



# STATE OF INDIANA

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Mitchell E. Daniels Jr., Governor

July 11, 2008

[Name]

[Address]

[City, IN ZIP]

RE: Request for County GIS Data to build a Statewide Map

Dear Commissioner [Name]

This letter is a formal invitation for your county to join together with us to build a seamless statewide map for the benefit of all Indiana citizens.

The use of geographic information systems (GIS) to assist decision making is expanding in all levels of government. As you may know, the State and others have developed a great deal of GIS data, which is available for use by your county. Some of these data providers are:

- Indiana Geological Survey (<http://igs.indiana.edu>)
- University Information Technology Services at Indiana University (<http://www.indiana.edu/~dms>)
- State Data Center at the Indiana State Library (<http://library.in.gov>)
- Indiana Business Research Center (<http://www.ibrc.indiana.edu>)
- Indiana Spatial Data Portal at Indiana University (<http://www.indiana.edu/~gisdata/index.html>)
- Indiana Geographic Information Council (<http://www.igic.org>)
- Indiana's GIS Inventory (<http://in.gisinventory.net>)

In addition, over 40 Indiana counties and more than a dozen Indiana cities and towns make their GIS data available for online viewing and/or download. Because of these efforts, it is now possible to realize the vision of a seamless statewide map, which ties together the most current and accurate data available throughout the state. This resource, the [IndianaMap](#), will facilitate a wide range of local, regional, and statewide activities to support our most pressing needs, including:

- economic development
- property tax assessment
- E-911 emergency response
- Homeland Security infrastructure protection and disaster recovery
- FEMA flood map modernization
- water quality management
- parolee and offender management
- transportation planning

In order to increase the benefit of the IndianaMap, the Indiana Geographic Information Office, the Department of Local Government Finance (DLGF), the Indiana Department of Homeland Security (IDHS) and the Indiana Geographic Information Council are requesting your support. In particular, we are asking that you make available to the IndianaMap a minimum subset of four GIS data "layers": land parcels, point addresses, local roads, and jurisdiction boundaries, if available. These data sets are, appropriately, created and maintained by counties but have great value to many other organizations around the state and beyond, especially when integrated into a seamless statewide map.

This request has several key points to encourage your support of the IndianaMap:

- **Financial and data contribution.** Up to \$14,894 per county will be made available from IDHS specifically to offset the expense of making data available via the web using web feature service technology. These funds are in addition to the \$17,902 previously offered by IDHS for GIS that could have been applied towards establishment of Web Feature Services, and the 2005 IndianaMap aerial photography. State government and partners will further support the IndianaMap by contributing state agency data layers, creating a data integration and distribution infrastructure, integrating the data, and distributing the map to the public.
- **Automatic/unattended provision.** This program will take advantage of Web Feature Service technology, so that the connection from the county to the IndianaMap will be automated. Once the initial link is set up, little or no additional effort will be required to update the Indiana Map with new county data.
- **Only minimum data are requested.** We are requesting only a minimum subset for these four layers – a small subset of all of the data maintained by counties. For example, for land parcels we are requesting only the parcel geometry and two attributes: the state parcel identification number and total assessed value. “Attachment A” is a technical definition of the minimum data requested.
- **No change to data format.** You will not be asked to change the format of your data. Integration into a unified, seamless map will be taken care of by the State.
- **Only data in hand is being requested.** We are asking only to be able to extend the usefulness of any data already created.
- **Single point of provision.** Rather than asking you to respond to multiple requests from the State for the same data, the Web Feature Service described in “Attachment A” will simultaneously satisfy the data requests of several state agencies as defined by Indiana code, including IDHS, DLGF (per IC 6-1.1-33.5-2, attached), and the Indiana Geographic Information Office (per IC 4-23-7.3-12, attached). The resulting statewide data will also greatly benefit businesses, non-profits, local, state, and federal agencies, and others to ultimately better serve the citizens of your county.

The IndianaMap is one map for Indiana. “It’s statewide, it’s regional, it’s local – it’s yours.”

Please notify Mr. Jim Sparks, State Geographic Information Officer, of your decision to participate in the IndianaMap by signing and returning the attached IndianaMap Participation Form by **August 29, 2008** to:

**Jim Sparks**  
**Indiana Geographic Information Officer**  
**Indiana Government Center N551**  
**100 North Senate Avenue,**  
**Indianapolis, IN 46204**  
**(317) 234-5889**  
**jsparks@iot.in.gov**

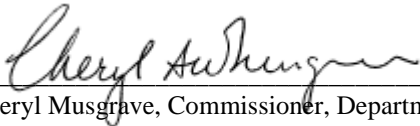
Also, please contact Mr. Sparks if you have any questions. Finally, we are aware that some counties have not yet developed the data requested. If that is the case in your county, please advise us by contacting Mr. Sparks so that we can work with you to develop a GIS capability in your community.

