventory database. (IP)

b) Future Land Records responsibilities and duties (expected or willing to assume). None

8. Highway Department

a) Current Land Records responsibility and duties

- (1) Maintains a filing system for right-of-way design and as-built plans.
- (2) Maintains sign inventory.
- (3) Maintains driveway inspection permits.

b) Future Land Records responsibilities and duties (expected or willing to assume). None

9. Real Property Lister/Treasurer

a) Current Land Records responsibility and duties (§70.09)

- (1) Maintains and assigns parcel numbers of all real estate & personal property in Douglas County. (IP)
- (2) Maintains Tax Roll information for rural Douglas County, which includes current ownership information, mailing addresses, brief legal descriptions with calculated acreages, general land classification with valuation of each classification, estimated fair market values, exempt property and DNR contracted property, property address and lottery credits. (IP)
- (3) Maintenance of public schools, WITC, Sanitary, BID, TIF and other special districts needed for accurate disbursement of set levies. (IP)
- (4) Maintains mill rate figures, special assessments/charges for each municipality.
- (5) Collection of general property taxes. (§74.07)
- (6) Preparation of acquiring and sale of tax delinquent properties. (IP)

b) Future Land Records responsibilities and duties (expected or willing to assume). None

10. Douglas County Forestry Department

a) Current Land Records responsibility and duties

- (1) Maintain timber stand polygons on Douglas County Forest Land and Special Use Land. (IP)
- (2) Maintain gas tax roads (County Forest) and forest access roads. (IP)
- (3) Maintain Snowmobile/ATV trails. (IP)

b) Future Land Records responsibilities and duties (expected or willing to assume). None

11. Veterans Services Administrator

a) Current Land Records responsibility and duties

- (1) Maintain a list of veteran burials in Douglas County

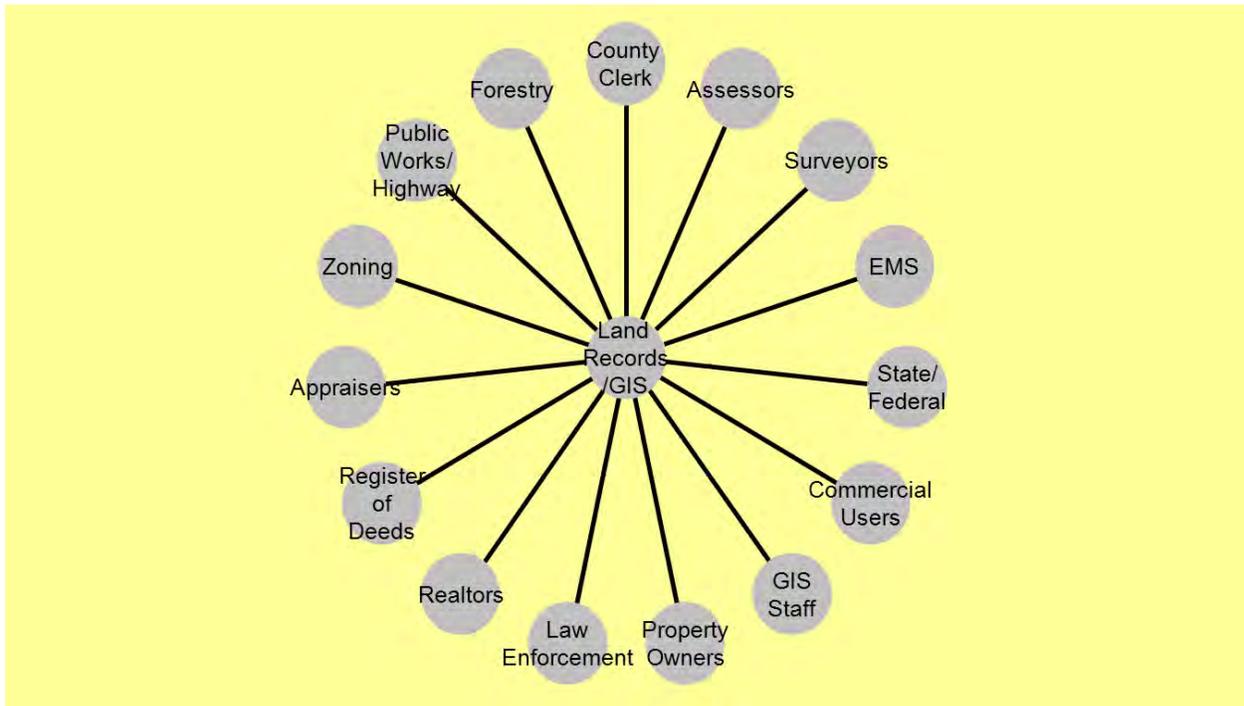
WI State Statute 45.62(1)(e & f)

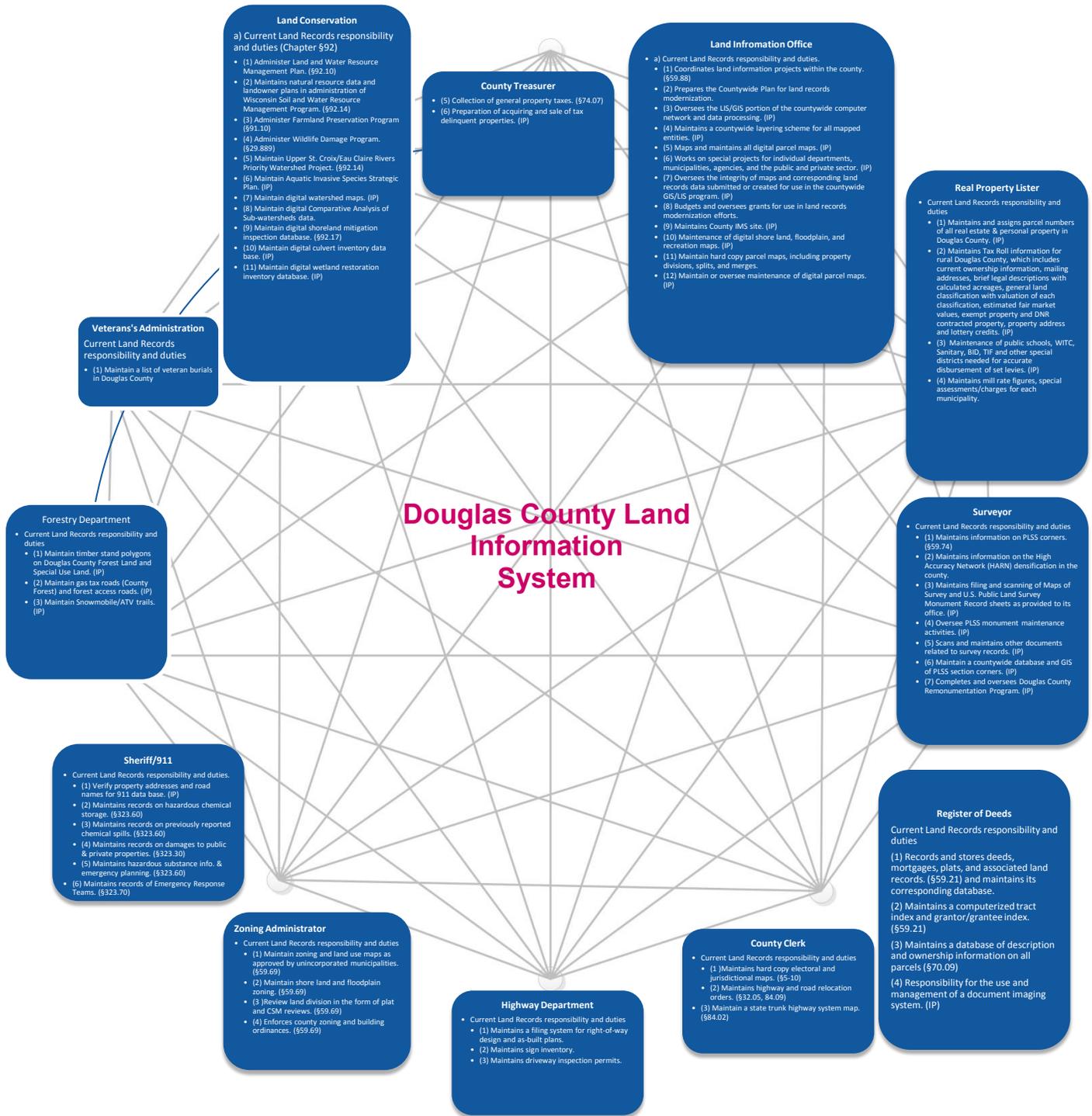
45.62 Burial places compiled.

(1) The department may compile a record of veteran's burial places located within the state that may, so far as practicable, indicate all of the following information:

(a) The deceased veteran's name.

- (b) The service in which the deceased veteran was engaged.
- (c) The appropriate designation of the deceased veteran's armed forces unit.
- (d) The deceased veteran's rank and period of service.
- (e) The name and location of the cemetery or other place in which the deceased veteran's body is interred.
- (f) The location of the deceased veteran's grave in the cemetery or other place of interment.
- (g) The character of the headstone or other marker, if any, at the deceased veteran's grave.





