ADD PROJECT TITLE HERE

CONTRIBUTORS:

|  |  |
| --- | --- |
| Prepared By  Include primary project staff including agency or organization affiliation | |
| 1. Preparer 1, Agency or organization affiliation 2. Preparer 2, Agency or organization affiliation 3. Add Preparer(s) as needed …. | |
| Contact Name | Contact Email |
| Contact Name | Contact Email |

PROJECT DETAILS:

|  |  |  |  |
| --- | --- | --- | --- |
| Expected Project Begin Date | Expected Project End Date |  | Amount of  Funding Requested |
| MM/DD/YYYY | MM/DD/YYYY |  | $XX,XXX |

PRIORITY CRITERIA:

|  |  |  |  |
| --- | --- | --- | --- |
| Project Objectives | | | |
|  | Improve data quality or accuracy of existing Framework data element |  | Increase update frequency of existing Framework data element |
|  | Fill gaps in existing Framework data element, geography, or critical attribute(s) |  | New data identified in Framework Program Work Plan as “Data Element for Future Consideration” |
| Priority Data Sets | | | |
|  | Foundational data [[1]](#footnote-1)set as currently listed in [Framework Data Inventory](https://geohub.oregon.gov/pages/framework-program#inventory) |  |  |
|  | Ties directly to the [Governor's priorities](https://www.oregon.gov/gov/Pages/priorities.aspx) (Housing and Homelessness, Behavioral Health, Education and Early Learning) |  | Ties directly to OGIC’s data sharing priority layers (Parcel data, Address points, Road centerlines) |
| Standards and Stewardship | | | |
|  | Creates or updates a stewardship plan |  |  |
|  | Creates or updates a data standard |  |  |
| Framework Program Requirements (New datasets only) - NOT SCORED | | | |
|  | Needed by multiple agencies (user-groups identified) |  | Statewide data set |
|  | Multiple use-cases identified |  | Data required by statute |

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Project Abstract (200 words)

Successful proposal abstracts to be posted to the GEO website.

Project Narrative (2 Pages)

The project narrative will become the Statement of Work for successful proposal agreements.

Project Scope

Brief overview of the proposed project. May include the project purpose, an introduction and/or background for the proposed project, and/or other relevant information that is not found elsewhere in the narrative.

Relationship to Oregon Framework

Brief description of how the need for the project and how outcomes fit into the Oregon Framework Program. May include relevant themes and/or data elements, past Framework projects, or future relevant work efforts.

Expected Benefits

Describe how project deliverables and outcomes will benefit the Oregon Framework Program and the GIS community of Oregon. External benefits and priorities may also be included in this subsection.

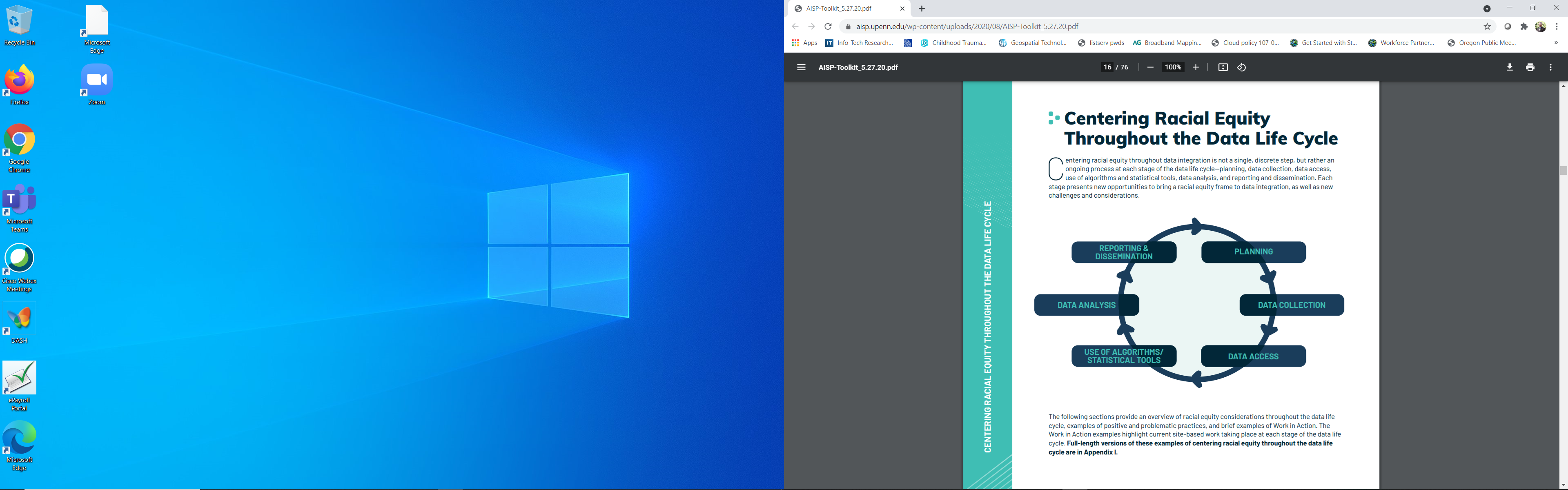
Methodology (6 pages)