Details of the funding from the IDHS will follow soon as part of the standard IDHS grant process. Information will be directed to your county's Emergency Management Director as part of the 2007 State Homeland Security Grant Program.

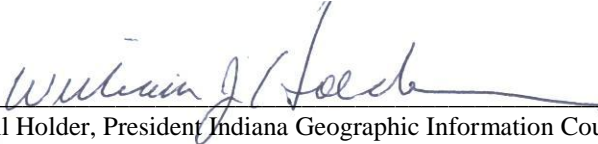
We appreciate your consideration and look forward working with you to create this statewide asset to benefit all Hoosiers.



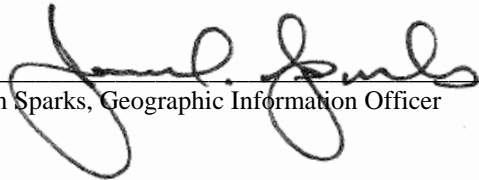
Joe Wainscott, Executive Director, Indiana Department of Homeland Security



Cheryl Musgrave, Commissioner, Department of Local Government Finance



Bill Holder, President Indiana Geographic Information Council



Jim Sparks, Geographic Information Officer

Attachments

- A. IndianaMap Participation Form
- B. Minimum data definition
- C. IC 6-1.1-33.5-2 through 5-4
- D. IC 4-23-7.3-12



**Attachment A.  
IndianaMap Participation**

**In Witness Whereof**, the undersigned by their respective signatures dated below, hereby agree to participate in the creation of the IndianaMap by providing the data described above by the following method (check one):

\_\_\_\_\_ Using the Indiana Homeland Security grant dollars (\$14,000) and/or Indiana Geographic Information Council’s Address Integration Project (\$3,000) to provide the data using a web feature service, or,

\_\_\_\_\_ Providing the data using an alternative electronic transfer method, or,

\_\_\_\_\_ Providing a copy of the data using fixed medium (DVD, CD, or portable hard drive), or,

\_\_\_\_\_ Providing the data using another method, described as \_\_\_\_\_

Moreover, the GIS data provided under this agreement is provided “AS IS” without warranty of any kind. The County expressly makes and the State of Indiana receives no warranty, expressed or implied, and all warranties of merchantability and fitness for a particular purpose are expressly excluded. The County shall have no liability under this agreement for consequential, exemplary, or incidental damages even if it has been advised of the possibility of such damages.

**Board of Commissioners of \_\_\_\_\_ County, Indiana**

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

[The Agreement must be signed by at least 2 of the 3 county commissioners or if it is only signed by one county commissioner, a copy of the resolution adopted by the board of county commissioners authorizing a single county commissioner to sign the Agreement of behalf of the Board must also be submitted.]

**Please return the signed original to: Jim Sparks, Indiana GIO, 100 North Senate Avenue, Indiana Government Center N551, Indianapolis, IN 46204**

## **Attachment B.**

### **Minimum Data Definition**

The following describes the minimum data attributes to be provided, if available, with the GIS graphical data for integration into derived statewide framework data:

- Point address data (excluding personal information e.g., names and phone numbers)
  - Address Number
  - Street Name
  - Street name prefix (N, S, etc)
  - Street name suffix (Dr., Ave., Ct., etc.)
  - Place Name (e.g., city, town, unincorporated area)
  - State Name (IN)
  - Zip Code (zip or zip+5)
  - X / Y Coordinate or GIS point location
- Parcel data (excluding personal information e.g., names, phone numbers)
  - Land parcel boundary map geometry (e.g., the GIS map)
  - State parcel identification number (PIN) as defined in IC 23-20-1
  - Alternate local parcel identification number (PIN) if available
- Local governmental unit boundary data
  - Digital government boundary maps for county boundary, incorporated and unincorporated places boundaries, and taxing districts
- Street centerline data with address ranges
  - Street name
  - Address maximum and minimum number range for left and right side of street
  - Street name prefix (N, S, etc)
  - Street name suffix (Dr., Ave., Ct., etc.)

## **Attachment C.**

### **IC 6-1.1-33.5-2 through 5-4**

#### **The Electronic database; software; data analysis; studies; reports**

Sec. 2. The division of data analysis shall do the following:

- (1) Compile an electronic data base that includes the following:
  - (A) The local government data base.
  - (B) Information on sales of real and personal property, including nonconfidential information from sales disclosure forms filed under IC 6-1.1-5.5.
  - (C) Personal property assessed values and data entries on personal property return forms.
  - (D) Real property assessed values and data entries on real property assessment records.
  - (E) Information on property tax exemptions, deductions, and credits.
  - (F) Any other data relevant to the accurate determination of real property and personal property tax assessments.
- (2) Make available to each county and township software that permits the transfer of the data described in subdivision (1) to the division in a uniform format through a secure connection over the Internet.
- (3) Analyze the data compiled under this section for the purpose of performing the functions under section 3 of this chapter.
- (4) Conduct continuing studies of personal and real property tax deductions, abatements, and exemptions used throughout Indiana. The division of data analysis shall, before May 1 of each even-numbered year, report on the studies at a meeting of the budget committee and submit a report on the studies to the legislative services agency for distribution to the members of the legislative council. The report must be in an electronic format under IC 5-14-6.