County Parcel Data Workflow Diagram

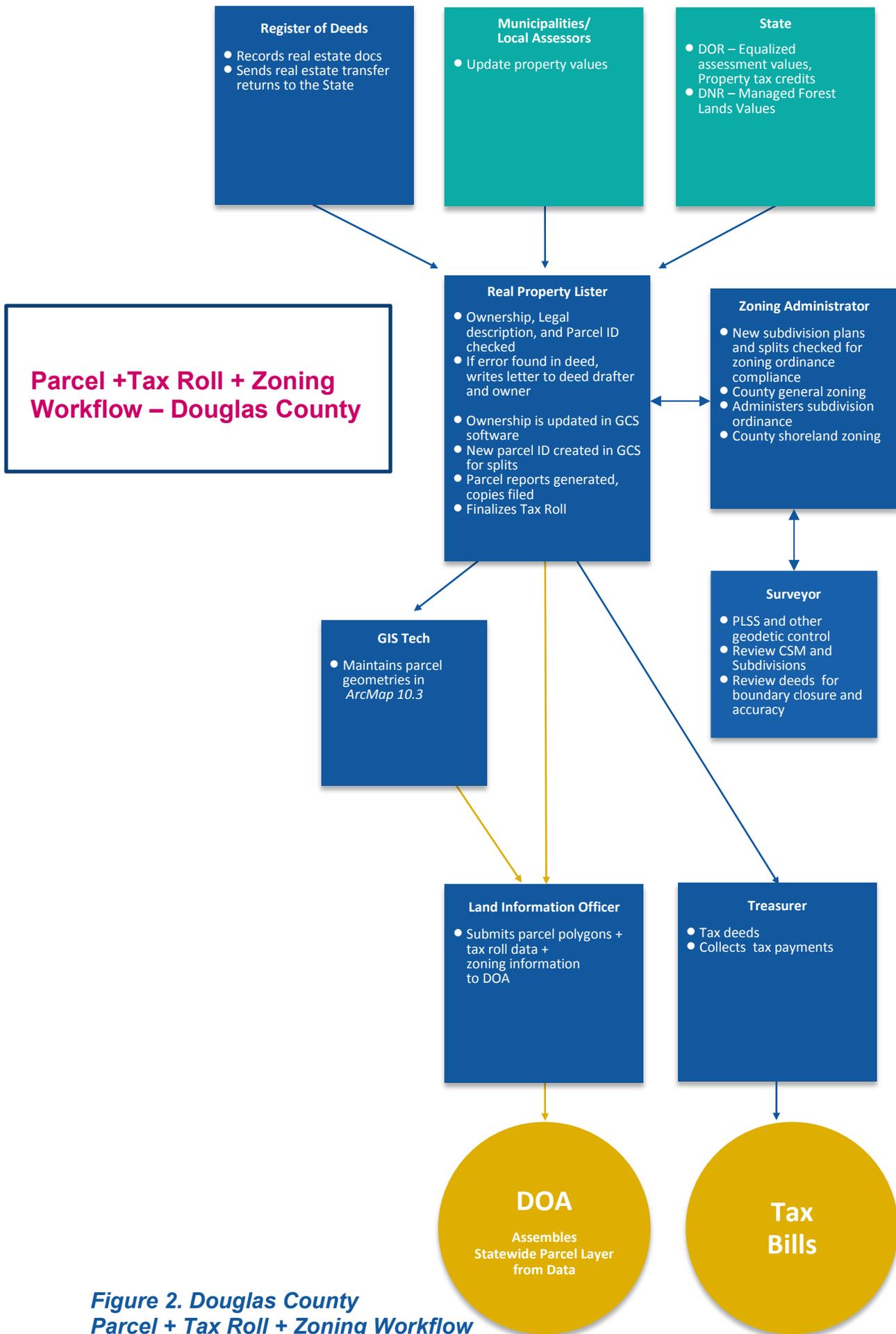


Figure 2. Douglas County Parcel + Tax Roll + Zoning Workflow

Technology Architecture and Database Design

- a. **Design Evaluation:** Douglas County currently maintains several land information related databases on a Windows Network. The primary databases are on the Windows Network SQL Server with ArcGIS Server SDE. The County GIS system database is designed to integrate with these systems.
- b. **Project Approach:** The Design of the database is based on the *City of Superior/Douglas County Enterprise Geospatial Data Infrastructure*
- c. **Time Line:** Based on need and budgets.
- d. **Metadata Policies:** Metadata exists for the County GIS datasets; however more documentation is needed to allow further integration with the Windows Network system databases.
- e. **Security/Privacy:** Security is maintained by the Information Services Department. The County does not have a specific privacy polices except those required by state and federal law.
- f. **Implementation:** The County does not have any plans to redesign its existing database structure. The primary focus is on integrating these existing datasets together.
- g. **Data Quality Management:** Each system is designed to maintain security and accuracy.
- h. **Needs Assessment:** The County has a Zoning Committee and newly established Land Information Council which looks at existing and future needs.
- i. **Data Structure & Format:** New datasets are designed to fit into the *City of Superior/Douglas County Enterprise Geospatial Data Infrastructure*.
- j. **GIS Data Model:** *City of Superior/Douglas County Enterprise Geospatial Data Infrastructure*.
- k. **Data Dictionary:** The County does not have a data dictionary.
- l. **Coding Schema:** New datasets are designed to fit into the existing data architecture.
- m. **Transaction Management:** The County tracks transactions with our financial system.
- n. **Organization information Flow:** As the County implements new datasets, the County establishes flows to ensure that those datasets can be maintained.
- o. **Data Conversion:** All of the County existing data is in an 'open format' which allows for easy conversion.
- p. **Ability to integrate with other databases & Information systems:** By following data standards and maintaining the County's data in an 'open format', the County allows for existing and future development of system integration.

Metadata and Data Dictionary Practices

Metadata has been processed for much (75%) of the City/County GIS data. Data dictionaries are used when applicable but not many exist for the data. We try to follow the FGDC Content Standards whenever possible.

Municipal Data Integration Process

The City of Superior and Douglas County have integrated most of their data sets, with a few exceptions, Zoning, Land use, SAMP, trails and Centerline Monument data.

Public Access and Website Information.

Public Access and Website Information

Type of Website	Software or App	3 rd Party or Contractor	URL	Update Frequency / Cycle
GIS webmapping site	WGExtreme	Applied Data Consultatns	http://douglascowi.wgxtreme.com	Weekly
ROD land records search tools	LandShark	Trimin Government Solutions	http://rdlandshark.douglascountywi.org/LandShark/about.jsp?aboutKey=Disclaimer	Daily
RPL or tax parcel site	GCS	GCS	http://www.gcssoftware.com/douglas/search.aspx	As records are updated
Zoning information (PDF or WebApp format)	Software/app name	County Planning and Zoning Administrator	http://www.douglascountywi.org/index.aspx?NID=734	Annual
PLSS tie sheets	City Services	Design Elemental	http://www.cosdc.us/surveyors	Daily
Other				

Data Sharing

Data Availability to Public

All City/County data is available openly on the website: <http://www.ci.superior.wi.us>

Data Sharing Restrictions

Douglas County has no data sharing restrictions at this time

Government-to-Government Data Sharing

- a. **Formal data sharing:** Open data sharing agreements with SLC, SWLP, City of Duluth, NWRPC, ARDC, WLSSD & WIDNR.
- b. **Maintenance agreements:** All departments have access to data.
- c. **Cooperative agreements:** City of Superior/Douglas County.
- d. **Consortia:** Four-County Northwestern Wisconsin Pictometry Project 2009.
- e. **Collaborative arrangements:** Participate in Wisconsin Land Information peer review process.
- f. **Statutory relationships:** N/a

Training and Education:

- a. **Training:** Training will be provided both internally through the LIO and externally as needed and as funds exist.
- b. **Use of Technology to facilitate education and training:** The technology is used to help train the users and public on the program.

c. **Participation in clearinghouse/repository and land info technical assistance listserv.:**
Currently participate and will continue.

d. **Education Funds:** The training and education dollars obtained through the Program have been used to send staff to WLIA events.

e. **ESRI Virtual Campus Training:** The county has access to 3750 credits of ESRI Virtual Campus training for its GIS users.

4 CURRENT & FUTURE PROJECTS

Project #1: PLSS Remonumentation

Project Description/Goal

Remonumentation of PLSS lost and obliterated corners. Survey grade coordinates on existing remonumented PLSS corners. Accurate coordinates on the PLSS corners in Douglas County is the only way to achieve higher accuracy of the parcel layer.

Business Drivers

- County has 53% of the PLSS corners with U.S. Public Land Survey Monument Record Sheets and 40% have survey grade coordinates.
- County has invested \$30,000 per year over the last five years for remonumentation projects.
- A weighted control system of PLSS corners was developed and incorporated into the GIS for strategic mission planning and determining project areas.
- U.S. Public Land Survey Monument Record sheets will be available online and accessible on County survey site.

Objectives/Measure of Success

- The intent is to obtain as many survey-grade coordinates on PLSS corners that will affect the accuracy of the highest density of parcels.
- PLSS survey-grade coordinates as provided by Professional Land Surveyors will be incorporated in the PLSS Control Layer in the Parcel fabric allowing individual parcels to be adjusted.

Project Timeframes

Milestone	Duration	Date
Obtaining survey grade coordinates and remonumentation on PLSS corners.		January 1 –December 31, 2016
Integrate PLSS control into parcel fabric	monthly	
Index tie sheet and other survey records	As completed	
Project Complete	12 months	December 31, 2016

Responsible Parties

The County Surveyor will administrate the Remonumentation project. Local private Professional Land Surveyors and in-house County staff will be doing the necessary fieldwork and drafting U.S. Public Land Survey Monument Record sheets.

Estimated Budget Information

See table below.

Project #2: Parcel Fabric and PLSS Control Integration

Project Description/Goal

Integration of PLSS survey grade coordinates into the Parcel Fabric as highly accurate control for parcel adjustments.

Business Drivers

- Internal and external users of Counties parcel data anticipate a high level of accuracy and most current data available
- Meeting requirements of the State of Wisconsin's Parcel Mapping Initiative goals and objectives

Objectives/Measure of Success

- A fully functioning Parcel Fabric built on ESRI's Land Information Model
- Implementation of Parcel Editing Standard
- Acquisition of additional editing staff, FTE and GIS Consultant
- A completed parcel layer built on survey grade PLSS coordinates
- Success is largely determined on the PLSS Remonumentation efforts
- A end product that meets the requirements of the State of WI Parcel Initiative

Project Timeframes

Milestone	Duration	Date
Project #2 start	–	January 1, 2016
Parcel Fabric Based on ESRI LIM	4 Months	January 1, 2016
Parcel Editing Standards	4 Months	January 1, 2016
Acquisition of editing staff	1 month	May 1, 2016
Plat book Creation	2 months	June 1- August 1 2016
PLSS Integration Complete	1 months	August 1, 2016
Project Complete	–	Dec 31, 2016

Responsible Parties

GIS technicians, County Surveyor, GIS Coordinator, GIS Consultants

Estimated Budget Information

See table below.

Project #3: Linear Network Completion

Project Description/Goal

Maintain a linear network for Douglas County to allow for routing capabilities and analysis.

Business Drivers

- County business data lacks detailed location information, making it less useful

Objectives/Measure of Success

- A functional routing system that allows for route analysis to be performed
- Geocoding of Address can be run
- Use of Centerline data for better accuracy in the Parcel Fabric

Project Timeframes

Milestone	Duration	Date
Project #1 start	–	January 1, 2016
Cleaning up line segments	3 month	Jan–March 31 2016
Road Ranges Added	1 months	April, 2016
Right of Way Widths Added	1 months	May, 2016
Project Complete	–	June 1, 2016

Responsible Parties

GIS technician

Estimated Budget Information

See table below.

