

**Michigan Center for Geographic Information
Policies on Local / Regional MGF Partnerships
Revised Date: 3 August 2006**

Overview

In an effort to establish and maintain positive working relationships with local and regional units of government, the Michigan Center for Geographic Information is working to devise a set of standards and guidelines which will allow for the consistent handling of incoming data and correspondence.

Background

The Michigan Center for Geographic Information (CGI), in coordination with MDOT and other state government agencies, developed the Michigan Geographic Framework as both a product and a program. As a product, the Framework serves as the digital base map for state government. As a program, it was designed to meet certain business needs of state government agencies. The Framework serves as the mechanism for maintaining a statewide base map that is both current and relevant for supporting Michigan's GIS business applications. Directly, partners will provide map and attribute information periodically via their business applications by signaling changes that need to be made to the map. Indirectly, the CGI will continue to integrate more current and accurate GIS work from local agencies. This document serves to describe CGI's data integration process, to set forth acceptable data standards, and to formalize a set of guidelines to be followed in future work plans.

Objective

The Michigan Center for Geographic Information strives to form working partnerships that will result in explicit improvements to Framework. These improvements must benefit CGI and its business partners, as well as fulfill the needs of its local partners.

Current MGF Status

The Michigan Geographic Framework is currently undergoing major restructuring. In addition to staffing assignments being reorganized, CGI is also working towards an essential platform migration. This is an effort that will take multiple years to complete. During this time, CGI will incorporate new processes and controls that will allow for increased efficiency in editing and more accuracy in the Framework basemap.

The Michigan Center for Geographic Information recently released the MGF Version 6b. Staff is currently working on project editing for Version 7, which will include inputs from the following project areas: Act51, Crash, NI Review (Rail/Road Crossings), State Park Roads and Boating Access Sites, Sufficiency, Allegan and Genesee County Partnership Updates, and Asset Management Council (TAMC) Feedback Changes. We are also in the early stages of forming new Local Data Partnerships with other interested parties. Depending on when these partnership agreements are finalized, inputs from these parties may be included as well.

Typical Work Year

The Michigan Center for Geographic Information receives information throughout the year and continuously updates the MGF. An annual version of MGF is released to the public after the approved updates from the working year have been incorporated. These edits can occur until March 1st. Feature 'lockdown' and delivery preparation (QA/QC) take place from March 2nd through the May delivery. An initial release to MGF partners will occur in mid-May and the subsequent posting of shapefiles to the CGI website takes place later in the summer. These files are available for download from the MI Geographic Data Library (<http://www.michigan.gov/cgi/0,1607,7-158-12693---,00.html>).

**To ensure appropriate updates are incorporated into the MGF, source data must be received in our office by December 31st.*

Standards

To ensure that a high level of quality is maintained in the Michigan Geographic Framework, CGI is working to establish a set of standards for all inputs (work), and acceptable data/source materials. While a complete set of standards is not available in this document, some general input and data/source requirements are listed below.

- Any data updates to the MGF must be pre-approved as part of a formal work plan (see guidelines below)
 - These updates must demonstrate proven benefits to CGI, its business partners, and the local data steward
- Any inputs to MGF must adhere to the rules and standards followed by CGI:
 - Referencing standards
 - Naming standards
 - Addressing standards
- CGI will not perform a full-scale repositioning on any county that has passed the Census Bureau's Spatial Quality Assurance evaluation (current accuracy set at a circular error of 7.6 meters or less)
 - Adjustments to newly added arcs and focused repositioning are acceptable, as long as the imagery provided is of better quality than original source
- CGI will not accept data that has a spatial accuracy less than the current MGF
- CGI will not be adopting local GIS centerline data as the MGF; however, it may be possible to establish a link from local centerline data to the MGF to communicate change between the datasets

CGI will continue to refine its data requirements and is committed to making a comprehensive set of standards available in the near future.

Work Plan Guidelines

It is in the best interest of CGI and its local partners to form a detailed, yet concise work plan in which pertinent information is defined. The following outline displays the type of information required to enter into a work agreement with CGI. *

I. Points of Contact

- A. CGI contact info
- B. Local contact info

II. Data Sharing

- A. List specific datasets and/or source materials obtained FROM local partner
- B. List specific datasets and/or materials supplied TO local partner

III. Project Objectives

Briefly describe purpose and/or benefits of working partnership. Include details below:

- A. List specific tasks required of Local entity
- B. List specific tasks required of CGI

IV. Work Flow / Communication

- A. Start Date
- B. General Timeline
- C. Order of Work
- D. Notes related to Work Flow / Communication

V. Additional Information

- A. List any additional details to be noted here

*It is understood that each local partnership CGI enters into will have unique circumstances. This outline is just a starting point. A detailed set of guidelines is available upon request. Additional information may be required before a formal work plan will be approved. CGI reserves the right to deny a work plan if the requested work does not fulfill the business needs of CGI and its partners. For more information on Local Data Stewardships, or working partnerships with CGI, please contact Laura Blastic at (517) 373-7910, or blasticl@mi.gov.

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Addendum 1 – Authorized Projects

- 1.) Act 51
Annual maintenance required on Act51 attributes (legalsys, pc_col/r, pc_city_l/r)
Types of Changes include:
 - Jurisdictional transfers - road ownership transfers from one jurisdiction to another
 - Reclassification – change in legalsystem
 - Decertification – taking ownership away
- 2.) Crash
Annual coordination of effort w/MDOT & MSP to correct information on unmatched crash locations
Types of Changes include:
 - Addition of new roads
 - Addition of alias road names
- 3.) NI Review (National Inventory)
Project coordination w/ MDOT to review and clean-up current rail / road crossings
- 4.) State Park Roads / Boating Access Sites
Project coordination w/MDOT & DNR to obtain new road information.
Roads to be incorporated into MGF, adhering to standards and referencing rules.
- 5.) Sufficiency
Annual maintenance required on MDOT attributes (cs, csbranch, rt1, etc.)
- 6.) Allegan & Genesee County Partnership Updates
Coordination w/ Allegan County to receive and integrate data changes into MGF.
Types of Changes include:
 - Addition of new roads
 - Positioning errors
 - Name errors
 - Address data
Coordination w/ Genesee County to receive and integrate data changes into MGF.
Types of Changes include:
 - Addition of new roads
 - Positioning errors
- 7.) Asset Management Council Feedback Changes
Coordination of all incoming data from TAMC / analyze to determine usability.
Types of Changes include:
 - Addition of new roads
 - Positioning errors
 - Realignments