

ROCK COUNTY
LAND INFORMATION COUNCIL
MONDAY September 28, 2020 - 2:00 P.M.
CALL: 1-312-626-6799
MEETING ID: 974 5663 5161

Topic: Land Information Council

Time: April 27, 2020 02:00PM Central Time (US and Canada)

Join Zoom Meeting

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If you are interested in providing public comments on items on this agenda, you must submit your comments by 5pm on Friday, September 25, 2020. To submit a public comment use the following email: realproperty@co.rock.wi.us

Join from a telephone:

- On your phone, dial the phone number provided above
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- Please note that long-distance charges may apply. This is not a toll-free number.
- Please identify yourself by name
- **Please mute your phone when you are not speaking to minimize background noises**
- We are new at holding meetings this way, so please be patient

AGENDA

1. Call to order.
2. Approval of Agenda.
3. Approval of Minutes of April 27, 2020
4. Communications and Announcements
5. **Information Item:** Update on Wisconsin Land Information Program
 - i. Strategic Initiative Grant Update
 - ii. Statewide Parcel Map Update
6. **Action Item:** Submission of 2021 WLIP Grant Application
7. **Information Item:** Ongoing Land Records Projects Update
 - i. 2020 Imagery & LiDAR Project
 - ii. GIS Server Upgrade
8. Future Agenda Items.
9. Next Meeting Date.
10. Adjournment

Instructions for the hearing impaired –

<https://support.zoom.us/hc/en-us/articles/207279736-Getting-started-with-closed-captioning>

ROCK COUNTY
LAND INFORMATION COUNCIL
MONDAY APRIL 27, 2020 - 2:00 P.M.
Virtual Meeting ID 974 5663 5161

1. **Call to order.** Chair Schultz called the teleconferenced meeting to order at 2:00 p.m.
Committee Members Present: Property Lister Chair Michelle Schultz, Register of Deeds Vice Chair Sandy Disrud, County Treasurer Michelle Roettger, Communications Center GEO Applications Specialist Kris Pehl, Senior Planner and GIS Manager Jennifer Borlick, County Surveyor Brad Heuer, County Board Supervisor Mary Mawhinney, IT Deputy Director Dara Mosely, Real Estate Agent Deb Dewitt
Committee Members Absent: none
Staff present: Planning Director Colin Byrnes
2. **Approval of Agenda:** Moved by Supervisor Mawhinney, 2nd by Ms. Borlick. Approved.
3. **Approval of Minutes** of September 30, 2019: Moved by Ms. Dewitt, 2nd by Supervisor Mawhinney. Minutes were approved.
4. **Communications and Announcements**
Ms. Pehl said that Pictometry is in progress. On Friday they were about 45% flown. Ms. Disrud announced she was elected to the Wisconsin Land Information Association board.
5. **Action Item: Election of Chair**
Ms. Borlick moved to open the floor to nominations for Chair of the Land Information Council, 2nd by Supervisor Mawhinney. Ms. Schultz was nominated. Supervisor Mawhinney moved that nominations be closed and a unanimous ballot be cast for Ms. Schultz for Chair. Vote was approved.
6. **Action Item: Election of Vice Chair**
Ms. Borlick moved to open the floor to nominations for Vice Chair, 2nd by Ms. Schultz. Ms. Borlick nominated Ms. Disrud, 2nd by Ms. Pehl. Vote was approved.
7. **Information Item:** Update on Wisconsin Land Information Program
 - i. Strategic Initiative Grant Update by Chair Schultz:
2020 Grant for Elevation by was approved for \$40,000
2019 Grant for Elevation was approved for \$50,000
2018 Grant Remainder \$5,600 was not spent by Dec 31, 2018 approved to carry over to the current elevation project.
 - ii. Statewide Parcel Map Update by Chair Schultz:
The data was submitted to the Wisconsin DOR before the March 31 due date
 - iii. 2019 WLIP Retained Fee/Grant Annual Report

Report is due June 30. All expenses must be listed that are funded by retained fees. Computers billed out by IT for land records staff in various departments.

8. Information Item: Ongoing Land Records Projects Update

i. 2020 Imagery & LiDAR Project update by Chair Schultz:

The imagery was flown: both the 6" and 3" portions. We have not heard yet if the elevation has been completed.

USGS Grant was received.

The price for Elevation came in about \$10,000 under the estimate. The total County cost for Elevation is \$12,709.