Project #4: Aerial Photo Acquisition

Project Description/Goal

Implement and maintain the aerial photography on a three year basis so the data remains relevant for current use. When integrated into GIS it is available for all users to access, plan, coordinate, implement and provides accurate decision-making based on the Pictometry data (Oblique and Ortho Photography).

Business Drivers

- Internal and external users of the Counties aerial photography anticipate a high level of accuracy and most current data available.
- Aerial Photography (Ortho and Oblique's) has been used for decades in Douglas County and continues to be a primary data source for all departments basic mapping needs.

Objectives/Measure of Success

- Work with Pictometry
- Coordinate with IT staff for storage location and permissions
- Install software on users computers
- Train the users on use of the data, Pictometry training and in house-training
- Coordinate regional meetings/trainings to bring more users into the Pictometry User Base
- Develop interest and budget for future flights
- Develop an aerial acquisition timeline

- Pictometry Connect for User access on Web and staff

Project Timeframes

Anticipated 2016 flight and continuation of a three year cycle flight schedule. Aerials will be available within 3 months of the flight's completion

Responsible Parties

County Land Information Office and County Administration

Estimated Budget Information

See table below

Project #5: Acquisition of LIDAR

Project Description/Goal

Plan and budget for LIDAR in Douglas County, plan, coordinate, budget for LIDAR in Douglas County to provide better elevation data for better floodplain mapping accuracy.

Business Drivers

- LIDAR would have a significant uses within Douglas County Departments and external users.

Objectives/Measure of Success

- Obtain funding for Aerial Photo and LIDAR Acquisition
- Work with Regional LUG's, organizations on collaborative efforts for LIDAR in the NE MN and NW WI area
- Estimate cost of flight
- Train the users on use of the data, Pictometry training and in house training
- Coordinate regional meetings/trainings to bring more users into the Pictometry User Base
- Develop interest and budget for future flights

Project Timeframes

Milestone	Duration	Date
LIDAR Acquisition	–	May 20, 2016
LIDAR Control FEMA		June 2016
LIDAR QA/QC		July 2016
LIDAR Delivered		October 2016
Project Complete		Dec 31, 2016

Responsible Parties

County Land Information Office and County Administration

Estimated Budget Information

See table below.

Project #6: Maintain and enhance web-based mapping sites for public use

Project Description/Goal

Maintain and enhance web-based mapping sites for public use.

Business Drivers

- Public access to data
- Technological enhancements to use developing web technologies

Objectives/Measure of Success

- Public access to GIS data and survey data
- Mobile GIS capabilities
- Linear data document referencing
- Train the users on use of sites

Project Timeframes

Milestone	Duration	Date
Project #4	–	January 1, 2016
Project Complete	12 months	Dec 31, 2016

Responsible Parties

County Land Information Office

Estimated Budget Information

See table below.

Estimated Budget Information For 2016

Project	Item	Unit Cost	Cost	Total Project Cost
1. PLSS remonumentation with survey grade coordinates	a. Contract Professional Land Surveyor	\$500/corner (100 corners)	50,000	
	b. In house: LTE Survey Technician	17,000	17,000	
	c. County Surveyor	50% of 100,000	50,000	
				\$117,000
2. Parcel Fabric and PLSS Control Integration	a. Contract: Parcel Coordinator	30,000	30,000	
	GIS Fabric Consultant	10,000	10,000	
	b. In house: GIS Parcel Editor (LTE)	100% of \$25,000	25,000	
	GIS Intern	10,000		
				\$75,000
3 Linear Network Upgrade/maintenance	b. In house: GIS Tech	20% of \$50,000	10,000	\$10,000
4. Aerial Photo Acquisition	a. Contract service	90,000/year		\$90,000
5. Acquisition of LIDAR	a. Contract service	70,000		\$70,000
6. Maintain and enhance web based mapping sites for public use	a. Contract service	10,000		\$10,000
Benchmarks				
1 & 2	Database Consultant	10,000	10,000	\$10,000
3	See project #2			
4	See Project #1			
Note. These estimates are provided for planning purposes only. Budget is subject to change.				
GRAND TOTAL				382,000

Project Plan to Achieve Searchable Format (Benchmarks 1 & 2)

Project Description/Goal

How searchable format will be met

- Douglas County plans to hire a database consultant to create meet the searchable format benchmark and provide the needed conversion protocols for future exports.
- Note: LIO certification required upon data submission. Land information officers will be required to certify that data meets the standards for Benchmark 1 and 2 upon submission of data for V2. Counties will certify their own level of attribute completeness relative to an **element occurrence standard**. This means that if an element (such as a property address, a total assessed value, total property tax value, etc.) actually occurs for a given parcel, then this element should be included in the submitted dataset. This also means that there may be justifiable omissions from the submitted dataset. Examples might be missing tax data for tax exempt properties, no address when no structure is present on a property, etc.

Business Drivers

The *Project Plan to Achieve Searchable Format for Benchmarks 1 & 2* is a requirement for Strategic Initiative grant eligibility.

- Free public access to the data through data download page, listed in previous section

Objectives/Measure of Success

The objective is to meet the searchable format for Benchmarks 1 & 2 (Parcel and Zoning Data Submission, Extended Parcel Attribute Set Submission) by March 31st, 2016

- Free public access to the data through data download page, listed in previous section

Project Timeframes

Hiring date of the database consultant will be January 1, 2016, we intend to meet the searchable format requirements by March 31st, 2016.

Responsible Parties

DC LIO and City GIS Coordinator, Database Consultant

Estimated Budget Information

See table.

Project Plan for Parcel Completion (Benchmark 3)

Project Description/Goal

Current status of parcel data

- Douglas County has 48,000 parcels with 100% completion in digital format.

Goals

- Conversion to the ESRI LGIM Parcel Fabric in 2016
- Integrate PLSS corners for better accuracy of parcels
- Adjust parcels for accuracy based on PLSS control and geometry misrepresentation issues

Planned approach

- Using existing PLSS Corners make adjustments in high-grade control areas and in densely developed areas
- Note. PLSS first approach is an option. Some counties have a plan in place to complete PLSS remonumentation before completing the parcel fabric in a given area. Counties have the option of adopting a "PLSS first approach," subject to a number of prioritization rules detailed in the V1

Interim Report. If selecting a PLSS first approach, note this in the *Project Plan for PLSS*, described below.

Business Drivers

The *Project Plan for Parcel Completion* is a requirement for Strategic Initiative grant eligibility.

- Provide accurate parcel representation to meets user expectations
- Provide free public access to the data through data download page, listed in previous section

Objectives/Measure of Success

The objective is to meet Benchmark 3 (Completion of County Parcel Fabric) by Dec., 2020.

- Integrate PLSS Corner for accuracy adjustments
- Use of survey documents for parcel geometry cleanup

Project Timeframes

The parcel adjustments process/timeline will coincide with A five-year PLSS remonumentation plan for the completion and integration of PLSS corners controlling private owned sections (densely developed areas) by 2020.

Responsible Parties

DCL LIO/Surveyor, GIS Coordinator, GIS Consultants and GIS Staff

Estimated Budget Information

See table.

Project Plan for PLSS (Benchmark 4)

Project Description/Goals

Planned approach

- Douglas County has maintained a planned approach for remonumenting Government PLSS corners through contract services (private surveyors) and Douglas County Staff (County Surveyor and Limited Term Surveying Technician). In 2011, Douglas County adopted a reimbursement policy for U.S. Public Land Survey Monument Record sheets filed that provide a Douglas County survey-grade coordinate.

Current status

- Douglas County has approximately 4,425 PLSS corners set in the original government survey; 53% have been remonumented; 40% have survey-grade coordinates.
 - **Survey-grade** – Coordinates collected under the direction of a professional land survey, in a coordinate system allowed by s. 236.18(2), and obtained by means, methods and equipment capable of repeatable 2 centimeter or better precision
 - **Sub-meter** – Accuracies of within 1 meters or better
 - **Approximate** – Accuracies of within 5 meters or to coordinates derived from public records and other relevant information

Goals

The goal is to continue remonumentation efforts and obtain survey grade coordinates on PLSS corners administered through the County Surveyor's Office. Areas of priority will be determined by the accuracy of the parcels in the Parcel Fabric. Newly obtained survey-grade coordinates will be directly inputted into the parcel fabric. There are many factors that contribute to the exact number of corners remonumented and survey grade coordinates obtained in a given year, but this has been determined as the Counties highest priority. I would anticipate on a yearly basis to obtain 150

remonumented corners with new U.S. Public Land Survey Monument Record Sheets and survey grade coordinates and 100 survey grade coordinates on existing U.S. Public Land Survey Monument Record Sheets.

Missing corner notes

In Douglas County, almost half of the county’s total acreage (417,815 acres) is publicly owned. (859,000 acres total)

County-owned lands: 282,171 acres (33%)

State-owned lands: 58,507 acres (7%)

Town-owned Lands: 8,925 acres (2%)

Paper Co.-owned Lands: 68, 212 acres (8%)

These areas are large parcels of land in which remonumentation efforts will be lowest priority.

County boundary collaboration

- U.S. Land Survey Monument Record sheets and coordinates are shared by surrounding Counties

Business Drivers

- County has 53% of the PLSS corners with U.S. Public Land Survey Monument Record Sheets and 40% have survey grade coordinates.
- County has invested \$30,000 over the last five years for remonumentation projects.
- Weighted control system of PLSS corners was developed and incorporated in the GIS for strategic mission planning on project areas.
- U.S. Public Land Survey Monument Record sheets will be available online and accessible on County survey site.

Objectives/Measure of Success

A five-year remonumentation plan on the completion and integration of PLSS corners controlling private owned sections (densely developed areas) by 2020.

Ten- year plan to completed all PLSS corners in County.

Project Timeframes

Milestone	Duration	Date
Project #1 start		Jan. 1, 2016
Integrate PLSS control into parcel fabric	every month	Jan1–Dec .31 2020
Index tie sheet and other survey records	upon completion	June 1–Dec. 31, 2020
Project Complete	–	Dec 31, 2020

Responsible Parties

The County Surveyor will administer the remonumentation project. Private Professional Land Surveyors and in-house County staff will be doing the necessary fieldwork and drafting U.S. Public Land Survey Monument Record sheets.