### **IC 6-1.1-33.5-3**

#### **Additional studies and reports**

Sec. 3. The division of data analysis shall:

- (1) conduct continuing studies in the areas in which the department of local government finance operates;
- (2) make periodic field surveys and audits of:
  - (A) tax rolls;
  - (B) plat books;
  - (C) building permits;
  - (D) real estate transfers; and
  - (E) other data that may be useful in checking property valuations or taxpayer returns;
- (3) make test checks of property valuations to serve as the bases for special reassessments under this article;
- (4) conduct biennially a coefficient of dispersion study for each township and county in Indiana;

- (5) conduct quadrennially a sales assessment ratio study for each township and county in Indiana;
- (6) compute school assessment ratios under IC 6-1.1-34; and
- (7) report annually to the executive director of the legislative services agency, in an electronic format under IC 5-14-6, the information obtained or determined under this section for use by the executive director and the general assembly, including:
  - (A) all information obtained by the division of data analysis from units of local government; and
  - (B) all information included in:
    - (i) the local government data base; and
    - (ii) any other data compiled by the division of data analysis.

#### **IC 6-1.1-33.5-4**

##### **Powers of division**

Sec. 4. To perform its duties, the division of data analysis may do the following:

- (1) Request access to any local or state official records.
- (2) Secure information from the federal government or from public or private agencies.
- (3) Inspect a person's books, records, or property.
- (4) Conduct a review of either all or a random sampling of personal or real property assessments.
- (5) Employ professional appraisal firms to assist in making test checks of property valuations.
- (6) Recommend changes in property tax administration.
- (7) Use any other device or technique to equalize tax burdens or to implement this chapter



## **Attachment D.**

### **IC 4-23-7.3-14**

#### **State GIS officer; duties**

Sec. 14. The state GIS officer shall do the following:

- (1) Function as the chief officer for GIS matters for state agencies.
- (2) Review and either veto or adopt both the: (A) state's GIS data standards; and (B) statewide data integration plan; as recommended by the IGIC. If either of the recommendations is vetoed, the state GIS officer shall return the recommendation to the IGIC with a message announcing the veto and stating the reasons for the veto. If the IGIC ceases to exist or refuses to make the recommendations listed in this subsection, the state GIS officer may develop and adopt state GIS data standards and a statewide data integration plan. The standards and the plan adopted under this subsection must promote interoperability and open use of data with various GIS software, applications, computer hardware, and computer operating systems.
- (3) Act as the administrator of: (A) the state standards and policies concerning GIS data and framework data; and (B) the statewide data integration plan.
- (4) Enforce the state GIS data standards and execute the statewide data integration plan adopted under subdivision (2) through the use of: (A) GIS policies developed for state agencies; and (B) data exchange agreements involving an entity other than Commissioner Beck  
7157 N. Co. Rd. 500 E. a state agency.
- (5) Coordinate the state data center's duties under this chapter.
- (6) Act as the state's representative for: (A) requesting grants available for the acquisition or enhancement of GIS resources; and (B) preparing funding proposals for grants to enhance coordination and implementation of GIS.
- (7) Review and approve, in accordance with the statewide data integration plan, the procurement of GIS goods and services involving the state data center or a state agency.
- (8) Cooperate with the United States Board on Geographic Names established by P.L.80-242 by serving as the chair of a committee formed with the IGIC as the state names authority for Indiana.
- (9) Publish a biennial report. The report must include the status and metrics on the progress of the statewide data integration plan.
- (10) Represent the state's interest to federal agencies regarding the National Spatial Data Infrastructure.
- (11) Serve as the state's primary point of contact for communications and discussions with federal agencies regarding framework data, spatial data exchanges, cost leveraging opportunities, spatial data standards, and other GIS related issues.
- (12) Facilitate GIS data cooperation between units of the federal, state, and local governments.**
- (13) Promote the development and maintenance of statewide GIS data and framework data layers associated with a statewide base map.**
- (14) Approve and maintain data exchange agreements to which the state data center or a state agency is a party to increase the amount and quality of GIS data and framework data available to the state.
- (15) Use personnel made available from state educational institutions to provide technical support to the: (A) state GIS officer in carrying out the officer's duties under this chapter; and (B) IGIC.