Mr. Heuer stated he will get started with QAQC.

ii. GIS Server Upgrade by Ms. Borlick

Project was delayed due to Covid-19 response and other IT upgrades. We are now ready to proceed.

iii. COVID-19 Response/ESRI Disaster Response Program by Ms. Borlick:

On March 13 Ms. Borlick flipped the switch on collaborating with the EOC to gather information regarding the Corona Virus. New ArcGIS online accounts were acquired and upgraded. ESRI supplied the template. A web page was created bringing together data, charts, links and other information from a variety of contributors to create the Coronavirus Response Hub.

<https://coronavirus-response-rockcountylio.hub.arcgis.com/>

The council thanked Ms. Borlick for her work on the program.

9. Future Agenda Items. None

10. Next meeting date, September 28, 2020 2:00 pm.

11. Adjournment 2:43 p.m. Moved by Ms. Dewitt, 2nd by Supervisor Mawhinney. Approved.

Submitted by Sandy Disrud



STATE OF WISCONSIN DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor
Joel Brennan, Secretary
Dawn Vick, Division Administrator

Wisconsin Land Information Program 2021 Base Budget, Training & Education, and Strategic Initiative Grant Application

Complete this application form in order to receive 2021 Wisconsin Land Information Program (WLIP) grants, pursuant to Wisconsin Statute Section 16.967(7) and Wisconsin Administrative Code, Chapter Adm. 47.

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 are for the purposes of addressing statutory directives to create a statewide digital parcel map and to post certain parcel information online in the standard Searchable Format. Strategic Initiative grant funding is to be prioritized to achieve "benchmarks" for parcel quality and completeness. Each county is eligible for \$50,000 in 2021 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. The benchmarks are designed to complement and dovetail with the county land information plan. A county may amend a plan with updates or revisions as appropriate. Instructions for amending a plan appear on the following page.

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 State FY 2020 (July 1, 2019–June 30, 2020). See the grant eligibility table on page 9 to confirm your county's eligibility.

Applications should be submitted by December 31, 2020 or earlier. Please submit the application by emailing a digital PDF form that has been electronically filled-out (*not* a scanned image) to WLIP@wisconsin.gov. For questions, please contact the WLIP grant administrator at peter.herreid@wisconsin.gov or (608) 267-3369.

Grant application released	September 17, 2020
Grant application deadline	December 31, 2020
Grant activities eligible for reimbursement	Beginning January 1, 2021
Training & Education grants distributed	By February 28, 2021
Base Budget grants distributed	By April 30, 2021
First 50% of Strategic Initiative grant distributed (upon successful data submittal for V7)	By June 30, 2021
Second 50% of Strategic Initiative grant distributed	Upon grant project completion
Grant project completion deadline	December 31, 2022

How to Fill Out and Submit This Form:

- **DOWNLOAD THIS DOCUMENT & "FILE ► SAVE AS"** to save a local copy.
When saving, add your county name to the end, e.g.,
File name: 2021_WLIP_Grant_Application_StCroix.pdf
- **FILL OUT THE APPLICATION** – use Adobe Reader or Acrobat to fill in the application form electronically, by typing data into it. Do *not* fill out the form by hand. The instructions are numbered according to the question numbers on the application form and hyperlink to each corresponding question.
- **"FILE ► SAVE"** – to save as you go
- **ATTACH PAGES** – Attach addendum pages if applicable, or email as separate files
- **SUBMIT VIA EMAIL (WITH COUNTY NAME)** – Email a completed digital PDF form that has been electronically filled-out (*not* a scanned image) to WLIP@wisconsin.gov by December 31, 2020. Email subject line should include the name of your county, e.g.,
Email Subject: 2021 WLIP Grant Application - Waupaca

Instructions for Amending Grant Projects

If the grant application is approved, DOA will enter into a grant agreement to fund the specific projects and activities as set forth in the grant application. If, after the grant agreement is executed, conditions or situations at the county change such that it is necessary to change a project's scope of work or timeline, the county should seek approval for an amendment.

Any proposed change to grant projects or activities must be described in an amended version of the county's grant application. Because Wisconsin Administrative Code, Chapter Adm. 47.06(3) requires grant projects be consistent with an approved county land information plan, in some cases, it may also be necessary for the county to amend its land information plan.