Estimated Budget Information

See table.

Appendix A:

A. Abbreviations	Definition
COS	City of Superior
CSM	Certified Survey Map
DC	Douglas County
DOP	Digital Orthophotography
DTA	Duluth Transit Authority
DTM	Digital Terrain Model
FEMA	Federal Emergency Management Agency
FGDC	Federal Geographic Data Committee
GIS	Geographic Information System
GPS	Global Positioning System
IMS	Imaging system
LIO	Land Information Officer
LIS	Land Information System
LUGs	Local Units of Government
MSAG	Master Street Address Guide
NGS	National Geodetic Survey
NRCS	Natural Resource Conservation Service
PIN	Parcel Identification Number
PLSS	Public Land Survey System
POWTS	Private Onsite Waste Treatment System
RPC	Regional Planning Commission
USGS	United States Geologic Survey
WEM	Wisconsin Emergency Management
WDNR	Wisconsin Department of Natural Resources
WDOA	Wisconsin Department of Administration
WDOR	Wisconsin Department of Revenue
WDOT	Wisconsin Department of Transportation
WLIA	Wisconsin Land Information Association
WLIP	Wisconsin Land Information Program

Appendix B:

City of Superior/Douglas County Parcels Data Dictionary

Overview

This document describes the attributes in the City of Superior/Douglas County Parcels Data.

Target Audience

These views are intended to be used by individuals who are using GIS software to access the parcel data.

COSDC Parcel Data Attributes

Name	Description
OBJECTID	GIS related ID for the geometry
PARCELNO	Identifies a parcel
Acres	GIS Acres
LOCATION	Location of parcel, City, Village or Rural
ParcelID	GCS ParcelID for use in GCS only
PersonID	Entity ID from GCS for use in GCS only
LastName	Last Name of parcel owner
FirstName	First name of parcel owner
COOWNER	Name of deeded co owner
City	Mailing Address City
MAILINGADDRESS	Mailing address
State	Mailing Address State
ZipCode	Mailing Address Zip Code
Municipality	The name of the municipality where the parcel resides.
PROPERTYADDRESS	Physical address of the parcel
Acres	The legal acres. Note- this is not the sum of the acres of the valuations known as aggregate ratio.
LEGALDESC	Short Legal description of parcel
FairMarketValue	The fair market value of the parcel. It is only applicable after tax calculation.
TOTALLANDVAL	The total land value (real estate only)
TOTALIMPVAL	The total improvement value (real estate only)

TOTVAL	The sum of land value and improvement value (real estate only).
SECTION_	PLSS Section
TOWN	PLSS Township
TOWNDIR	Addressing direction either E or S
Range	PLSS Range
RANGEDIR	Addressing direction either E or S
QQ	PLSS Section Quarter Quarter
Q	PLSS Section Quarter
TaxYear	Indicates the tax year of the parcel information
LANDCLASS	<p>Taxation related land class (this is not land use)</p> <p>G1 = Residential G2 = Commercial G3 = Manufacturing G4 = Agricultural G5 = Undeveloped G5M = Agriculture Forest G6 = Productive Forest Lands G7 = Other</p> <p>W0 = County Special-Use Land W1 = Private Forest Crop Pre 1972 W2 = Private Forest Crop Post 1971 W3 = Private Forest Crop Special W4 = County Forest Land W5 = MFL Open After 2004 W6 = MFL Closed After 2004 W7 = MFL Open Before 2005 W8 = MFL Closed Before 2005</p> <p>X1 = Federal X2 = State X3 = County X4 = Other X5 = Municipality</p>
DOCNUM	Documents referencing the creation of the parcel or ownership changes
TOTALWOODLANDVAL	Total value of woodland on a parcel
TOTALINCLWOODLAND	Sum of property value including woodland
Notes	Tax lister related notes
Parcel_use	Assessment related parcel use (no data)
School_district	Name of school district for parcel
School_distrcit_id	School district number for parcel



SCOTT WALKER

GOVERNOR

SCOTT A. NEITZEL

SECRETARY

Wisconsin Land Information Program

Post Office Box 8944

Madison, WI 53708-8944

Voice (608) 266-3369

www.doa.state.wi.us/WLIP

Wisconsin Land Information Program 2016 Base Budget, Training & Education, and Strategic Initiative Grant Application

Complete this application form in order to receive 2016 Wisconsin Land Information Program (WLIP) grants, pursuant to Wisconsin Statute Section 16.967(7) and Wisconsin Administrative Code, Chapter Adm. 47.

Training & Education Grants

Training & Education grants may be used for the training and education of county employees for the design, development, and implementation of a land information system. Each county is eligible for a \$1,000 grant.

Strategic Initiative Grants

Strategic Initiative grants are for the purposes of addressing statutory directives to create a statewide digital parcel map and to post certain parcel information online in a standard searchable format. Strategic Initiative grant funding is to be prioritized to achieve “benchmarks” of parcel quality and completeness, as recommended in the *Version 1 Statewide Parcel Map Database Project Interim Report*. Each county is eligible for \$50,000 in 2016 Strategic Initiative grant funding.

There are four benchmarks for parcel data:

- Benchmark 1 – Parcel and Zoning Data Submission
- Benchmark 2 – Extended Parcel Attribute Set Submission
- Benchmark 3 – Completion of County Parcel Fabric
- Benchmark 4 – Completion and Integration of PLSS

Counties must prioritize their Strategic Initiative grant activities toward achieving the benchmarks in numerical order, beginning with Benchmark 1, proceeding to Benchmark 2, and so forth. The benchmarks are designed to complement and dovetail with the county land information plan. Thus, counties are encouraged to develop land information plans prior to or alongside completion of this grant application.

Base Budget Grants

Base Budget grants enable a county to develop, maintain, and operate a basic land information system and may be used for the implementation of the county’s land information plan. Base Budget grants are only available to those counties with retained register of deeds document recording fees of less than \$100,000 in FY 2015 (July 1, 2014–June 30, 2015). See the grant eligibility table on page 9 to confirm your county’s eligibility.

Application and Grant Timeline

All Applications should be submitted by December 31, 2015, but applicants are highly encouraged to submit earlier. Please submit the application by emailing a completed digital PDF form to WLIP@wisconsin.gov.

Grant application released	August 31, 2015
Grant application deadline	December 31, 2015
Draft county land information plan deadline	December 31, 2015
Training & Education grants distributed	By January 31, 2016
Grant agreements executed	By February 28, 2016
First 50% of Strategic Initiative grant distributed (upon successful data submittal for V2)	By March 31, 2016
Base Budget funds distributed	By May 31, 2016
Second 50% of Strategic Initiative grant distributed	Upon project completion

Contact

For questions regarding this application, please contact WLIP Grant Administrator Peter Herreid at peter.herreid@wisconsin.gov or (608) 267-3369.

How to Submit

1. Download application form
2. Use Adobe Reader or Adobe Acrobat to fill in form
3. Save a local copy by using “File » Save As.” Add your county name to the end of the file, e.g., [2016_WLIP_Grant_Application_StCroix.pdf](#)
4. Complete the application using the “File » Save” menu item to save as you go.
5. When you are finished, save/print a copy for your records.
6. You may delete the first nine pages of instructions and any other unnecessary pages if you have access to PDF software that allows it.
7. Email the form as an attachment to WLIP@wisconsin.gov by December 31, 2015. Please include the name of your county in the Subject Line, e.g., [2016 WLIP Grant Application – Fond du Lac](#)

The instructions below are written in order, with each section number pertaining to a question on the application form. The application form begins on page 10. Section numbers on the form link back to the corresponding page of instructions.

General Application Instructions

Section 1 All counties are required to update their county land information plan in 2015–2016 to meet s. 59.72(3)(b). The *2015 Uniform Instructions for Preparing County Land Information Plans* were released in June 2015. Counties are requested to provide draft plan updates by December 31, 2015, which is a requirement for 2016 WLIP grant eligibility. Wisconsin Administrative Code, Chapter Adm. 47.06 (3) requires that projects must be consistent with an approved county land information plan (also referred to as a county-wide land records modernization plan).

Section 2 According to s. 59.72(3m)(b), the county land information council shall review the priorities, needs, policies, and expenditures of a land information office and advise the county on matters affecting the land information office. The land information council must have met within the last 12 months in order for the county to be eligible for a WLIP grant.

Section 3 Applicants must subscribe to the WLIP’s e-mail listserv, doa-landinfo@lists.wi.gov.

Section 4 According to s. 59.72(2)(b), a county must submit an annual report to DOA on WLIP retained fee and grant spending. All counties submitted a *Retained Fee/Grant Report* for 2014.

Training & Education Grant Application Instructions

Section 5 The amount of \$1,000 is available to each county for 2016 Training & Education grants.

Section 6 Enter the amount requested (up to \$1,000).

Section 7 Brief description of intended expenditures for Training & Education grant: Provide information on plans to utilize the Training & Education grant funding.

Section 8 Land information officer name (typed) and date are required. Please do *not* sign and scan the form you send to WLIP. Handwritten signatures are not required. Applications should be submitted as a digital PDF, not a scanned copy.

Strategic Initiative Grant Application Instructions

Section 1 The amount of \$50,000 is available to each county for 2016 Strategic Initiative grants.

Section 2 Enter the amount requested (up to \$50,000).

Section 3 Summary of expenditures by benchmark. Indicate which benchmarks will be addressed with the grant. Check all benchmarks that apply.

Figure 1 on the following page summarizes the benchmarks. For more details on benchmark requirements, grant applicants should refer to the *Version 1 Statewide Parcel Map Database Project Interim Report*, and in particular the report appendices, available at www.sco.wisc.edu/publications.



Figure 1. Summary of benchmarks from V1 Interim Report and V1 Interim Report Appendices

Strategic Initiative Grant Application Instructions (Continued)

Section 4 Indicate whether the county anticipates meeting Benchmark 1 for the Version 2 Statewide Parcel Map Database Project (V2) call for data. V2 data submittals will be due March 31, 2016. (Although the V2 data submission deadline has the potential to be extended to April 30, 2016, if a county needs an additional month to get their parcel dataset into either the export format or searchable format for V2.)

