



October 21, 2021

MEMORANDUM OF UNDERSTANDING

**** WV County Voting and Magisterial Redistricting Project ****

SUBJECT

WV County Redistricting Project MOU among the following partners: the County Clerk's Office and the West Virginia GIS Technical Center.

This Memorandum of Understanding (MOU) sets forth the terms and understanding among the contracted state Vendor (WV GIS Technical Center, hereafter WVGISTC) and the local government beneficiary (County Clerk's Office, West Virginia) for the following professional GIS services: to redraw the existing voting precincts and/or magisterial districts to comply with the rules and regulations set forth in the WV State Code.

Performance Period

This MOU is at-will and may be modified by mutual consent of the authorized officials listed at the end of this document. This MOU shall become effective upon signature by the authorized officials and will remain in effect until modified or terminated by any one of the partners by mutual consent.

Overview

The WVGISTC will modify the existing voting precincts or districts to comply with the WV State Code. The project will use the following digital inputs to redraw district boundaries:

Table 1: Digital Data Used in Process with Sources

Digital Data Layer	Source
Current Voting Precinct Boundaries	County Clerk's Office
WV State House and WV State Senate Representation Boundaries	WV State Legislature
US Census (2020) Block Data	US Census
US Census Magisterial Districts (Minor Civil Divisions)	US Census
US Census (2020) Incorporated Places	US Census
County Voting Registration Rolls	County Clerk's Office/ Secretary of State
County Addressing Data	County E911 Addressing Office (WVSAMS)

The process starts with examining the existing voting precinct boundaries as given to the WVGISTC by the client. Those boundaries will be compared to the 2021 WV State House boundaries and the 2021 WV State Senate boundaries. The client will receive a report and associated map detailing which voting precincts will need alteration to comply with the new WV State House and WV State Senate boundaries.

Should the client opt for additional products (see Products below for details), the WVGISTC will need additional information from the client. The client will decide and draw the boundary changes for their voting precincts and submit those changes to the WVGISTC. The WVGISTC will incorporate those boundary changes into a geospatial file which will be returned to the client for their own uses. It will also be included in the WV GIS Clearinghouse for online storage and publication. Furthermore, the client will submit their voter registrations to the WVGISTC. Those registrations will be geocoded and analyzed to determine which voters will need to be notified of their change of voting precinct.

Products

The client will pick one of the following three packages of products. The client can opt for a higher-level package up until four weeks before the final deliverables are given to the client. The client will be billed at the appropriate package level after the final deliverables are given to the client. WVGISTC is willing to work with the individual county's needs, so please contact us to discuss this MOU.

Package A – SLD and Voting Precinct Boundary Changes Only

This package is intended on assisting counties that will have minimal changes and/or intend to perform the redistricting work in-house or with another vendor. Package A does not include redistricting precinct and/or magisterial district boundaries. This package **Requires County to submit current Precinct boundary file (or map) to WVGISTC**.

- **Boundary Change Detection Report** - The client will receive a digital report of the boundary changes, which includes:
 - Listing of Precincts (current) that require changes to align with new state legislative district (SLD) boundaries
 - Precincts change locations identified in a digital map book.
- **One Revision Period for client input** - That period may last up to 5 business days after the County Clerk's Office receives the draft versions of the voting districts from the WV GIS Technical Center.

Package B - Voter Registration Changes

This package is suitable for most counties requiring some assistance in the redistricting process and identifying changes to the Voter Registration rolls, but does not include redistricted precinct and/or magisterial district boundaries. Requires County to submit current precinct and redistricted boundaries to WVGISTC.