To amend grant projects or project activities. Complete a revised, amended version of the original grant application that describes the complete, updated set of project activities to be funded with the grant. Include:

- Change to project/project activities
- Updated dollar amount(s) for project costs
- Land information plan citations for the new project
- Original project/project activities that remain unaffected by the amendment (leave intact and unchanged from initial application)
- Add the word "Amended" to the file name
- Submit the amended application to the WLIP grant administrator. In an email, list the grant type and specific year of the grant for which amendment is requested

To make amendments to land information plan (so that the plan is consistent with the grant application).

There are two options for amending county land information plans:

- a) Amend the land information plan immediately to include the project. Send the entire amended plan to the grant administrator. For amended plans, counties must include documentation of county land information council approval (e.g., meeting minutes or resolution).
- b) Send documentation of land information council approval of the project, and update the land information plan at the next convenient update opportunity. Note that by the end of 2021, all counties will need to update their land information plans, per state statute 59.72(3)(b). Plans for the three-year period covering 2022-2024 shall be authored according to uniform instructions available from DOA in the year 2021.

To request an extension of a grant project deadline. If the county is unable to complete projects by the grant agreement deadline, you may request an extension by emailing the grant administrator. Include:

- The grant type and specific year of the grant
- Reason for extension
- Include the word "Extension"

Training & Education Grant Application Instructions

- TE_#1** County submitted a 2019-2021 land information plan to DOA? All counties updated their county land information plan in 2018 to meet s. 59.72(3)(b). 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).
- TE_#2** Enter date of last county land information council meeting. 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 for the county to be eligible for a WLIP grant.
- TE_#3** LIO subscribed to the land information listserv? Applicants must subscribe to the WLIP's e-mail listserv, doalandinfo@lists.wi.gov.
- TE_#4** County's Retained Fee/Grant Report for 2019 submitted? 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 2019.
- TE_#5** Training & Education Award Eligible. The amount of \$1,000 is available to each county for 2021 Training & Education grants.
- TE_#6** Training & Education Award Amount Requested. Enter the amount requested (up to \$1,000).
- TE_#7** Brief Description of Intended Expenditures for Training & Education Grant. Provide information on plans to utilize the Training & Education grant funding. Aim for less than 1,800 characters. The font size will shrink as you type, becoming smaller to accommodate more text.
- TE_#8** Statement and Authorization of Land Information Officer. Land information officer name (typed) and date are required. Do not sign and scan the form. Handwritten signatures are *not* required. Submit the application by emailing a digital PDF form that has been electronically filled-out (*not* a scanned image) to WLIP@wisconsin.gov.

Strategic Initiative Grant Application Instructions

- SI_#1** Strategic Initiative Award Eligible. The amount of \$50,000 is available to each county for 2021 Strategic Initiative grants.
- SI_#2** Strategic Initiative Award Amount Requested. Enter the amount requested (up to \$50,000).
- SI_#3** Will the county use 2021 Strategic Initiative Funding to work toward Benchmark 1 and 2 in the Searchable Format in the first quarter of 2021? Indicate whether the county will use grant funding to work toward Benchmark 1 and Benchmark 2 in the Searchable Format. The county must meet the Searchable Format standard for the Version 7 Statewide Parcel Map Database Project (V7) data submittal, using grant funds to do so if necessary. V7 data submittals will be due March 31, 2021.

Figure 1 on the following page summarizes the benchmarks. For Benchmark 1 and 2 specifications, see the Submission Documentation. Note that the Submission Documentation may be tweaked for V7, with an effort to clarify and be consistent with previous versions of the Submission Documentation.

Searchable Format. In the Searchable Format, the county data submittal is ready for immediate aggregation into the statewide parcel layer. The county performs all data standardization and clean-up before submitting data. Data exactly matches the Searchable Format standard. The Searchable Format is defined in detail in the Submission Documentation.



Figure 1. Summary of 2021 benchmarks. The Searchable Format for Benchmarks 1 & 2 and other data submission requirements are detailed in the Submission Documentation.

Strategic Initiative Grant Application Instructions (Continued)

SI_#4 Will the county use 2021 Strategic Initiative Funding to work toward and/or maintain the Searchable Format for **V8** or **V9**? 2021 projects have a completion deadline of December 31, 2022—which means that Strategic Initiative grant projects can span two whole calendar years. The projected data submission deadline for V8 is March 31, 2022. Indicate whether the county will use 2021 Strategic Initiative grant funding to work toward and/or maintain the Searchable Format for V8 or V9.