Counties are highly encouraged to meet either the export or searchable format standard for the V2 data submittal, using grant funds to do so if necessary.

- **Searchable format** – county data submittal is ready for immediate aggregation into the statewide parcel layer
- **Export format** – a more flexible format, which will be converted by the parcel aggregation team into the searchable format on behalf of counties. The export format is an alternative that will accommodate several data submission options, including GIS data, text files, and an option to provide tax roll data in the Department of Revenue’s XML format.

Export and searchable formats are defined in detail in the *Version 1 Statewide Parcel Map Database Project Interim Report* and report appendices.

All data for Benchmark 1 and 2 should be submitted in one of the formats, not a combination of the two. In other words, a county may not submit in a mixture of both the export and searchable formats. If V2 data submittal will be complete but it is not feasible the county will meet the export format by March 31, 2016, select “Other” in Section 4.

Section 5 Indicate whether the county will use the Strategic Initiative grant funding in the first quarter of 2016 to meet Benchmark 1 in the format you selected above in Section 4.

Figure 2 illustrates the timeline for Strategic Initiative projects. 2016 projects have a completion deadline of March 31, 2017, the projected V3 data submission deadline.

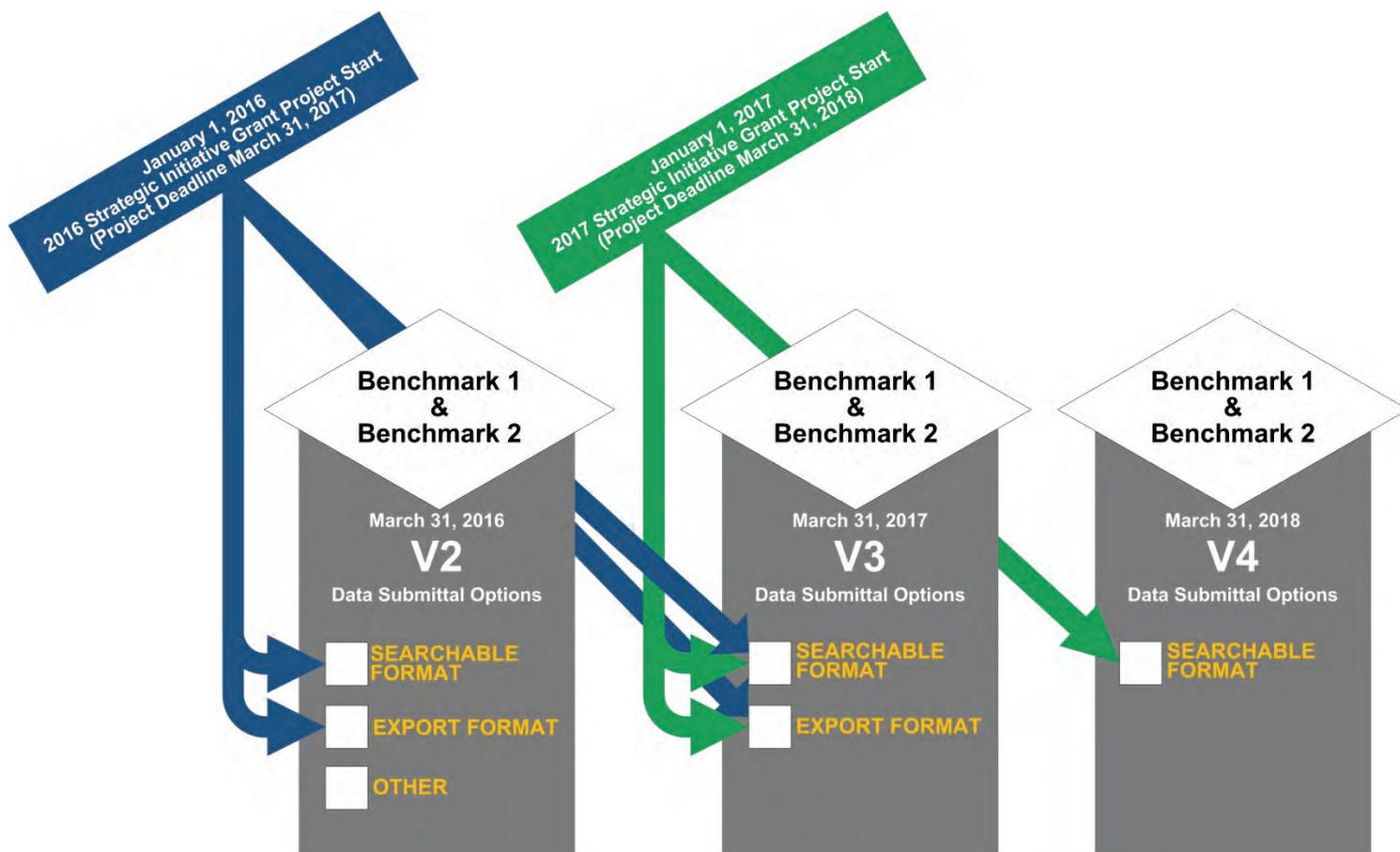


Figure 2. Strategic Initiative grant project timeline, where projects can span a calendar year plus one quarter

Section 6 Indicate whether the county will meet the export or searchable format option for the V3 call for data. For V3, the **searchable format** is the requested format for data submittal. However, counties may submit in export format for V3, if it is the only feasible option. Data must be in either the export or searchable format for V3.

- Section 7** Indicate whether the county will use 2016 Strategic Initiative grant funding to achieve the format you selected above in Section 6 by March 31, 2017.
- Section 8** The **searchable format** is the only option for the anticipated V4 call for data, anticipated to be due March 31, 2018. Counties must plan to meet the searchable format by March 31, 2018 at the latest.
- Section 9** Benchmark 1 Land Information Plan Citations: List the corresponding citation (section and page numbers) from the county's land information plan for a *Project Plan to Achieve the Searchable Format for Benchmarks 1 & 2*.
- Project Plan to Achieve Searchable Format for Benchmarks 1 & 2.** The county must create a project within the county land information plan in the "Current & Future Projects" section to meet the searchable format for both Benchmark 1 and 2 by March 31, 2018 at the latest. Counties are encouraged to meet the searchable standard as soon as possible.
- Exception: If a county believes its parcel data will already meet the searchable format standard for the V2 call for data in March of 2016, this should be clearly stated in the "Parcel Mapping" Foundational Element layer status section of the land information plan.
- LIO certification upon data submission.** Land information officers will be required to certify that data meets the standards for Benchmark 1 and 2 upon submission of data for V2. Counties will certify their own level of attribute completeness relative to an **element occurrence standard**. This means that if an element (such as a property address, a total assessed value, total property tax value, etc.) actually occurs for a given parcel, then this element should be included in the submitted dataset. This also means that there may be justifiable omissions from the submitted dataset. Examples might be missing tax data for tax exempt properties, no address when no structure is present on a property, etc. Data elements must be included only if they actually occur.
- Section 10** Benchmark 1 Project Activities and Itemized Costs. For Benchmark 1, provide costs for the project to be paid with WLIP grant funds. Itemize costs where possible. Costs may be estimates determined through quotes received from vendors for specific activities. However, please do *not* include vendor estimates as attachments to this fillable PDF.
- Note on staff funding.** The county may either utilize the expertise of existing county staff or hire contractors from the private sector as part of Strategic Initiative grant expenses. As long as county staff activities funded by the Strategic Initiative grant are for the purposes specified in the grant application, it is acceptable to use grant funds to reimburse county or municipal staff.
- Section 11** Benchmark 1 Total Costs. The "Total Costs" boxes are self-adding, which means they calculate the total automatically from the Itemized Costs boxes.
- Section 12** Indicate whether the county anticipates meeting Benchmark 2 for the Version 2 Statewide Parcel Map Database Project (V2) call for data. V2 data submittals will be due March 31, 2016.
- Counties are highly encouraged to meet either the **export** or **searchable format** standard for the V2 data submittal, using grant funds to do so if necessary. See Section 4 directions above.
- Section 13** Indicate whether the county will use the Strategic Initiative grant funding in the first quarter of 2016 to meet Benchmark 2 in the format you selected above in Section 12. Figure 2 illustrates the timeline for Strategic Initiative projects.
- Section 14** Indicate whether the county anticipates meeting Benchmark 2 for the Version 3 Statewide Parcel Map Database Project (V3) call for data. V3 data submittals will be due March 31, 2017. See also Section 4 directions above.
- Section 15** Indicate whether the county will use 2016 Strategic Initiative grant funding to achieve the format you selected above in Section 14 by March 31, 2017.
- Section 16** The **searchable format** is the only option for the anticipated V4 call for data, anticipated to be due March 31, 2018. Counties must plan to meet the searchable format by March 31, 2018.
- Section 17** Benchmark 2 Land Information Plan Citations: List the corresponding citation (section and page numbers) from the county's land information plan for a *Project Plan to Achieve the Searchable Format for Benchmarks 1 & 2*. See Section 9 directions above.
- Section 18** Benchmark 2 Project Activities and Itemized Costs. For Benchmark 2, provide costs for the project to be paid with WLIP grant funds. Itemize costs where possible. Costs may be estimates determined through

quotes received from vendors for specific activities. However, please do *not* include vendor estimates as attachments to this fillable PDF.

Section 19 Benchmark 2 Total Costs. The “Total Costs” boxes are self-adding, which means they calculate the total automatically from the Itemized Costs boxes.

Section 20 Indicate whether your county’s digital parcel fabric is complete. Give estimated year of completion if applicable.

There may exist within a county certain areas that do not require detailed parcel mapping, such as state forests. These areas can be treated as a single large parcel as long as they are designated as such in the submitted dataset.

Section 21 If the county’s parcel fabric is incomplete, indicate whether the county will use 2016 Strategic Initiative grant funds to work toward completion.

Section 22 Benchmark 3 Land Information Plan Citations: If a county has an incomplete digital parcel fabric, list the corresponding citation (section and page numbers) from the county’s land information plan for a *Project Plan for Parcel Completion*.

Project Plan for Parcel Completion. The county should create a project within the county land information plan in the “Current & Future Projects” section that outlines:

- (a) Current status of parcel data in the county, including a tally of the total number of parcels in digital format and an estimate of the number of parcel still to be digitized.
- (b) Goals (number of parcels to be added) for the funding period.
- (c) Planned approach for completing the parcel fabric.
- (d) Estimated budget and timeline to complete the county parcel fabric over time.

