Agreement Number: 03HQAG0140
Final Report

Organization:
      Name: North Carolina Center for Geographic Information & Analysis
      Street Address: 20322 Mail Service Center
                   Raleigh, NC 27699-0322

      Website: http://cgia.cgia.state.nc.us/cgia/

Collaborating Organizations:
      If applicable, list organization name and point of contact:
NC Geographic Information Coordinating Council
      Dempsey Benton, Chair
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Local Government Committee
      Kelly Laughton, Chair
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Project Leader:
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1. Number of metadata files created as a result of this project: 162

      Comments (optional): Concurrent with this project, CGIA developed the first release of NC OneMap. The map viewer features open GIS web mapping service protocols and compliant metadata records. NC OneMap provided a prominent platform and a concrete example of the value of metadata records to users seeking to discover and display geospatial data from diverse sources. NC OneMap contains datasets whose metadata can be accessed through NC OneMap, The National Map Viewer, and harvested by Geospatial One Stop.

2. Clearinghouse Service
Is the metadata resulting from this project being served at a Clearinghouse site where it can be discovered and accessed? Yes, but see comments below.
      Comments (optional): The metadata are viewable through NC OneMap (www.nconemap.com) and The National Map Viewer (www.nationalmap.usgs.gov). Metadata are also harvestable by Geospatial One-Stop (www.geo-one-stop.gov).

3. For projects who received training assistance:

NOTE: This was not the focus of the grant. However, in preparation for providing training assistance (See Question #4) the grant budget included funds for a consultant to provide technical assistance in training two CGIA staff members in updates and changes to the FGDC Content Standards for Digital Geospatial Metadata, the ISO 19115 Topic Keywords, GeoSpatial OneStop metadata requirements, and other consultation on theme specific profiles and metadata implementation issues.

Number of individuals that received training: 2

Is metadata documentation and creation a part of your organizations workflow?

Describe: Metadata creation and documentation is required for all geospatial data published by CGIA. After the training, CGIA revised its metadata editing methods and used available USGS tools to update and clean metadata records associated with distribution of data to the public and access to data through Internet applications. Metadata is a required element for participation in NC OneMap – The National Map.

4. For projects providing training assistance:

Number of workshops conducted: 14

List name of organizations and number of individuals trained respectively:

City:
Asheville – 1
Carrboro – 1
Chapel Hill – 1
Mount Holly – 1
New Bern – 3
Raleigh – 2
Rock Hill (South Carolina) – 1
Statesville – 1

County:
Buncombe County – 2
Cabarrus County – 3
Camden County – 2
Craven County – 1
Dare County – 1
Edgecombe County – 1
Gaston County – 5
Harnett County – 2
Henderson County – 8
Iredell County – 4
Johnston County – 1
Lenoir County – 1
Mecklenburg County – 3
Moore County – 1
Onslow County – 1
Orange County – 1
Pasquotank County – 1
Perquimans County – 1

Person County – 1
Wake County – 1
York County (South Carolina) – 2

COG:
Catawba Regional COG (South Carolina) – 1
Centralina COG – 2
Eastern Carolina COG – 2

State Organization:
North Carolina Forestry – 1
North Carolina State University – 2
Orange County ERCD – 4
UNC, Chapel Hill (EIS) – 1

Total Organizations = 36   Total Participants = 67
Comments (optional): The above list recognizes organizations that attended workshops or received a one-on-one training session based on special needs. Fifteen other counties, municipalities, and organizations (representing seventeen more participants in the Don't Duck Metadata Program) received metadata assistance in the form of email or phone communication. CGIA also provided metadata sessions at five conferences sponsored by the North Carolina Property Mappers Association (NCPMA) and Carolina Urban and Regional Information Systems Association (URISA) reaching 106 additional GIS Users.

5. For projects providing state or regional coordination:
Describe accomplishments and challenges in coordination (no more than 120 words): Coordination was not the focus of the grant. The NC Geographic Information Coordinating Council and the NC Center for Geographic Information & Analysis have actively engaged in statewide and regional coordination of GIS data for more than 10 years and have adopted policies and actively promoted standards, including the FGDC Metadata Standards.

6. Project Narrative:
Summarize the project activities. Include its accomplishments, strengths and weaknesses, and next steps. What areas need work? (No more than 120 words):
The major accomplishment of this metadata project was the ability to reach numerous (45 total organizations) GIS organizations throughout the state, including municipal, county, and state government agencies, Councils of Government, and staff at North Carolina State University and University of North Carolina at Chapel Hill. This program's strength was its ability to accommodate specific organizational needs. The workshop length, metadata topics, and metadata creation tools were adjustable. The program provided resources, including websites, online examples, and a human contact for guidance, support, or clarification. CGIA will continue to provide support and training in the creation and validation of metadata. This assistance will be available through help desk

support, workshops, and conference. As of yet, we have been unsuccessful in permanently funding the metadata program and continue to provide support on a project basis.

7. Feedback on Don't Duck Metadata Program:
The goal of DDM program is to provide organizations with assistance for metadata creation and clearinghouse service through (a.) training, and (b.) metadata creation experience so that metadata documentation becomes part of an organization's normal workflow.
What are the program's strengths and weaknesses?
Where does the program make a difference?
Was the assistance you received sufficient or effective?
What would you recommend doing differently?
Are there factors that are missing or need to be considered that were missing?
Are there program management concerns that need to be addressed? Timeframes?
The biggest advantage to this program is its ability to reach out to the GIS community and provide free metadata training and resources. Without free workshops, most agencies and organizations would not set aside the time for staff instruction in metadata. To augment the hands-on metadata creation in the workshop setting, participants need the added comfort of knowing they can contact someone when they experience glitches or questions in the office. The program makes a big difference in that local government and smaller organizations are not just hearing about the importance of FGDC compliant metadata, but they are also receiving the necessary training to create it.

Regular correspondence among metadata grant recipients, federal contacts, and CAP officials would be quite helpful for additional resources and updates to the standards. For example, a topic that arose this grant period was the promotion for the inclusion of ISO 19115 Topic Categories in the Theme Keywords of metadata records. For a short period of time, some metadata instructors were without an official resource for this information.