

OREGON FRAMEWORK IMPLEMENTATION TEAM ADDRESS POINTS PROJECT

Steering Committee Charter

Project name: FIT Address Points Project Steering Committee

Project start date: 10/1/2019

Project end date: 12/15/2019

Project lead: Tom Elder (THOMAS.K.ELDER@dhsosha.state.or.us)

Framework Implementation Team coordinator: Theresa Burcsu (Theresa.burcsu@oregon.gov)

OVERVIEW

1. Project Background and Description

The goal of the Address Point Framework Project is to collect, standardize, and validate all residential and business addresses and their location points in the State of Oregon in order to provide a comprehensive, complete and accurate reference database that conforms to Federal Geographic Data Committee (FGDC), National Emergency Number Association (NENA), US Census (Census) and US Postal Service (USPS) data standards. It is closely related to several other Framework themes including Cadastral and Emergency Preparedness. The primary uses for this data will be for the statewide geocode locator service, the Oregon Master Address Repository, future Census activities, improving internal state agency business processes and as a reference for other urban/human/economic geography and data analytics projects. These addresses could also be included in the National Address Database in the future.

The methodology will combine the use of commercial US Postal Service Coding Accuracy Support System certified software for address standardization and validation with GIS software for location verification. This approach insures that the address data is as accurate as possible in order to achieve the highest quality spatial accuracy. The data will be stored and processed entirely in a relational database management system.

DHS will contribute in-kind expertise and the specialized software tools needed for this methodology, as well as data review and quality assurance.

The data will be available as reports from the database, map services and a web API. Comments, corrections, and contributions will be solicited from the GIS community, addressing authorities, data managers and will be carefully considered and incorporated if possible.

2. Project Scope

In Scope: Develop the authoritative data for all primary *physical* street addresses and corresponding location points statewide including secondary unit addresses. Physical addresses generally have an assigned street address and a structure for residential or commercial use. They are where people actually live, work, shop, or otherwise actively use. Physical addresses may or may not be mail delivery points although most will be. Addresses will be city-style addresses.

The final database will contain both the original source addresses and the standardized addresses. Original source addresses are not replaced by standardized addresses. No addresses are discarded. All collected addresses are retained. Their use status may change over time. The final

database will also contain two city name fields; one for the actual jurisdiction city and one for the preferred city name associated with the ZIP Code.

Out of Scope: No personal identification information will be collected for residence addresses and location points. Addresses for domestic violence shelters and other addresses protected by law will not be provided to the public. Landmarks are out of scope.

3. Problems or opportunities to be addressed by this project:

- Data derive considerable value from their repeated usefulness in business processes accompanied by clear articulation of their utility. This project will evaluate the usefulness of newly gathered address points data, a revised database design, updated products, and updated processes for a wide variety of potential users.
- Address points data are developed by local addressing authorities. Local datasets must be gathered and aggregated to develop and maintain statewide address points datasets for use in cross-jurisdictional applications such as the DAS GEO geocode locator application. The gathering and aggregation processes are time consuming and currently completed in an *ad hoc* way. This project will examine and recommend process improvements for obtaining regular, sustainable address updates from local authorities. Possibilities include:
 - Periodic updates to coincide with other data gathering efforts (perhaps quarterly).
 - Continual updates – notification of address changes direct from local addressing authorities.
 - Other options?
- Following data aggregation and related standardization process steps, quality assurance processes require data validation by local users. Distributing the consolidated, corrected, standardized, and validated addresses back to local users for evaluation is currently completed in an *ad hoc* way. This project will examine and recommend process improvements for data validation.
- Building trust in the processes, data, and products.

4. Project Team Roles and Responsibilities

Steering Committee Members

- Participate in 85% of the steering committee meetings or more
- Provide recommendations to help guide the future, ongoing direction and goals of the project, especially the conceptual design for the database.
- Provide feedback and input on project:
 - User requirements for address points
 - Database design review relative to user requirements

Project Lead

- Gather address point data and create a preliminary database design to use as a starting point.
- Provide presentations and memos to steering committee members to enable assessment of the:
 - Database design
 - Methods/processing used
 - Likelihood of database success

Framework Implementation Team Coordinator

- Facilitate meetings as required.
- Ensure that the project aligns with the overall Framework GIS data effort.

- Facilitate communication and collaboration among related Framework Implementation Teams as needed or requested.
- Provide guidance for incorporating Framework data and processes into larger Oregon Geographic Information Council (OGIC) and Oregon Geospatial Enterprise Office (GEO) initiatives as needed or requested.

5. Objectives/outcomes

- Ensure the database design meets the basic needs of users.
- Ensure the database design is flexible allows for users to retain and use their own business attributes efficiently and without modification to the fundamental database structure.
- Ensure that the data maintenance processes are sustainable.
- Ensure the database enables tracking of changes in address data over time.
- Allows transfer and/or translation of addresses into various addressing standards.

Specific topics for feedback might include the following:

- The Database Design
 - Is anything missing in the design that should be included?
 - Is it flexible enough to be useful for many purposes? If not, which purposes & standards should be added?
 - Is it practical, understandable, and maintainable?
- The UPSP / CASS Standardization
 - Is the USPS / CASS standardization acceptable? If not, what alternatives should be considered.
- The Data
 - Are any important data sources that are missing (like Indian reservations)?
 - Are the types of addresses (mainly residential/business) acceptable?

6. Deliverables

- Updated list of address points stakeholders and participation category (e.g., consulted or informed)
- Documented list of user requirements
- Documented list of database design recommendations and modifications
- Brief knowledge transfer guide for database administration and integration into existing geocoders tools
- List of recommended future enhancements

7. Affected Business Processes or Systems

The business processes and systems that will be impacted and how they will be impacted by this project are:

Business process/system	Impacts
1. Address points data element stewardship (secondary Framework data element #80)	Database structure updates Methods revision for ingestion of addresses in Oregon
2. Oregon Master Address Repository (OMAR)	Modernize processes used to ingest and validate addresses from custodians

3. Update of the established annual composite statewide geocode locator	Providing insights into the data supply chain and ingestion best practices for the statewide geocode locator
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8. Related projects

- Cadastral and Emergency Preparedness Framework Implementation Teams' ongoing efforts
- DAS GEO geocoding locator service, Oregon Master Address Repository

9. High-Level Timeline/Schedule

Item	Timeframe
Steering Committee Kick-Off meeting	November 14, 2019
Database design in-depth review meeting	December 2, 2019
Final presentation of modifications meeting	mid-December 2019

AUTHORITY TO PROCEED

We, the Address Points Project Steering Committee, approve the project as described above and authorize the project team to proceed.

Name	Organization	Date
Tom Elder, Project lead	Oregon Health Authority/Department of Human Services	12/2/2019
Bill Clingman	Lane Council of Governments	12/2/2019
Christine Barrows	Lane Council of Governments	12/2/2019
Cy Smith	Oregon Geospatial Enterprise Office	12/2/2019
David Mather	Oregon Geospatial Enterprise Office	12/2/2019
Hillary Leavell	City of Salem	12/2/2019
Melanie Wadsworth	Oregon State Fire Marshall	12/2/2019
Christine Rutan	Metro Regional Government	12/2/2019
Thom York	Oregon Department of Revenue	12/2/2019

Theresa Burcsu

12/2/2019

Cy Smith

12/2/2019

Approved By Theresa Burcsu

Date

Approved By Cy Smith

Date