PLSS first approach. Some counties have a plan in place to complete PLSS remonumentation before completing the parcel fabric in a given area. Counties have the option of adopting a “PLSS first approach,” subject to a number of prioritization rules detailed in the *V1 Interim Report*. If selecting a PLSS first approach, note this in the *Project Plan for PLSS*, described in Section 28 below.

Exception: If a county’s digital parcel fabric is complete and/or at maintenance stage, this should be stated in the “Parcel Mapping” Foundational Element layer status section of the land information plan.

Section 23 Benchmark 3 Project Activities and Itemized Costs. For Benchmark 3, provide costs for the project to be paid with WLIP grant funds. Itemize costs where possible. Costs may be estimates determined through quotes received from vendors for specific activities. However, please do *not* include vendor estimates as attachments to this fillable PDF.

Section 24 Benchmark 3 Total Costs. The “Total Costs” boxes are self-adding, which means they calculate the total automatically from the Itemized Costs boxes.

Section 25 Indicate whether your county has reached a satisfactorily complete and integrated PLSS framework. This includes: rediscovery of PLSS corner monuments and physical remonumentation of corners without existing monuments; with exceptions, establishing accurate coordinates on these corners based on a modern datum; posting tie sheets online for these corners; and integrating all county PLSS corners into the county parcel fabric. Give estimated year of completion if applicable.

Section 26 If the county has determined that its PLSS has not reached a satisfactory level of completion and integration, indicate whether 2016 Strategic Initiative grant funds will be used to make progress toward Benchmark 4.

Those counties who utilize Strategic Initiative grant funds for PLSS work will be required to submit a digital copy of all county PLSS corner coordinates values for inclusion in the State Cartographer’s Office online *PLSSFinder* upon project completion (project deadline of March 31, 2017). New or updated corners must be tagged with their appropriate accuracy class (survey-grade, sub-meter, or approximate). This submission must include an attribute flag, timestamp, or other mechanism in the data to identify PLSS records that have been added or modified since the last submission.

Section 27 **Benchmark 4 waiver request to acquire LiDAR.** Strategic Initiative funds for 2016 are intended to be used for the purposes of parcel dataset development, as outlined in the *V1 Interim Report*. However, it may be possible to use Strategic Initiative funds for LiDAR, subject to the following conditions: First, a county would need to use the funds to meet parcel Benchmarks 1-3. Then, if a county has remaining Strategic Initiative grant funding, it may expend it on LiDAR *before* Benchmark 4 (Completion and Integration of PLSS).

Section 28 Benchmark 4 Land Information Plan Citations: If a county has not achieved satisfactory completion and integration of its PLSS framework, list the corresponding citation (section and page numbers) from the county's land information plan for a *Project Plan for PLSS*.

Project Plan for PLSS. The county should develop a project within the county land information plan in the "Current & Future Projects" section that outlines:

1. Planned approach for remonumenting, rediscovering, and establishing survey-grade coordinates for PLSS corners, and integrating corners into the parcel fabric. Due to cost, accessibility, or land ownership, lower-quality coordinates may be substituted. However, lower grade coordinates should be the exception, rather than the rule. In addition, counties may but are not required to use Strategic Initiative grant funds to upgrade their PLSS from a NAD 27 coordinate system to a more current datum.
2. Current status of PLSS data in the county including a tally of the total number of corners, their remonumentation status, and their coordinate status (accuracy class) if known. Accuracy classes include survey-grade, sub-meter, and approximate.
 - **Survey-grade** – Coordinates collected under the direction of a professional land surveyor, in a coordinate system allowed by s. 236.18(2), and obtained by means, methods and equipment capable of repeatable 2 centimeter or better precision.
 - **Sub-meter** – Accuracies of 1 meter or better
 - **Approximate** – Accuracies of within 5 meters or to coordinates derived from public records and other relevant information.
3. Goals for the funding period, including the number of corners to be remonumented and/or rediscovered, the number to have new coordinates established, the accuracy class for these new coordinates, and the way in which these points will be integrated into the parcel fabric.
4. Documentation for any missing corner data.
5. Efforts to collaborate with neighboring counties.

Exception: If a county believes it has achieved satisfactory completion and integration of its PLSS framework, this should be clearly stated in the "PLSS" Foundational Element layer status section of the land information plan.

Section 29 Benchmark 4 Project Activities and Itemized Costs. For Benchmark 4, provide costs for the project to be paid with WLIP grant funds. Itemize costs where possible. Costs may be estimates determined through quotes received from vendors for specific activities. However, please do *not* include vendor estimates as attachments to this fillable PDF.

Section 30 Benchmark 4 Total Costs. The "Total Costs" boxes are self-adding, which means they calculate the total automatically from the Itemized Costs boxes.

Section 31 Other County Strategic Initiative Projects: Applies only to situations in which a county has already met Benchmarks 1, 2, 3, and 4 (or 1-3 with LiDAR waiver). Specifically, this entails:

- Benchmarks 1 and 2 – Parcel and zoning data with extended parcel attributes will be submitted by March 31, 2016 for the V2 call for data, and will *at least* meet the export format standard
- Benchmark 3 – Parcel fabric is complete
- Benchmark 4 – PLSS framework has reached a level of satisfactory completion and integration, which is documented in the "PLSS" Foundational Element layer status section of the county land information plan (with the exception of LiDAR waiver counties described in Section 27.)

If a county has already met Benchmarks 1, 2, 3, and 4 (or 1-3 with LiDAR waiver), it will still remain eligible for \$50k in 2016 Strategic Initiative grant funding. Such a county may use the Strategic Initiative funding for a project as listed in the "Current & Future Projects" section within the county land information plan.

For example, another Strategic Initiative project might be to complete or comprehensively update another Foundational Element layer, such as LiDAR, orthoimagery, address points, street centerlines, land use, zoning, or administrative boundaries. For the expanded list of Foundational Elements, see the *2015 Uniform Instructions for Preparing County Land Information Plans*.

Strategic Initiative funding exclusions. Strategic Initiative grant funding may not be used for renewing annual software vendor contracts, ongoing operational costs, or maintenance of existing layers.

Section 32 Estimated amount of \$50k to be left after applying any costs to achieve Benchmarks 1-4 (or 1-3 for LiDAR waiver counties). Enter zero or "More than zero" and dollar amount.

Addendum. If "More than zero" is selected, use the *2016 WLIP Grant Application Addendum* to document the projects the county will use the Strategic Initiative funding for. You may attach as many grant application addendum pages as necessary. Addendum pages are available for download at www.doa.state.wi.us/WLIP.

Section 32 Estimated amount of \$50k to be left after applying any costs to achieve Benchmarks 1-4 (or 1-3 for LiDAR waiver counties). Enter zero or “More than zero” and dollar amount.

Addendum. If “More than zero” is selected, use the *2016 WLIP Grant Application Addendum* to document the projects the county will use the Strategic Initiative funding for. You may attach as many grant application addendum pages as necessary. Addendum pages are available for download at www.doa.state.wi.us/WLIP.

LiDAR waiver counties should also use the addendum to document the LiDAR project you will use the Strategic Initiative funding for. Others may leave blank or **delete** the addendum page if necessary.

Section 33 TOTAL ALL STRATEGIC INITIATIVE GRANT PROJECT COSTS should not exceed Strategic Initiative Award Eligible amount of \$50k. Include costs for addendum projects in Strategic Initiative total if applicable.

Section 34 Land information officer name (typed) and date are required. Please do *not* sign and scan the form you send to WLIP. Handwritten signatures are not required. Applications should be submitted as a digital PDF, not a scanned copy.

Base Budget Grant Application Instructions

Section 1 The amount your county is eligible for 2016 Base Budget grant. Refer to the grant eligibility table on page 9 for amount.

Section 2 Enter the amount requested. The amount of funds requested/dispensed may not exceed your county’s eligible amount from the grant eligibility table on page 9.

Section 3 Project Title: Provide a title for the Base Budget project your county plans to undertake that accurately but concisely describes the project.

Section 4 Project Activity Areas: Select the project activity area covered by the Base Budget project title. Refer to Chapter Adm. 47.03 for eligible projects and activities. Projects must fall under one of the following categories:

- Digital parcel mapping
- PLSS remonumentation
- Other parcel work (e.g., ROD indexing)
- LiDAR
- Orthoimagery
- Address Points
- Street Centerlines
- Software
- Hardware
- Website Development/Hosting Services
- Administrative Activities and Management
- Training and Education
- Other (specify)

Please do not select “Other” as a Base Budget Project Activity Area unless the project genuinely does not fit into one of the categories above.

Section 5 Land Information Plan Citations: For each project, list the corresponding citation (section and page numbers) from the county’s plan. All proposed grant activities must reflect goals and objectives contained in the county’s land information plan.

Section 6 Project Activities and Itemized Costs: For each project, provide costs for the project to be paid with WLIP grant funds. Itemize costs where possible. Costs may be estimates determined through quotes received from vendors for specific activities. However, please do *not* include vendor estimates as attachments to this fillable PDF.

Section 7 Base Budget Project Total: The “Base Budget Project Total” boxes are self-adding, which means they calculate the total automatically from the Itemized Costs boxes.

Sections 8-22 Fill out sections 8-12, 13-17, and 18-22 only if your county has multiple Base Budget projects. Counties with more than four Base Budget projects should attach additional pages of the *WLIP 2016 Grant Application Addendum*. You may attach as many addendum pages as necessary. Addendum pages are available for download at www.doa.state.wi.us/WLIP.

Section 23 TOTAL ALL BASE BUDGET GRANT PROJECT COSTS should not exceed Base Budget Award Eligible amount. Include costs for addendum projects in Base Budget total if applicable.

Section 24 Land information officer name (typed) and date are required. Please do *not* sign and scan the form you send to WLIP. Handwritten signatures are not required. Applications should be submitted as a digital PDF, not a scanned copy.

