



March 22, 2013

County 9-1-1 Center Directors
County Geographic Information Offices
City of Baltimore' Geographic Information Office and 9-1-1 Center

Subject: Joint Mapping Data Collection Effort between the Maryland
Departments of State Police and Information Technology

Dear Colleagues:

Maryland's local governments have created and maintained detailed mapping (spatial) data for their jurisdictions for a number of years. These data include address points, roads, parcels, building footprints and other data. In many instances, partnerships between the Emergency Number Systems Board and local governments have helped to fund the development and maintenance of these data.

This letter requests your support in providing county-based spatial data for two state projects. The first project is an effort by the Maryland State Police to deploy a cohesive, statewide 9-1-1 system that will provide citizens with rapid, direct access to state troopers in a cost-effective manner (Attachment I). The second project seeks to coordinate with existing and ongoing data collection efforts to produce and maintain an up-to-date master, statewide address database for the state (Attachment I). Coordination between these two projects creates a seamless, statewide address database and reduces redundant data requests to local jurisdictions. Russell Provost, the state addressing coordinator, will contact you shortly to schedule a face-to-face meeting to discuss the addressing project in more detail

If you have any questions or concerns, please contact DoIT's Deputy Geographic Information Officer Kenny Miller at (410) 260-4044 or Ken.Miller@maryland.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Kenny Miller", written over a horizontal line.

Kenny Miller
Deputy GIO and Member, Emergency Number Systems Board

cc: Barney Krucoff
Russell Provost
Lila Stewart
Jeff Roberts
Lt. Tawn Gregory



Attachment I

Joint Mapping Data Collection Effort Between the Maryland Departments of State Police and Information Technology

Addressing Project Background

The State of Maryland received grant funding from the National Telecommunications and Information Administration (NITA) to create a statewide address database to support broadband availability mapping. In addition, numerous stakeholders have identified a critical need for an up-to-date master address database for the State of Maryland. A complete, current, and accurate address list (such as street number, street name, city, state, zip, unit), along with locational information and associated metadata are essential for a variety of government and non-government functions. These functions include emergency response, accurate geocoding services, and proper population enumeration within boundaries for the provision of services, taxation, and allocation of federal resources. Thanks to a strong collaborative effort between the Maryland Broadband Cooperative (MBC), the Eastern Shore Regional GIS Cooperative (ESRGC), and the Maryland Department of Information Technology (DoIT), funding for addressing from NITA will be leveraged for multiple benefits.

Addressing Project Scope

A majority of the 24 jurisdictions in the state have an address database with locational information in various data schemas and formats and represent different addressing maintenance schedules and procedures. The addressing project seeks to collect, aggregate, and standardize these disparate datasets for broadband availability reporting and the creation of additional services including a statewide geocoding tool. One benefit to the local jurisdictions is that DoIT will provide verification feedback to the data providers. Feedback may include a list of addresses from state databases, including voter registration and motor vehicles, that do not successfully match the supplied addresses. Personal information will not be exchanged during the verification process. If requested, other feedback can be arranged if it is deemed appropriate and feasible within a reasonable timeframe. Local data owners will also have access to neighboring jurisdictions data that will be compatible with their existing mapping systems. Local jurisdictions will maintain ownership of the data, and no interference or interruptions of existing address maintenance workflows is anticipated.

Data Request Parameters

The State Police and DoIT respectively request that each county provide the following datasets needed for both the addressing project and the State Police's effort to develop Next-Generation 9-1-1 dispatching capabilities. DoIT recognizes the ongoing data collection efforts by other agencies including Department of Planning for parcels and Towson University Center for GIS (CGIS) for street



centerlines. DoIT has partnered with these agencies and are coordinating with their data collection efforts.

- Address Points of Structures
- Building Footprints
- Street Centerlines with Address Ranges
- Street Intersections
- Parcels
- Points of Interest (Police and Fire stations, Hospitals, Monuments, Libraries, etc.).

We are not requesting that new data be created or existing database structures be modified. We will work with each jurisdiction on data formats, units, etc. but prefer the following formats:

- Personal Geodatabase
- File Geodatabase
- Shapefile (zipped)
- Metadata of other documentation

Procedures for Transmission

Maryland's address data coordinator, Russell Provost, will organize meetings between local GIS coordinators and 9-1-1 center representatives to discuss the ongoing addressing project in further detail. State Police project managers will also be working with local jurisdictions regarding the CAD/RMS and E911 projects. The data collection process will rely on a secure state data upload site utilized for CGIS' centerline collection effort:

URL: <ftp://ftp.cgis.us>

Username: To be distributed via email

Password: To be distributed via email

After collecting the data from the local jurisdictions, the data will be delivered to the contractors representing Maryland State Police. Addressing data will be retained by DoIT for purposes outline above regarding the statewide addressing project. Ancillary data collected will also be retained by DoIT for additional analysis.

Use and Distribution of the Data

Any data provided to the Maryland State Police for the CAD/RMS project will conform to the uses outlined below. Addressing and ancillary data provided will also conform to the following parameters:



- All data delivered to the State Police will be used for state police uses only. It will not be distributed to other state, local or federal governments or the public sector.
- Data distributed **will not** contain any personal information.
- Address data **will** be used to report broadband availability to the NITA based on their reporting requirements.
- Address data **will** be used in the development of web-based addressing services including geocoding and enumeration of other spatial characteristics.
- The address, building footprint and other data **will** be published to MD iMap, the State's Internet-based mapping system. The public and local governments have access to this system.

Timing

The following overall schedule is proposed in regards to both projects:

March 23, 2013:	Date request letter is sent to local jurisdictions.
March 26 – 28, 2013:	Follow-up phone calls are made to schedule meetings.
April 1 – April 30, 2013:	Meetings held and data collected from local jurisdictions.
May 15 – June 30, 2012:	Address feedback provided to local jurisdictions.
July, 2013:	Addressing data is merged.
August, 2013:	All statewide data published to MD iMap.
September 2013:	Version 2.0 of geocoder (with address points) released.
November, 2013:	Identify funding needs for improvements and maintenance.
Throughout 2014:	Develop additional applications that leverage the address database to allow for seamless updating by local jurisdictions, public inquiry, and facilitation of state agency workflows.

Contact Information:

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