SI_#5 **Benchmark 1 and 2 Land Information Plan Citations.** Provide only if you answered “Yes” to SI_#3 and/or SI_#4 above. List the corresponding citation (section and page numbers) from the county’s land information plan for the *Project Plan to Achieve the Searchable Format for Benchmarks 1 & 2*.

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 V7. 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.

SI_#6 **Benchmark 1 and 2 Project Activities and Costs.** For Benchmark 1 and 2, provide costs for the project to be paid with WLIP Strategic Initiative 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 with the completed application you submit. Type a concise description for each itemized cost, beginning with row1, column1. Enter dollar amount in column2 of row1. Then proceed to row2. The font size will shrink as you type, becoming smaller to accommodate more text. Aim for less than 40 characters per line.

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. However, **staff time must be broken down** into specific project activities under one or more Strategic Initiative benchmarks.

SI_#7 **Benchmark 1 and 2 Total Costs.** Maximum value is \$50,000. The “Total Costs” boxes are self-adding, which means they calculate the total automatically from the Itemized Costs boxes. Include *only* Strategic Initiative funds in total costs, which may **not exceed** \$50,000 on this application form.

SI_#8 Will the county perform all of the data cleanup and standardization tasks described in the *V6 Observation Report* in order to meet the Searchable Format standard before submitting data for the **V7** call for data by March 31, 2021? Indicate whether the county will perform the tasks described in the *V6 Observation Report* (which describes the steps that must be taken in order to meet the Searchable Format standard) before submitting data for V7 by March 31, 2021. Counties must meet the Searchable Format standard for the V7 data submittal and into the foreseeable future, using grant funds to do so if necessary. This also entails submitting data that exactly matches the schema specifications for the Searchable Format, as detailed in the Submission Documentation. See SI_#3 above.

SI_#9 If you answered “No” to SI_#8 above, briefly describe how you will address the deficiencies identified in the *V6 Observation Report* in order to meet the Searchable Format standard, explain why the deficiencies cannot be rectified by the V7 call for data, and how they will be addressed. Aim for less than 1,800 characters. The font size will shrink as you type more text.

SI_#10 Is your county’s digital parcel fabric complete (including incorporated areas)? Give estimated year of completion (YYYY) if applicable. Note that there may exist within some 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 (however, this exception does **not** apply to municipalities).

SI_#11 Will county use 2021 Strategic Initiative funding to work toward Benchmark 3? If the county’s digital parcel fabric is incomplete, indicate whether county will use Strategic Initiative grant funds to work toward completion.

SI_#12 **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 the *Project Plan for Parcel Completion*.

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,” in which PLSS should be prioritized for areas not covered by the parcel fabric. If selecting a PLSS first approach, note this in the *Project Plan for PLSS*, described in SI_#18 below.

SI_#13 Benchmark 3 Project Activities and Costs. For Benchmark 3, provide costs for the project to be paid with WLIP Strategic Initiative 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 with the completed application you submit.

SI_#14 Benchmark 3 Total Costs. Maximum value is \$50,000. The “Total Costs” boxes are self-adding, which means they calculate the total automatically from the Itemized Costs boxes. Include only Strategic Initiative funds in total costs, which may not exceed \$50,000 on this application form.

SI_#15 Is your county’s PLSS network complete and integrated into digital parcel layer? This includes: rediscovery of PLSS corner monuments and physical remonumentation of corners without existing monuments; 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 (YYYY) if applicable.

SI_#16 Benchmark 4 waiver request to acquire lidar and/or aerial imagery. Strategic Initiative funds for 2021 are intended to be used for the purposes of parcel dataset development. However, it may be possible to use Strategic Initiative funds for LiDAR and/or aerial imagery, 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 and/or aerial imagery *before* Benchmark 4 (Completion and Integration of PLSS).

SI_#17 Will county use 2021 Strategic Initiative funding to work toward Benchmark 4 (Completion and Integration of PLSS)? Indicate whether Strategic Initiative grant funds will be used to make progress toward Benchmark 4.

PLSS data submission. All counties may be required to submit a digital copy of all county PLSS corner coordinate values for inclusion in the State Cartographer’s Office online SurveyControlFinder, and any other DOA-sanctioned statewide effort to collect PLSS datasets. At a minimum, all PLSS corner coordinate values established using Strategic Initiative funds should be tagged with their appropriate accuracy class (Survey grade, Sub-meter, or Approximate).

