

Charter

FGDC Address Subcommittee Charter

BACKGROUND

Over the decades tribal, federal, state, county, local, non-profit, and private organizations have collected and maintained separate address databases with variable levels of completeness and accuracy. This led to the recognition of the need for a consolidated public National Address Database (NAD) that provides each address in the United States with its geospatial location.

With input from the Census Bureau and the National States Geographic Information Council (NSGIC), the National Geospatial Advisory Committee (NGAC) released the influential report *The Need for a National Address Database* (2012) that publicized this widespread challenge:

“Numerous stakeholders have identified a critical need for a National Address Database. A complete, current, and accurate address list, along with the associated geocodes and x, y coordinates and associated metadata are essential for a variety of government and non-government functions, including emergency response, conducting the Census, income tax collection, delivering the mail, planning, routing, and many others. Currently, many agencies and organizations either collect, purchase, or lease address information in a non-coordinated fashion.”

This challenge prompted increasing calls for a National Address Database (NAD) from concerned organizations such as NSGIC and the Urban and Regional Information Systems Association (URISA) and the General Accountability Office (GAO) who released a 2015 recommendation, “to create an address data theme with associated subcommittees and working groups to assist in furthering a national address database” (report GAO-15-193). In addition, the third *U.S. Open Government National Action Plan* (2015) documented specific commitments including one to launch a process to create a consolidated public listing of every address in the United States.

The case for a NAD was further strengthened by a National Address Database Summit and resulting 2016 pilot project sponsored by the Department of Transportation (DOT). Due to these efforts, the Federal Geographic Data Committee (FGDC) Steering Committee, in concurrence with the Office of Management and Budget (OMB), approved the creation of a National Geospatial Data Asset (NGDA) Address Theme on August 8, 2016.

PURPOSE

This Charter establishes the FGDC Address Subcommittee with the purpose of assisting the Address Theme managing agencies in developing and promoting a national strategy to identify, prioritize, implement, coordinate, manage, and provide oversight of geospatial address data related activities. This includes activities related to supporting accessible, accurate, and spatially referenced national address data available in partnership with tribal, federal, state, county, local,

non-profit, and private organizations. The Address Subcommittee is accountable to the FGDC Coordination Group regarding issues that pertain to the completion and lifecycle management of data sets within the Address Theme. The Address Theme co-leads, in turn, provide recommendations to the FGDC Steering Committee.

AUTHORITIES

The Address Subcommittee is chartered under the FGDC Steering Committee and coordinated by the FGDC Secretariat, which is granted authority through the Office of Management and Budget (OMB) Circular A-16, Executive Order 12906 and the E-Government Act of 2002. In addition, the activities of the Address Subcommittee are in accordance with OMB circulars A-16, A-119, and A-130. The Department of Transportation and Census Bureau are designated by the FGDC Steering Committee as co-lead agencies for the Address Theme and co-chairs of the Address Subcommittee.

SCOPE

The Address Subcommittee scope of responsibilities includes the following:

- 1) Advise the Address Theme leads on the creation, management, and maintenance of the Address Theme and associated National Geospatial Data Assets (NGDAs).
- 2) Establish a governance process for the Address Theme.
- 3) Identify and promote partnerships with tribal, federal, state, county, and local government addressing authorities as well as private and non-profit organizations to promote the creation and consolidation of accessible, accurate, and spatially referenced national address data.
- 4) Facilitate the public availability of, and access to, national address data and associated metadata.
- 5) Support the use, coordination, and development of standards established by federal, national, and international standards organizations such as the FGDC, American National Standards Institute (ANSI), the International Organization of Standardization (ISO), National Emergency Number Association (NENA), and the Open Geospatial Consortium (OGC).

OBJECTIVES

- 1) NAD Process: The primary objective of the Address Subcommittee is to develop and document a sustainable process and necessary content to gather, maintain, and make publicly available address related national geospatial data assets.
- 2) User Requirements: Collect user requirements from tribal, federal, state, county, and local governments along with non-profit organizations and commercial vendor requirements for data processing and distribution capabilities to assure and facilitate the use of address data.

- 3) **Coordination:** Coordinate among tribal, federal, state, county, and local governments as well as non-profit organizations and commercial vendors to make spatially referenced national address data freely available.

LEAD AGENCIES

The US Department of Transportation and Census Bureau are the co-lead agencies responsible for the identification, coordination, and dissemination of information on best practices, standards for data exchange, standards development, and use of the Address Theme geospatial data.

MEMBERSHIP

The Address Subcommittee shall consist of both Members and non-voting Partners. Members and alternates will be solicited by the committee or designated by their respective federal agency.

Members: The Address Subcommittee shall consist of representatives from federal agencies that, as part of their mission, collect or finance the collection or aggregation of address data, and those agencies that are legislatively mandated to use these data in support of their missions. Each agency will have one vote in committee decision-making.

Partners:

Representatives of non-federal organizations representing tribal, state, local, non-profit, and private sector interests may be added with the consensus of the Address Subcommittee voting members. These non-voting partners may engage in Address Subcommittee discussions and offer information and opinions. Engagement with these partners is essential to the success of the Address Theme.

CHAIRPERSONS

The co-chairs shall be designated by the Subcommittee lead agencies. The role of the co-chairs is to provide leadership, direction, and to coordinate activities with other FGDC subcommittees, working groups, the FGDC Coordination Group and other appropriate venues.

SUBGROUPS

The Address Subcommittee may create subgroups at the discretion of the Subcommittee co-chairs to carry out its activities and meet its objectives. The establishment of subgroups of more than 12 months duration and the abolishment of any such subgroup requires the approval of the FGDC Coordination Group. Participation in these groups may be drawn from both Member and Partners, but only Members may vote on subgroup decision-making.

PROCEDURES

Address Subcommittee meetings shall be held at the call of the Address Subcommittee co-chairs and be conducted at least semi-annually. Meetings may be held virtually or in-person with teleconferencing options. Agenda items will be coordinated with other subcommittee members, as well as with tribal, state, county, and local partners. Subcommittee decisions shall be the outcome of consensus agreement among the Address Subcommittee voting members.

The Address Subcommittee will employ the tools best suited to meet its responsibilities such as Subcommittee meetings, national user forums, annual research initiatives, and cooperative venues.

REPORTS

The Address Subcommittee shall develop an annual goals and objectives plan and provide it to the FGDC Coordination Group and FGDC Secretariat. The Address Subcommittee will also develop an annual summary of accomplishments. All progress documented as a result of Subcommittee activities shall be submitted to the FGDC Coordination Group and the FGDC Secretariat and posted on the committee’s FGDC web page (<https://www.fgdc.gov>).

APPROVALS

This Charter shall remain in effect until amended or replaced or until terminated by the FGDC Steering Committee.

Approved by FGDC Coordination Group vote on: _____
date

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date