Fully describe the planned procedures and protocols to be used to develop project deliverables. Describe technical issues that will need to be addressed (i.e., edge-matching, raster-image compression ratios, appropriate precision, and accuracy) and reference any Oregon or National standards project will follow.

Deliverables to be Funded by this Proposal

Brief description of project deliverables. All projects are required to include a stewardship deliverable. See supporting guidance under subsection “Stewardship Overview” for more information. If project is focused on an aspect of the data life cycle[[2]](#footnote-2) beyond data collection (development), that should be clearly indicated in the proposal, including value of the approach.

Figure 1. Data Life Cycle



Project Timeline

Document major milestones, tasks, and/or expected timeframes for deliverables and outcomes. Gantt charts are a simple but effective format for completing this subsection of the proposal but are not required. Example formats are provided in Appendix B.

Stewardship Overview

This subsection of the proposal should briefly describe how data element deliverable(s) will be maintained and identifies the data steward. The subsection elaborates on and justifies the stewardship deliverable’s content. The more information provided by the applicant in this section the better. More information suggests greater knowledge of the stewardship landscape for the data. If the landscape is unclear, this should be stated, along with information about how to elucidate said landscape.

All projects are required to deliver either a stewardship plan or a process plan that will lead to a stewardship plan and involves the proposing public body. The proposed work product’s or data element’s *stewardship class*[[3]](#footnote-3) will be the main determinant for the stewardship deliverable’s content (Figure 1). Class C data elements require minimal stewardship documentation and therefore should identify a stewardship plan as a deliverable. Development of stewardship plans for Class A elements are likely to require more time and resources than are allowable under this program, therefore a *process plan* leading to a stewardship plan is required for these elements. Class B elements may or may not require a stewardship plan deliverable depending on the circumstances described in the proposal. Additional information on stewardship is available from the GEO website.[[4]](#footnote-4)

Figure 1. Successful stewardship can depend on multiple factors.

C

B

A

Less

*Stewardship plan*

More

*Process plan*

Stewardship class

Stewardship complexity

*Deliverable*

Data Storage and Distribution Plan

Describe how deliverables will be stored, distributed, and any anticipated restrictions to distribution. In general, data products will be delivered to the Geospatial Enterprise Operations for storage and publication on GEOHub. If an alternative storage location is anticipated, identify the expected storage facility, and describe how the project deliverables will be distributed. Brief discussions of data security may be appropriate for this subsection.

Commitment to Effort

Describe actions and opportunities that indicate commitment by your organization or your proposal team for the project deliverables and outcomes. Information may include, but is not limited to, your organization’s requirement for the project deliverables and activities related to the proposed project or its deliverables/outcomes.

Relevant Experience/Expertise of Project Team and Organizational Capacity

Describe the project team’s skills and relevance to the project’s success. Organizational resources, experience, expertise, etc. may be used to identify organizational capacity for the proposed project.

Budget Justification Statement (1 page)