SI_#18 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 the *Project Plan for PLSS*.

Project Plan for PLSS. If the county has not achieved a complete and integrated PLSS framework, the county must have a project *within the county land information plan* 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 NAD27 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 as discussed below.
5. Efforts to collaborate with neighboring counties.

SI_#19 Benchmark 4 Project Activities and Costs. For Benchmark 4, provide costs for the project to be paid with WLIP Strategic Initiative 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 with the completed application you submit.

SI_#20 **Benchmark 4 Total Costs.** Maximum value is \$50,000. The “Total Costs” boxes are self-adding, which means they calculate the total automatically from the Itemized Costs boxes. Include only Strategic Initiative funds in total costs, which may not exceed \$50,000 on this application form.

SI_#21 **Other County-Level 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/aerial imagery waiver). Specifically, this entails:

- Benchmarks 1 and 2 – Parcel and zoning data with extended parcel attributes will be submitted by March 31, 2021 for the V7 call for data exactly matching the Searchable Format standard
- Benchmark 3 – The county’s digital 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/aerial imagery waiver counties described in SI_#16)

County-Level Strategic Initiative project(s). If a county has already met Benchmarks 1, 2, 3, and 4 (or 1-3 with LiDAR/aerial imagery waiver), it will still remain eligible for \$50k in 2021 Strategic Initiative grant funding. Such a county may use the Strategic Initiative funding for a project as listed *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 *2018 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. (However, WLIP Base Budget grant funds may be used for these expenses, as well as retained fees.)

SI_#22 Estimated amount of \$50,000 to be left after applying any costs to achieve Benchmarks 1-4 (or 1-3 for LiDAR/aerial imagery waiver counties). Enter zero or “More than zero” and dollar amount.

Addendum. If “More than zero” is selected, use the *2021 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 at doa.wi.gov/WLIP. LiDAR/aerial imagery waiver counties should also use the addendum to document the LiDAR/aerial imagery project you will use the Strategic Initiative funding for. Others should leave blank if not applicable.

SI_#23 **TOTAL ALL STRATEGIC INITIATIVE GRANT PROJECTS.** Total should *not* exceed \$50,000—the Strategic Initiative Award Eligible amount. Include costs for addendum projects in Strategic Initiative total if applicable. If the county anticipates spending more than \$50,000 of Strategic Initiative funds on a project, this can be noted elsewhere, such as the county land information plan.

SI_#24 **Statement and Authorization of Land Information Officer.** LIO name (typed) and date are required. Do *not* sign and scan the form. Handwritten signatures are *not* required. Submit the application by emailing a digital PDF form that has been electronically filled-out (*not* a scanned image) to WLIP@wisconsin.gov.

Base Budget Grant Application Instructions

- BB_#1** **Base Budget Award Eligible.** The amount your county is eligible for 2021 Base Budget grant. Refer to the grant eligibility table on page 9 for amount. If your county is not eligible, *leave blank* the Base Budget application pages.
- BB_#2** **Base Budget Award Amount Requested.** 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.
- BB_#3** **Base Budget Grant Project Title.** Provide a title for the Base Budget project your county plans to undertake that accurately but concisely describes the project.
- BB_#4** **Land Information Spending Category.** Select the project activity area (spending category) 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) – **Do not select "Other" as a Base Budget spending category unless the project genuinely does not fit into one of the categories above*

Note on staff funding. If the county intends to fund either in-house staff or third-party contractors with Base Budget grant funds, the work of these staff persons must be broken down into one or more of the categories above. In other words, while staff expenses or salary are eligible expenses, *it is not correct to list "staff expenses" or "salary" as a project activity area.* Instead, break down the staff expenses into one or more of the categories above.

Also note that state statute 59.72(2)(b) requires counties to report on grant expenditures (as well as retained fee expenditures) in each of the land information spending categories above in a *Retained Fee/Grant Report* by June 30th of each year.