2016 Grant Eligibility Table

	FY 2015 Retained Fees (July 2014-June 2015)	BB Grant Eligibility (\$100k – FY 2015 Retained Fees)	Training & Education Grant Eligibility	Strategic Initiative Grant Eligibility	Total Grant Eligibility Amount
Adams	47,896	52,104	1,000	50,000	103,104
Ashland	22,880	77,120	1,000	50,000	128,120
Barron	71,400	28,600	1,000	50,000	79,600
Bayfield	34,816	65,184	1,000	50,000	116,184
Brown	302,160	NA	1,000	50,000	51,000
Buffalo	23,000	77,000	1,000	50,000	128,000
Burnett	37,816	62,184	1,000	50,000	113,184
Calumet	67,440	32,560	1,000	50,000	83,560
Chippewa	83,632	16,368	1,000	50,000	67,368
Clark	48,552	51,448	1,000	50,000	102,448
Columbia	79,064	20,936	1,000	50,000	71,936
Crawford	22,024	77,976	1,000	50,000	128,976
Dane	662,168	NA	1,000	50,000	51,000
Dodge	103,016	NA	1,000	50,000	51,000
Door	62,104	37,896	1,000	50,000	88,896
Douglas	55,752	44,248	1,000	50,000	95,248
Dunn	49,656	50,344	1,000	50,000	101,344
Eau Claire	119,536	NA	1,000	50,000	51,000
Florence	10,112	89,888	1,000	50,000	140,888
Fond du Lac	117,120	NA	1,000	50,000	51,000
Forest	21,208	78,792	1,000	50,000	129,792
Grant	58,184	41,816	1,000	50,000	92,816
Green	52,160	47,840	1,000	50,000	98,840
Green Lake	28,088	71,912	1,000	50,000	122,912
Iowa	35,088	64,912	1,000	50,000	115,912
Iron	14,584	85,416	1,000	50,000	136,416
Jackson	33,120	66,880	1,000	50,000	117,880
Jefferson	98,712	1,288	1,000	50,000	52,288
Juneau	40,472	59,528	1,000	50,000	110,528
Kenosha	178,432	NA	1,000	50,000	51,000
Kewaunee	28,584	71,416	1,000	50,000	122,416
La Crosse	136,440	NA	1,000	50,000	51,000
Lafayette	26,064	73,936	1,000	50,000	124,936
Langlade	35,472	64,528	1,000	50,000	115,528
Lincoln	43,784	56,216	1,000	50,000	107,216
Manitowoc	95,184	4,816	1,000	50,000	55,816
Marathon	165,792	NA	1,000	50,000	51,000

	FY 2015 Retained Fees (July 2014-June 2015)	BB Grant Eligibility (\$100k – FY 2015 Retained Fees)	Training & Education Grant Eligibility	Strategic Initiative Grant Eligibility	Total Grant Eligibility Amount
(Continued)					
Marinette	74,360	25,640	1,000	50,000	76,640
Marquette	25,832	74,168	1,000	50,000	125,168
Menominee	3,784	96,216	1,000	50,000	147,216
Milwaukee	810,768	NA	1,000	50,000	51,000
Monroe	58,440	41,560	1,000	50,000	92,560
Oconto	67,056	32,944	1,000	50,000	83,944
Oneida	80,752	19,248	1,000	50,000	70,248
Outagamie	226,032	NA	1,000	50,000	51,000
Ozaukee	123,632	NA	1,000	50,000	51,000
Pepin	12,224	87,776	1,000	50,000	138,776
Pierce	52,544	47,456	1,000	50,000	98,456
Polk	79,744	20,256	1,000	50,000	71,256
Portage	84,960	15,040	1,000	50,000	66,040
Price	25,224	74,776	1,000	50,000	125,776
Racine	215,600	NA	1,000	50,000	51,000
Richland	26,328	73,672	1,000	50,000	124,672
Rock	188,392	NA	1,000	50,000	51,000
Rusk	27,088	72,912	1,000	50,000	123,912
Sauk	139,656	NA	1,000	50,000	51,000
Sawyer	41,920	58,080	1,000	50,000	109,080
Shawano	61,768	38,232	1,000	50,000	89,232
Sheboygan	134,344	NA	1,000	50,000	51,000
St. Croix	132,136	NA	1,000	50,000	51,000
Taylor	28,024	71,976	1,000	50,000	122,976
Trempealeau	41,016	58,984	1,000	50,000	109,984
Vernon	41,520	58,480	1,000	50,000	109,480
Vilas	64,024	35,976	1,000	50,000	86,976
Walworth	158,208	NA	1,000	50,000	51,000
Washburn	36,600	63,400	1,000	50,000	114,400
Washington	179,384	NA	1,000	50,000	51,000
Waukesha	508,768	NA	1,000	50,000	51,000
Waupaca	74,536	25,464	1,000	50,000	76,464
Waushara	41,136	58,864	1,000	50,000	109,864
Winnebago	191,328	NA	1,000	50,000	51,000
Wood	86,120	13,880	1,000	50,000	64,880
Total	7,254,720	2,738,152	72,000	3,600,000	6,410,152



2016 WLIP Grant Application

County	Name of Land Information Officer
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STRATEGIC INITIATIVE GRANT APPLICATION	
1. Strategic Initiative Award Eligible	\$50,000.00
2. Strategic Initiative Award Amount Requested	\$
3. Summary of intended expenditures for 2016 Strategic Initiative grant (check all that apply)	
<input type="checkbox"/> Benchmark 1 <input type="checkbox"/> Benchmark 2 <input type="checkbox"/> Benchmark 3 <input type="checkbox"/> Benchmark 4 <input type="checkbox"/> Benchmark 4 waiver in favor of LiDAR project <input type="checkbox"/> Other county Strategic Initiative project(s)	

BENCHMARK 1	
4. County anticipates meeting Benchmark 1 for the V2 call for data by March 31, 2016 in which format:	
<input type="checkbox"/> Export format <input type="checkbox"/> Searchable format <input type="checkbox"/> In other format: County will not meet Benchmark 1 for V2	
5. Will county use 2016 Strategic Initiative Funding to work toward selected V2 format for Benchmark 1 in the first quarter of 2016?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. County anticipates meeting Benchmark 1 for the V3 call for data by March 31, 2017 in which format:	
<input type="checkbox"/> Export format <input type="checkbox"/> Searchable format	
7. Will county use 2016 Strategic Initiative Funding to work toward selected V3 format for Benchmark 1?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
8. County anticipates meeting Benchmark 1 for the V4 call for data by March 31, 2018 in which format:	
<input checked="" type="checkbox"/> Export format is <i>not</i> an option for V4 <input type="checkbox"/> Searchable format	
9. Benchmark 1 Land Information Plan Citations for <i>Project Plan to Achieve Searchable Format for Benchmarks 1 & 2</i> – Section and page numbers	

10. Benchmark 1 Project Activities and Itemized Costs ▼			
		11. Benchmark 1 Total Costs	

BENCHMARK 2			
12. County anticipates meeting Benchmark 2 for the V2 call for data by March 31, 2016 in which format:			
<input type="checkbox"/> Export format <input type="checkbox"/> Searchable format <input type="checkbox"/> In other format: County will not meet Benchmark 2 for V2			
13. Will county use 2016 Strategic Initiative Funding to work toward selected V2 format for Benchmark 2 in the first quarter of 2016?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
14. County anticipates meeting Benchmark 2 for the V3 call for data by March 31, 2017 in which format:			
<input type="checkbox"/> Export format <input type="checkbox"/> Searchable format			
15. Will county use 2016 Strategic Initiative Funding to work toward selected V3 format for Benchmark 2?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
16. County anticipates meeting Benchmark 2 for the V4 call for data by March 31, 2018 in which format:			
<input checked="" type="checkbox"/> Export format is <i>not</i> an option for V4 <input type="checkbox"/> Searchable format			
17. Benchmark 2 Land Information Plan Citations for <i>Project Plan to Achieve Searchable Format for Benchmarks 1 & 2</i> – Section and page numbers			
18. Benchmark 2 Project Activities and Itemized Costs ▼			
		19. Benchmark 2 Total Costs	

OTHER COUNTY STRATEGIC INITIATIVE PROJECTS

31. County anticipates meeting Benchmarks 1-4 (or 1-3 with LiDAR waiver) **and** foresees having some of the 50k Strategic Initiative funding "leftover"?

- Yes
- No

32. Estimated amount of 50k to be left after applying any costs to achieve Benchmarks 1-4 (or 1-3 for LiDAR waiver counties)

- Zero
- More than zero ▶ Specify amount ▶ \$

If "More than zero" is selected, use the 2016 WLIP Grant Application Addendum to describe the projects you will use the Strategic Initiative funding for.

33. TOTAL ALL STRATEGIC INITIATIVE PROJECTS

34. Statement and Authorization of Land Information Officer

As the Land Information Officer for the above county, I am authorized to submit this application, as an eligible applicant, on the authority of the county board. I understand that application authority shall be obtained by specific action of the county board, and that the WLIP may request evidence of such authority. Project work shall meet all standards and conditions as set forth by the relevant Wisconsin State Statutes, Wisconsin Administrative Code, and policy adopted by the Wisconsin Land Information Program or the Wisconsin Department of Administration. To the best of my knowledge, the information contained in this application is accurate and complete. I understand that Strategic Initiative grant projects must be completed by March 31, 2017.

LIO Name (typed)

Date



2016 WLIP Grant Application

County	Name of Land Information Officer
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BASE BUDGET GRANT APPLICATION

1. Base Budget Award Eligible (from grant eligibility table on page 9)	\$
2. Base Budget Award Amount Requested	\$

3. Base Budget Grant Project Title 1			
4. Land Information Spending Category			
5. Land Information Plan Citations – Section and page numbers			
6. Project Activities and Itemized Costs ▼			
7. Base Budget Project 1 Total			

8. Base Budget Grant Project Title 2			
9. Land Information Spending Category			
10. Land Information Plan Citations – Section and page numbers			
11. Project Activities and Itemized Costs ▼			
12. Base Budget Project 2 Total			

BASE BUDGET GRANT APPLICATION CONTINUED

13. Base Budget Grant Project Title 3

14. Land Information Spending Category

15. Land Information Plan Citations – Section and page numbers

16. Project Activities and Itemized Costs ▼

		17. Base Budget Project 3 Total	

18. Base Budget Grant Project Title 4

19. Land Information Spending Category

20. Land Information Plan Citations – Section and page numbers

21. Project Activities and Itemized Costs ▼

		22. Base Budget Project 4 Total	

23. TOTAL ALL BASE BUDGET GRANT PROJECT COSTS

24. Statement and Authorization of Land Information Officer

As the Land Information Officer for the above county, I am authorized to submit this application, as an eligible applicant, on the authority of the county board. I understand that application authority shall be obtained by specific action of the county board, and that the WLIP may request evidence of such authority. Project work shall meet all standards and conditions as set forth by the relevant Wisconsin State Statutes, Wisconsin Administrative Code, and policy adopted by the Wisconsin Land Information Program or the Wisconsin Department of Administration. To the best of my knowledge, the information contained in this application is accurate and complete. I understand that Base Budget grant projects must be completed by December 31, 2017.