Explain the need for each line item in the budget. Successful statements will convey why the costs are necessary for project success. Please note that OGIC will reimburse only the direct project costs; indirect costs cannot be reimbursed. See [OGIC’s indirect cost policy](https://ago-item-storage.s3.amazonaws.com/691975f696244632bf812666fad75a85/ogic-indirect-cost-policy-201706.pdf?X-Amz-Security-Token=IQoJb3JpZ2luX2VjEIH%2F%2F%2F%2F%2F%2F%2F%2F%2F%2FwEaCXVzLWVhc3QtMSJIMEYCIQCBMEk%2BGgTQxB97LhN6lzwHNWhPhbbIePM%2BqSQVZ8nA9wIhALkWtG5jpEb%2Bci%2BCMzSafUXZlNaHFR9ckaC9po6YsNSLKrIFCEoQABoMNjA0NzU4MTAyNjY1IgwFsQlPyLJHsIRxJNUqjwUgdlLt9ZsIJESX%2BjxXqukvypdzcTaERiCbnVMybXzq%2FYeU91Zvr9CVeRno5SGfDD8Va0p02nXnWNtfmjDZWvf%2Ft6MBYuK7xxJivZDD%2FCeovYL79G0ux%2B%2FIEV3brVNUhJ5x%2BclwBF6YtTh%2BRx2SAygqgNf2011jiutX7cjHM4f32xmg%2FU8ljnAmFA7VXe3nQIDEJUR3%2BNwYkWD%2Fw1ggTbLI%2BhsT8306lFt2ZMyUS9hy8aTdjS0ewL8c31bTXofXCkaSlEtcN4JyAN6rDf5i3tUvB6ItwHL3hGRoh46TT1MEp25JI%2B%2BVJ3kt2E85RX7vGruWf1P62%2BElvMtz6%2BTZmDq2oYk44vyALV6xsUtBV6p0HQ9Hj73bFoakXlrKELQ6uNwB6m%2Fzd9oOX2NIpyluXl%2Fd7f1bs8qn4WNX2geO77ERCo5ZO85AHDyoh1brZB%2FuQe975rNwwZxAOwD8EvjpsPojr7eTj8UKlu%2FT%2F8Ri2%2BC3v3hr7wagC64WgKK%2BK0LMqkZIFDHRkelO1QkNBlTkZbY4Gr2ohGA06XkeFWCyg%2Bc3jUSKnkZ5TPqN7S2MbA4HLWaudDr1d2PXNN2ltnIiaEJFz0sfLYHD5NeLPLEDjKRuIlNYSGkzhQi1xVZ85dVfuTvO5zOkDjieYCH55nVD0VdG4rBbp3Y1K1crqQI0l%2BYpvGRAN28l2qtU86lO7i5VICw1%2BVEIlURLmu%2BWmVTjnzsAGH8Zzve872Bd8hjUNBZAqZuXJHI%2FJWJGnfCMn%2FxU32jTVg5LJQJlnTuD7rpRrjyfDOQqBhCVXrTnj%2FmJPpLPmWhQxLpByDf1MnnqC5MyKMCc8zlanjW1OdXsAcHKMx0Y5V%2BeFoSHh0HTWXdiHGphMLqP760GOrABR0hm3zkXPxPWr3aBT4umybXzdyL05Lbl5N1DGvqFXr2S9ESa4Gw4ieME16xn31lhcxqGLlJkponOoU%2Fq4U7PQC4tG4oSmU86rn%2FdSD1nuaKARf2DPssjEdnl7lBnHe2MnYje7fl2l5dIt8a8FqBwheIBub9S6bqIOkePnZ%2F0SlFw4%2BdG53Ort1Nc1neduaBnKumE6MWIyWZDWzszqQdacVtAlqHQARv2qWDbr6mYWUQ%3D&X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Date=20240201T173932Z&X-Amz-SignedHeaders=host&X-Amz-Expires=300&X-Amz-Credential=ASIAYZTTEKKERSOAIVGL%2F20240201%2Fus-east-1%2Fs3%2Faws4_request&X-Amz-Signature=3cc7c783d2d575600b1ef9d2b7fa203d4e319802abc53a072c5d85feb4e72c5a).

Budget (1 page)

* Identify funds from partners, other project related funds, matching funds, etc.
* Estimate of in-kind match
* Identify any unfunded activities
* Include information about any planned contracting
* Example budget formats are provided in Appendix A

Optional Information (2 pages)

* Related Oregon Revised Statutes (ORS) and Oregon Administrative Rules (OAR)
* Relevance of project to broad-scale efforts to improve service provisioning to Oregonians by government and other public bodies
* Relevance towards Governor’s Priorities
* Relevance towards OGIC’s Priorities
* Letters of support or participation (not included in page count)
  + At least one support letter from a relevant Framework Implementation Team indicating endorsement or sponsorship of the proposal is recommended
  + Additional letters of support from Oregon’s GIS community

Appendix A: Example Budget Templates

Budget Example 1: Project with subcontract and detailed salary information

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Project title** | | |  |  |  |  |  |
|  | **FTE** | **Monthly**  **Salary** | **Project**  **Months** | **Salary**  **Cost** | **OPE Rate** | **OPE**  **Cost** | **Total**  **Cost** |
| **SALARIES** | % |  |  |  |  |  |  |
| GIS Analyst | 1.00 | $ X,539 | 2.00 | $ X,078 | 0.68 | $ X,813 | $ X,891 |
| Technical Program Mgr. | 0.90 | $ X,719 | 3.00 | $ X,441 | 0.57 | $ X,802 | $ X,243 |
| Project Manager | 0.80 | $ X,180 | 0.75 | $ X,708 | 0.56 | $ X,076 | $ X,784 |
| Student Worker | per hr. | $ X,080 | 0.50 | $ X,040 | 0.08 | $ 83 | $ X,123 |
| **Total Salaries** |  |  |  | $ XX,267 |  | $ XX,774 | **$ XX,042** |
|  |  |  |  |  |  |  |  |
| **SUBCONTRACTS** |  |  |  |  |  |  | **Cost** |
| Subcontractor A |  |  |  |  |  |  | $ X,000 |
| **Total Subcontracts** |  |  |  |  |  |  | **$ X,000** |
| **TOTAL DIRECT COSTS** |  |  |  |  |  |  | **$ XX,442** |
|  |  |  |  |  |  |  |  |
| **TOTAL COST** |  |  |  |  |  |  | **$ XX,442** |