- BB_#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.
- BB_#6** **Project Activities and 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 with the completed application you submit. Type a concise description for each itemized cost, beginning with row1, column1. Enter dollar amount in column2 of row1. Then proceed to row2. The font size will shrink as you type, becoming smaller to accommodate more text. Aim for less than 40 characters per line.
- BB_#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.
- BB_#8-#22** Fill out questions 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 2021 Grant Application Addendum*. You may attach as many addendum pages as necessary or email them as separate files. Addendum pages are available at doa.wi.gov/WLIP.
- BB_#23** **TOTAL ALL BASE BUDGET PROJECT COSTS.** Total should not exceed Base Budget Award Eligible amount shown in BB_#1. Include costs for Base Budget addendum projects in Base Budget total if applicable.
- BB_#24** **Statement and Authorization of Land Information Officer.** Land information officer name (typed) and date are required. Do not sign and scan the form. Handwritten signatures are *not* required. Submit the application by emailing a digital PDF form that has been electronically filled-out (*not* a scanned image) to WLIP@wisconsin.gov.

2021 Grant Eligibility Table

	State FY20 Retained Fees (July 2019-June 2020)	BB Grant Eligibility (\$100k – FY20 Retained Fees)	Strategic Initiative Grant Eligibility	Training & Education Grant Eligibility	Total Grant Eligibility Amount
Adams	56,984	43,016	50,000	1,000	94,016
Ashland	25,096	74,904	50,000	1,000	125,904
Barron	82,904	17,096	50,000	1,000	68,096
Bayfield	38,688	61,312	50,000	1,000	112,312
Brown	356,440	NA	50,000	1,000	51,000
Buffalo	24,056	75,944	50,000	1,000	126,944
Burnett	45,832	54,168	50,000	1,000	105,168
Calumet	78,040	21,960	50,000	1,000	72,960
Chippewa	103,144	NA	50,000	1,000	51,000
Clark	49,080	50,920	50,000	1,000	101,920
Columbia	105,864	NA	50,000	1,000	51,000
Crawford	25,552	74,448	50,000	1,000	125,448
Dane	861,008	NA	50,000	1,000	51,000
Dodge	120,064	NA	50,000	1,000	51,000
Door	74,624	25,376	50,000	1,000	76,376
Douglas	62,272	37,728	50,000	1,000	88,728
Dunn	60,432	39,568	50,000	1,000	90,568
Eau Claire	135,200	NA	50,000	1,000	51,000
Florence	11,296	88,704	50,000	1,000	139,704
Fond du Lac	138,880	NA	50,000	1,000	51,000
Forest	23,728	76,272	50,000	1,000	127,272
Grant	70,664	29,336	50,000	1,000	80,336
Green	64,864	35,136	50,000	1,000	86,136
Green Lake	35,672	64,328	50,000	1,000	115,328
Iowa	42,408	57,592	50,000	1,000	108,592
Iron	14,928	85,072	50,000	1,000	136,072
Jackson	34,320	65,680	50,000	1,000	116,680
Jefferson	131,840	NA	50,000	1,000	51,000
Juneau	49,656	50,344	50,000	1,000	101,344
Kenosha	208,904	NA	50,000	1,000	51,000
Kewaunee	31,608	68,392	50,000	1,000	119,392
La Crosse	167,128	NA	50,000	1,000	51,000
Lafayette	31,480	68,520	50,000	1,000	119,520
Langlade	36,320	63,680	50,000	1,000	114,680
Lincoln	52,616	47,384	50,000	1,000	98,384
Manitowoc	111,136	NA	50,000	1,000	51,000
Marathon	203,544	NA	50,000	1,000	51,000
Marinette	81,528	18,472	50,000	1,000	69,472
Marquette	29,992	70,008	50,000	1,000	121,008
Menominee	3,880	96,120	50,000	1,000	147,120
Milwaukee	877,280	NA	50,000	1,000	51,000
Monroe	67,728	32,272	50,000	1,000	83,272
Oconto	79,536	20,464	50,000	1,000	71,464
Oneida	99,808	192	50,000	1,000	51,192
Outagamie	268,248	NA	50,000	1,000	51,000
Ozaukee	143,128	NA	50,000	1,000	51,000
Pepin	12,784	87,216	50,000	1,000	138,216
Pierce	65,712	34,288	50,000	1,000	85,288
Polk	86,736	13,264	50,000	1,000	64,264
Portage	95,088	4,912	50,000	1,000	55,912
Price	30,704	69,296	50,000	1,000	120,296
Racine	260,512	NA	50,000	1,000	51,000
Richland	27,952	72,048	50,000	1,000	123,048
Rock	221,488	NA	50,000	1,000	51,000
Rusk	29,360	70,640	50,000	1,000	121,640
Sauk	146,152	NA	50,000	1,000	51,000
Sawyer	49,816	50,184	50,000	1,000	101,184
Shawano	65,944	34,056	50,000	1,000	85,056
Sheboygan	154,080	NA	50,000	1,000	51,000
St. Croix	176,960	NA	50,000	1,000	51,000
Taylor	35,320	64,680	50,000	1,000	115,680
Trempealeau	45,448	54,552	50,000	1,000	105,552
Vernon	48,064	51,936	50,000	1,000	102,936
Vilas	71,072	28,928	50,000	1,000	79,928
Walworth	183,608	NA	50,000	1,000	51,000
Washburn	40,344	59,656	50,000	1,000	110,656
Washington	213,896	NA	50,000	1,000	51,000
Waukesha	666,832	NA	50,000	1,000	51,000
Waupaca	80,792	19,208	50,000	1,000	70,208
Waushara	47,936	52,064	50,000	1,000	103,064
Winnebago	226,032	NA	50,000	1,000	51,000
Wood	98,448	1,552	50,000	1,000	52,552
Total	8,598,480	2,382,888	3,600,000	72,000	6,054,888