- All Items in Package A plus:
- **Redistricted Boundary Digitization**
 - Counties that will redistrict their own precinct and magisterial boundaries can submit new boundaries to the WVGISTC (formats to be discussed with client)
 - WVGISTC will adjust or digitize new boundaries into a GIS format such that they match the new state legislative districts and 2020 census block boundaries. This process will be in direct consultation with the client.
 - County will receive digital copies of new boundary files (shapefile or ESRI Geodatabase format). These files will also be stored in the WV State GIS Clearinghouse, made available for public consumption.
- **Voter Registration (VR) Change Detection Report** – The client will receive a digital report of the voters whose voting districts have changed due to the redistricting process.
 - Report includes: digital format with voter identification, associated voter address as contained in the county’s voter registration files, 2010 voting district name, and 2020 voting district name
 - Geocoding report detailing the number and percentage of positive geocode address match results of their voter registration rolls.
 - This report relies on the quality of VR address matches to e911 addressing data. It is anticipated that a portion of VR changes will need to be verified by the county manually.
- **Redistricted Precinct Digital Map Book (PDF)** - (suggested size 11”x17” pages) (page size as specified by client)
 - Precinct map with state district boundaries overlay
 - Basemap as ESRI Grayscale, (Other available upon request)
 - Additional layers available upon request
 - Printed Version of map available as upcharge cost (fees to be determined)
- **Redistricted Precinct Digital format Wall Map (PDF)** - (suggested size 36”x48”) (page size as specified by client)
 - Basemap as ESRI Grayscale, (Other available upon request)
 - Additional layers available upon request
 - Printed Version of map available as upcharge cost (fees to be determined)
- **One Additional revision period** – The client will determine if an additional review period is required for county Clerk’s Office.

Package C – Redistricting Voting Precinct and Magisterial Districts

This package is intended to deliver redistricted voting precincts and magisterial districts to the county. Voting precincts are apportioned by registered voters, while magisterial districts are apportioned by census population.

- Package A, plus Package B
- **Redistricted Precinct Boundaries**
 - WVGISTC will generate a suggested a redistricted precinct boundary based upon criteria as specified by the county, generally:
 - Minimize changes to existing precinct boundaries where possible
 - Conforms to State Code
 - Urban precincts between 300-1500 registered voters
 - Rural precincts between 200-700 registered voters
 - Aligns with new state house and senate district boundaries
 - Aligns with incorporated place boundaries
 - Aligns with 2020 Census Block boundaries
 - Requires high confidence in VR geocoding
 - Alternate method may substitute Voting Age Population in place of VR if deemed necessary
 - Allows county input for adjusting new boundaries through a maximum of 3 revisions.
- **Redistricted Magisterial Districts**
 - WVGISTC will provide a suggested a redistricted magisterial districts based upon criteria as specified by the county, generally:
 - Minimize changes to existing district boundaries where possible
 - Conforms to State Code,
 - Equalized population according to county deviation (typically 5%/10%)
 - Aligns with redistricted Precinct boundaries
 - Aligns with 2020 Census Block boundaries
 - Population Summary Report from redistricting software

Table 2: Price Table

Package A	\$2,500
Package B	\$4,000
Package C	\$5,000

Timeline

This MOU becomes active once all signatures have been completed. The County Clerk’s office must deliver the voter registration rolls for their county and the Current 2010 voting district boundaries to the WV GIS Technical Center no later than 10 business days following the execution of this MOU. Failure to do so will negatively impact the subsequent due dates. The WV GIS Technical Center will submit the first draft of the new voting district boundaries to the client by Monday, December 6th, 2021. Client revision period will conclude by close of business on Friday, December 10th, 2021. The revised boundaries will be submitted back to the client by close of business on Friday, December 17th, 2021 for the second revision period. Should the client package include a third revision period, the third round of revision will be submitted to the client by January 7th, 2022. All products will be delivered to the client by January 14th, 2022. All date subject to change if required process input products are delayed for any reason outside the WV GIS Technical Center’s control. Exact timetable may be negotiated prior to signing the agreement.

Signatures

Partner	Authorized Representative	Signature and Date
State	Frank LaFone WV GIS Technical Center West Virginia University (304) 293-9467 Frank.lafone@wvu.edu	
County		