Budget Example 2: Project budget with partner/in-kind contributions

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Budget** | | | |
| **Budget Item** | **Role/Task** | **Time** | **Cost** |
| Coordinator | Project Management | 0.50 months | $X,000 |
| Independent Review Coordination | 0.25 months | $X,000 |
| Metadata Review | 0.10 months | $X,800 |
| Publication Preparation | 0.50 months | $X,000 |
| GIS Analyst | Geometry and Attribute Creation | 5.00 months | $XX,500 |
| Field Verification | 0.50 months | $X,250 |
| Database Consolidation and QA/QC | 0.25 months | $X,625 |
| Metadata Authoring | 0.25 months | $X,625 |
| Publication Preparation | 0.50 months | $X,250 |
| Publications Coordinator | Publication Preparation | 0.25 months | $X,000 |
| **Subtotal** | | | **$XX,050** |
| **Total FIT Funds Requested** | | | **$XX,050** |
| Partner match/leverage | See *Partner Contributions* Section | | $XX,000 |
| **Total Project Cost** | | | **$XX,050** |

Appendix B. Example Project Timelines

Timeline Example 1: Project timeframes linked to tasks, milestones, and deliverables

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **Tasks** | **Milestones** | **Deliverables & outcomes** |
| Aug. 2015 –  May 2017 | Scoping & coordination | Milestone 1: Scoping session  Milestone 2: oversight group kick-off meeting held | Deliverable 1: Summary document containing scoping session findings  Outcome 1: Establishment of oversight group |
| Oct. 2015 – Oct. 2016 | Task 2 | Milestone 3  Milestone 4 | Deliverable 2  Outcome 2 |
| May 2016 –  Oct. 2016 | Task 3 | Milestone 5  Milestone 6  Milestone 7 | Deliverable 3  Deliverable 4  Outcome 3  Outcome 4 |

Timeline Example 2: Task table with start and end date columns

|  |  |  |  |
| --- | --- | --- | --- |
| **Phase/deliverable** | **Task** | **State Date** | **End Date** |
| Phase 1 | Task 1  Task 2  Task 3 | 7/1/2015 | 3/31/2016 |
| Optional Increment – Priority 1 | Task 1  Task 2  Task 3 | 4/1/2016 | 6/30/2016 |
| Optional Increment – Priority 2 | Task 1  Task 2 | 7/1/2016 | 9/30/2016 |
| Optional Increment – Priority 3 | Task 1  Task 2 | 10/1/2016 | 12/31/2016 |
| Deliverables 1 - 3 | Database consolidation and QA/QC, metadata authoring | 1/1/2017 | 3/31/2017 |
| Deliverables 4 - 5 | Technical report and maps for publication | 4/1/2017 | 5/29/2017 |

Timeline Example 3: Gantt chart

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **2015 Q3** | **2015 Q4** | **2016 Q1 & Q2** | **2016 Q3** |
| Standard (no funding requested) |  |  |  |  |
| Stewardship Plan Development |  |  |  |  |
| Data Development |  |  |  |  |
| Data QA/QC |  |  |  |  |
| Metadata Authoring/Report Writing/Map Creation |  |  |  |  |

1. Foundational Frameworkdata elements are base geospatial data used for constructing a majority of Framework data elements and are required for achieving the highest levels of integration among Framework themes. [↑](#footnote-ref-1)
2. Data Life Cycle - <https://aisp.upenn.edu/wp-content/uploads/2020/07/AISP-Toolkit_5.27.20.pdf> [↑](#footnote-ref-2)
3. For stewardship class definitions, refer to the “[Expert Key to Classify Framework Elements for Stewardship](https://www.oregon.gov/geo/Documents/Expert%20Key%20to%20Classify%20Framework%20Elements%20for%20Stewardship.pdf)" <https://www.oregon.gov/geo/Documents/Expert%20Key%20to%20Classify%20Framework%20Elements%20for%20Stewardship.pdf> [↑](#footnote-ref-3)
4. <http://www.oregon.gov/geo/Pages/data-stewardship.aspx> [↑](#footnote-ref-4)