2021 WLIP Training & Education Grant Application

County:

1. County submitted a 2019-2021 land information plan to DOA Yes No
2. Enter date of last county land information council meeting (dd/mm/yyyy) ►
3. LIO subscribed to the land information listserv Yes No
4. County's *Retained Fee/Grant Report* for 2019 submitted Yes No
5. Training & Education Award Eligible **\$ 1,000.00**
6. Training & Education Award Amount Requested **\$**
7. Brief Description of Intended Expenditures for Training & Education Grant

8. 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 Training & Education grant projects must be completed by December 31, 2022.

LIO Name (typed)

Date (dd/mm/yyyy)



2021 WLIP Strategic Initiative Grant Application

County:

- | | |
|--|---|
| 1. Strategic Initiative Award Eligible | \$ 50,000.00 |
| 2. Strategic Initiative Award Amount Requested | \$ <input style="width: 150px; height: 25px;" type="text"/> |

BENCHMARK 1 & BENCHMARK 2

3. The county must meet Benchmark 1 and Benchmark 2 for the **V7** call for data by March 31, 2021 in the Searchable Format. Will the county use 2021 Strategic Initiative funding to work toward the Searchable Format for **V7** Benchmark 1 and 2 in the first quarter of 2021?
- Yes
 No
4. Will the county use 2021 Strategic Initiative Funding to work toward and/or maintain the Searchable Format for **V8** or **V9**?
- Yes
 No
5. Benchmark 1 and 2 Land Information Plan Citations for *Project Plan to Achieve Searchable Format for Benchmarks 1 & 2* – Section and page numbers (If answered “No” to #3-4 above, skip down to #8 below.)
-

6. Benchmark 1 and 2 Project Activities ▼	Costs ▼	
7. Benchmark 1 and 2 Total Costs ▶		<input style="width: 100px;" type="text"/>

8. Will county perform all of the data cleanup and standardization tasks described in the *V6 Observation Report* in order to meet the Searchable Format standard before submitting data for the **V7** call for data by March 31, 2021?
- Yes ▶ Skip down to #10 below
 NA – Not applicable because no deficiencies identified in *Observation Report* ▶ Skip down to #10 below
 No
9. If you answered “No” to SI_#8 above, briefly describe how you will address the deficiencies identified in the *V6 Observation Report* in order to meet the Searchable Format standard, explain why the deficiencies cannot be rectified by the *V7* call for data, and how they will be addressed:

BENCHMARK 3

10. Is your county's digital parcel fabric complete (including incorporated areas)?

Yes, parcel fabric complete

No, county needs to work toward Benchmark 3 ▶ Estimated year of completion ▶

11. Will county use 2021 Strategic Initiative funding to work toward Benchmark 3 (Completion of County Parcel Fabric)?

Yes

No ▶ Skip down to #15 below

12. Benchmark 3 Land Information Plan Citations for *Project Plan for Parcel Completion* – Section and page numbers

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13. Benchmark 3 Project Activities ▼

Costs ▼

		14. Benchmark 3 Total Costs ▶	

BENCHMARK 4

15. Is your county's PLSS framework complete and integrated into digital parcel layer?

Yes, PLSS network complete and integrated

No, county needs to work toward Benchmark 4 ▶ Estimated year of completion ▶

16. Benchmark 4 waiver request – Check the waiver box below if you wish to request a waiver from Benchmark 4 in favor of LiDAR and/or Aerial Imagery costs