LIO Name (typed)

Date

**2016 WISCONSIN LAND INFORMATION PROGRAM
BASE BUDGET GRANT AGREEMENT
BETWEEN
THE STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION
And
DOUGLAS COUNTY**

THIS AGREEMENT is made and entered into by and between the State of Wisconsin (“State”), Department of Administration (“Department”) and Douglas County (“Grantee”). This Agreement is complete and effective upon the signature of all parties.

WHEREAS, the Department administers the **Wisconsin Land Information Program** Grant (“Grant”) through the Division of Intergovernmental Relations (“Division”) to provide funds for eligible activities; and

WHEREAS, it is the intention of the parties to this Agreement that all activities described herein shall be for their mutual benefit; and

WHEREAS, the Grantee has submitted an Application for the Grant to the Department and the Department, relying upon the representations set forth in the Application, approved an award to the Grantee in the amount of \$44,248 and

WHEREAS, the terms and conditions herein shall survive the performance period and shall continue in full force and effect until the Grantee has completed and is in compliance with all the requirements of this Agreement; and

WHEREAS, this Agreement is a mutually exclusive with, and is distinguished from, all previous agreements between the Grantee and the Department, and contains the entire understanding between the parties;

NOW, THEREFORE, in consideration of the mutual promises and dependent documents, the parties hereto agree as set forth in Articles 1 through 17 which are annexed and made a part hereof.

**State of Wisconsin
Department of Administration
Division of Intergovernmental Relations**

Douglas County

BY: _____
**Administrator
Division of Intergovernmental Relations**

BY: _____
Name and Title

DATE: _____

DATE: _____

GENERAL TERMS AND CONDITIONS

ARTICLE 1. APPLICABLE LAW

This Agreement shall be governed under the laws of the State of Wisconsin. The monies shall not be used to supplant existing funding otherwise budgeted or planned for projects outside of this program whether under local, state or federal law, without the consent of the Department.

ARTICLE 2. LEGAL RELATIONS AND INDEMNIFICATION

The Grantee shall at all times comply with and observe all federal and state laws and published circulars, local laws, ordinances, and regulations which are in effect during the performance period of this Agreement and that in any manner affect the work or its conduct.

The Grantee shall indemnify and hold harmless the Department and the State and all of its officers, agents and employees from all suits, actions or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the Grantee, or of any of its contractor(s), in performing work under this Agreement; brought for or on account of any obligations arising out of contracts between Grantee and its contractor(s) to perform services or otherwise supply products or services; or as a result of this grant.

The Grantee shall also hold the Department and the State harmless for any audit disallowance related to the allocation of administrative costs under this Agreement, irrespective of whether the audit is ordered by federal or state agencies or by the courts. If federal law requires an audit and if the Grantee is also the recipient of state funds under the same or a separate grant program, then the state funded programs shall also be included in the scope of the federally required audit. The Grantee shall comply with any requirements related to funding sources.

ARTICLE 3. STANDARDS FOR PERFORMANCE

These 2016 grant projects must be completed by December 31, 2017. The Grantee shall perform the projects and activities as set forth in the Grant Application and stipulated by the Department, and described herein in accordance with the standards set forth in Uniform Instructions for Preparing County Land Information Plans (available from the Wisconsin Land Information Program), incorporated herein by reference; and the standards from statute and administrative rule or adopted by the Department, State Geographic Information Officer, and any other applicable professional standards.

ARTICLE 4. PUBLICATIONS & DATA

All works produced under this Agreement shall become the property of the Grantee. All works and data shall be subject to the Wisconsin Public Records Law, Wis. Stat. 19.21 *et seq.* The Department reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish, otherwise use, and to authorize others to use data, and to use works for government purposes. A notation indicating the participation of and partial funding by the Department shall be carried on all reports, materials, data and/or other information produced as a result of this Agreement.

ARTICLE 5. EXAMINATION OF RECORDS

Upon notice the Department shall have access to, and the right to examine, audit, excerpt, transcribe and copy on the Grantee's premises, any directly pertinent records and computer files of the Grantee involving transactions relating to this Agreement. Similarly, the Department shall have access at any time to examine, audit, test and analyze any and all physical projects subject to this Agreement. If the material is held in an automated format, the Grantee shall provide copies of these materials in the automated format or such computer file as may be requested by the Department. Such material shall be retained for a minimum of three years by the Grantee following final payment under this Agreement. This provision shall also apply in the event of termination of this Agreement. The Grantee shall notify the Department in writing of any planned conversion or destruction of these materials at least 90 days prior to such action. Any charges for copies provided by the Grantee of books, documents, papers, records, computer files or computer printouts shall not exceed the actual cost thereof to the Grantee and may be reimbursed to the Grantee by the Department.

The minimum acceptable financial records for the project consist of: 1) Documentation of employee time; 2) Documentation of all equipment, materials, supplies and travel expenses; 3) Inventory records and supporting documentation for allowable equipment purchased to carry out the project scope; 4) Documentation and justification of methodology used in any in-kind contributions; 5) Rationale supporting allocation of space charges; 6) Rationale and documentation of any indirect costs; 7) Documentation of acquisition of contract

services and materials; and 8) Any other records which support charges to project funds. The Grantee shall maintain sufficient segregation of project accounting records from other projects and/or programs.

ARTICLE 6. PERFORMANCE REPORTS

The Grantee shall submit an annual performance report via the County Retained Fee/Grant Report as already required by s. 59.72(2)(b), Wis. Stats. The annual report for the previous calendar year is due June 30th of each year. The Grantee is to use the County Retained Fee/Grant Report form provided by the Department.

ARTICLE 7. PROJECT COMPLETION

As a special term and condition of the Grant award, Grantee shall complete the entire project as proposed in its grant application or modified by joint agreement, including submission of annual performance reports required in Article 6 above.

ARTICLE 8. EXTENSIONS

The Grantee may request in writing an extension(s) of the Department if project will not be completed within the specified performance period. If the Grantee and the Department agree to the terms of the extension, the extension will be granted.

ARTICLE 9. FAILURE TO PERFORM

The Department reserves the right to receive a full refund of the grant award if required reports are not provided to the Department in a timely basis, if performance of contracted activities is not evidenced, or if the Grantee fails or refuses to provide data or materials in response to a request from the Department.

ARTICLE 10. TERMINATION OF AGREEMENT

The Department may terminate this Agreement at any time without cause upon thirty (30) days written notice to the Grantee. Upon termination, the Department's liability shall be limited to the actual costs incurred in carrying out the project as of the date of termination plus any termination expenses having prior written approval of the Department. The Grantee may terminate this Agreement, by delivering written notice to that effect to the Department not less than thirty (30) days prior to termination.

In the event this Agreement is terminated, for any reason whatsoever, the Grantee shall refund to the Department any payment made by the Department to the Grantee which exceeds actual costs incurred in carrying out the project as of the date of termination. This Agreement is subject to termination upon failure of the legislature to appropriate monies for it.

ARTICLE 11. CANCELLATION FOR CAUSE

The Department reserves the right to cancel any Agreement in whole or in part without penalty effective upon mailing of notice of cancellation for failure of the Grantee to comply with the any terms and conditions of this Agreement.

ARTICLE 12. NON-APPROPRIATION OF FUNDS

The appropriation from which payments are to be made is authorized under Sections 16.967 (7) and 20.505 (1) (ie) of the Wisconsin Statutes. This Agreement shall terminate without penalty if the Legislature fails to appropriate the funds necessary to carry out its terms.

FISCAL TERMS AND CONDITIONS

ARTICLE 13. ELIGIBLE COSTS

Eligible Costs are costs that are directly attributable to Grant activities and identified and approved in the Grant Application.

1. No Eligible Costs subject to this Grant may be incurred prior to the execution of this Agreement unless previously approved in writing by the Department.
2. Costs only as identified in the Budget and described in the Project Description are allowed.

ARTICLE 14. METHOD OF PAYMENT

Payments for the Land Information Program's Base Budget grant shall be made in full after grant agreement execution and before June 30, 2016.

ARTICLE 15. AUDIT REQUIREMENT

Grantee shall have a certified annual audit performed utilizing Generally Accepted Auditing Principles and Generally Accepted Auditing Standards. The following requirements apply:

Governmental entities that expend more than \$500,000 in Federal or \$100,000 in State awards in a single year shall comply with the Single Audit Act of 1984, OMB Circular A-133 and the State Single Audit Guidelines issued by the Department of Administration. Single audit reports are due to the Department within thirty (30) days from issuance of the report, but no later than 180 days after the end of the audit period.

If less than \$500,000 in Federal or \$100,000 in State awards are expended in a year, the organization shall confirm in writing that the above audit requirements are not applicable. This confirmation shall be submitted to the address listed below.

One copy (1) of the audit, along with the Management letter, if one was issued by the auditor, should be submitted to the address listed below. Responses and corrective action to be taken by management should be included for any findings or comments issued by the auditor. Send these copies to:

Single Audit Coordinator
Wisconsin Department of Administration
Division of Administrative Services
101 East Wilson Street, PO Box 7869
Madison, Wisconsin 53707-7869

The county, their agents and contractors shall participate in reasonable, random, unannounced, on-site audits of all program-related activities and expenditures on request.

*See OMB Circ. A-128 (Audits of State and Local Governments) and A-133 (Audits of Institutions of Higher Education and Other Non-profit Institutions) for special rules regarding entities that receive between \$25,000 and \$100,000 in Federal awards.

ASSURANCES

ARTICLE 16. NONDISCRIMINATION IN EMPLOYMENT

Grantee shall not discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01 (5), sexual orientation or national origin.

This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the Grantee shall take affirmative action to ensure equal employment opportunities. The Grantee shall post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.

ARTICLE 17. DISCLOSURE

The Grantee shall not engage the service of any person or persons now employed by the State, including any department, commission or board thereof, to provide services relating to this Agreement without the written consent of the employer of such person or persons and of the Department.