No / Not Applicable

Yes, waiver requested in favor of **LiDAR** project ▶ Fill out *2021 WLIP Grant Application Addendum*

Yes, waiver requested in favor of **Imagery** project ▶ Fill out *2021 WLIP Grant Application Addendum*

17. Will county use 2021 Strategic Initiative funding to work toward Benchmark 4 (Completion and Integration of PLSS)?

Yes

No ▶ Skip down to #21 below

18. Benchmark 4 Land Information Plan Citations for *Project Plan for PLSS* – Section and page numbers

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19. Benchmark 4 Project Activities ▼

Costs ▼

		20. Benchmark 4 Total Costs ▶	

OTHER COUNTY-LEVEL STRATEGIC INITIATIVE PROJECTS

21. County anticipates meeting Benchmarks 1-4 (or 1-3 with LiDAR/aerial imagery waiver) **and** foresees having some of the 50k Strategic Initiative funding “leftover”?

- Yes
- No

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

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

If “More than zero” is selected, use the *2021 WLIP Grant Application Addendum* to describe the projects you will use the Strategic Initiative funding for.

23. TOTAL ALL STRATEGIC INITIATIVE PROJECTS (should equal ≤ \$50,000.00) ▶ \$

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 Strategic Initiative grant projects must be completed by December 31, 2022.

LIO Name (typed)

Date (dd/mm/yyyy)



2021 WLIP Base Budget Grant Application

County:

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 ▼

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 ▼

Costs ▼

12. Base Budget Project 2 Total ▶			

13. Base Budget Grant Project Title 3

14. Land Information Spending Category:

15. Land Information Plan Citations – Section and page numbers

16. Project Activities ▼

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 ▼

Costs ▼

		22. Base Budget Project 4 Total ▶	

23. TOTAL ALL BASE BUDGET PROJECT COSTS (not to exceed BB_#1) ▶

\$

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, 2022.

LIO Name (typed)

Date (dd/mm/yyyy)

2021 WLIP Grant Application Addendum

County:

Select Addendum Type:

- Base Budget Project(s)
- Other county Strategic Initiative Project(s)
- LiDAR project – enabled by waiver from Benchmark 4
- Aerial Imagery project – enabled by waiver from Benchmark 4

1. Project Title 1

2. Land Information Spending Category:

3. Land Information Plan Citations – Section and page numbers

4. Addendum Project 1 Activities ▼ Costs ▼

5. Addendum Project 1 Total ▶			

6. Project Title 2

7. Land Information Spending Category:

8. Land Information Plan Citations – Section and page numbers

9. Addendum Project 2 Activities ▼ Costs ▼

10. Addendum Project 2 Total ▶			

TOTAL ALL PROJECTS – Please include total, including addendum project costs, on application itself

2021 WLIP Grant Application Addendum II

County:

Select Addendum Type:

- Base Budget Project(s)
- Other county Strategic Initiative Project(s)
- LiDAR project – enabled by waiver from Benchmark 4
- Aerial Imagery project – enabled by waiver from Benchmark 4

1. Project Title 3

2. Land Information Spending Category:

3. Land Information Plan Citations – Section and page numbers

4. Addendum Project 3 Activities ▼ Costs ▼

5. Addendum Project 3 Total ▶			

6. Project Title 4

7. Land Information Spending Category:

8. Land Information Plan Citations – Section and page numbers

9. Addendum Project 4 Activities ▼ Costs ▼

10. Addendum Project 4 Total ▶			

TOTAL ALL PROJECTS – Please include total, including addendum project costs, on application itself

2021 WLIP Grant Application Addendum III

County:

Select Addendum Type:

- Base Budget Project(s)
- Other county Strategic Initiative Project(s)
- LiDAR project – enabled by waiver from Benchmark 4
- Aerial Imagery project – enabled by waiver from Benchmark 4

1. Project Title 5

2. Land Information Spending Category:

3. Land Information Plan Citations – Section and page numbers

4. Addendum Project 5 Activities ▼ Costs ▼

5. Addendum Project 5 Total ▶			

6. Project Title 6

7. Land Information Spending Category:

8. Land Information Plan Citations – Section and page numbers

9. Addendum Project 6 Activities ▼ Costs ▼

10. Addendum Project 6 Total ▶			

TOTAL ALL PROJECTS – Please include total, including addendum project costs, on application itself