

Grant Application Montana Land Information Act Fiscal Year 2012



Produced by the Grant Review Subcommittee of the
Montana Land Information Advisory Council in
cooperation with the Montana Department of
Administration

Pursuant to Section 4 (c) of the Montana Land
Information Act (Senate Bill 98) and Administrative
Rule IV of the Montana Land Information Act.

January 15, 2011

Table of Contents

1. PURPOSE	3
2. RELATIONSHIP TO THE LAND INFORMATION PLAN.....	3
3. GRANT CRITERIA AND APPLICATION INSTRUCTIONS	4
4. GRANT TIMETABLE	8
5. APPLICATION FOR GRANT FUNDING.....	10
6. APPENDIX A - PERTINENT MLIA STATUTE AND RULE	<u>1619</u>
7. APPENDIX B – GRANT ADMINISTRATIVE COST GUIDELINES	<u>1922</u>

PURPOSE

The purpose of this document is to provide a clear overview of the Montana Land Information Act (MLIA) granting process and a concise set of instructions for grant applicants. Both MLIA statute and administrative rule require that the Montana Department of Administration (hereinto referred to as the “Department” as provided for in Montana Annotated Code 2-15-1001), with advice from the Montana Land Information Advisory Council (MLIAC), establish a granting process. The Department provides state GIS coordination and general coordination and oversight of MLIA grants. Where appropriate, the products of the grants shall be in compliance with general State information technology (IT) and geospatial data standards and/or policies as defined by the Montana Information Technology Act (MITA) and the Federal Geographic Data Committee (FGDC).

The purpose of the Montana Land Information Act is to develop a standardized, sustainable method to collect, maintain, and disseminate information in digital formats about the natural and artificial land characteristics of Montana. Land information changes continuously and is needed by businesses, citizens, governmental entities, and others in digital formats to be most effective and productive. MLIA will ensure that digital land information is collected consistently, maintained accurately in accordance with standards, and made available in common ways for all potential uses and users, both private and public. MLIA prioritizes consistent collection, accurate maintenance, and common availability of land information to provide needed, standardized, and uniform land information in digital formats.

RELATIONSHIP TO THE LAND INFORMATION PLAN

Grant criteria under this process are established by the MLIAC Grant Review Subcommittee and are based upon the original intent of the MLIA and the goals and objectives from the annual Land Information Plan. Entities applying for MLIA grants should implement strategies and initiatives that advance the goals identified within the Land Information Plan. The Department prepares this annual plan to partially fulfill the requirements of MLIA. The Land Information Plan is an annual plan developed to describe the priority needs to collect, maintain, disseminate and steward land information. This includes the coordination, collection, maintenance, integration, or dissemination of Montana Spatial Data Infrastructure themes or other associated work. The Land Information Plan Subcommittee of the Montana Land Information Advisory Council (MLIAC) advises the Department in the development of the plan. The plan is submitted to MLIAC for review and endorsement, and finalized by the Department. The plan is intended to represent priority land information needs for Montana’s citizens. Government and private sector entities or other stakeholder groups within Montana may implement portions of the Land Information Plan.

At the July and December Council meetings the Department will report to the MLIAC the status of the plan's priority tasks and measures of success.

GRANT CRITERIA AND APPLICATION INSTRUCTIONS

Prerequisites:

- Read Appendix A of this document to become familiar with pertinent sections of the MLIA statute and Administrative Rule.
- Applicants are advised to read the Montana Land Information Act. Access to this document can be found at: (<http://giscoordination.mt.gov/mlia.asp>), and pertinent excerpts appear in **Appendix A** of this grant application.
- Applicants are advised to read the Montana Land Information Act Administrative Rules. This document is posted at the following location: (<http://giscoordination.mt.gov/mlia.asp>), and pertinent excerpts appear in **Appendix A** of this grant application.
- Information collected through a MLIA grant and other public funds must be made publicly available, consistent with statute and case law.
- There is no maximum award amount other than the limit of available or projected MLIA funds.

Mandatory Criteria:

1. In the Project Abstract (Step #2) applicants must reference the primary goal and objective in the Montana Land Information Plan for Fiscal Year 2011 that is addressed by their grant application (see Table 1 on page 6). The applicant may feel the grant addresses multiple goals and strategies but they must pick the one they feel most relevant. The complete Land Information Plan document is posted at the following location: (<http://giscoordination.mt.gov/mlia.asp>).
2. Applicants must represent a form of government. These include:
 - Any department, agency, board, commission, or other division of state government
 - Any city, county, or other division of local government
 - A tribal government within the state
 - The Montana University System
3. Proposals directly contributing data or other resources to a Montana Spatial Data Infrastructure (MSDI) Framework theme must obtain a letter of support from the Framework Steward (information on MSDI framework themes and contact information can be found at <http://giscoordination.mt.gov/msdi.asp>)

Compliance:

All applications must adhere to the following Administrative Rule V11 - Compliance with Standards, Statures, and Rules:

- (1) The department, with advice from the council, will establish any appropriate standards through an approved state standard setting process.
- (2) All grants must comply with accepted state or federal standards unless waived, for cause, by the department.
- (3) All standards waivers will be reviewed with the council at the next general meeting of the council.

The department has established the following compliance standard:

All data created under MLIA grants must be registered at the Montana GIS Portal (<http://gisportal.mt.gov/Portal/>) and in compliance with Montana Portal Metadata Standards (http://gisportal.mt.gov/metadata/portal_metadata_standard.html). If data is modified under any MLIA grant, and already registered at the Portal, the Portal metadata record shall be modified appropriately. All Portal metadata records shall be completed before grant close-out.

Reporting and Presentation:

The following reports will be required from all award recipients:

- Quarterly reports as contractually negotiated.
- Final Project Report including a financial status report due by September 1, 2012, or as contractually negotiated.

Technical questions concerning the application process should be directed to:

Stewart Kirkpatrick
Chief, Montana Base Map Service Center
MT Dept. of Administration
Information Technology Services Division
Phone: 406-444-9013
E-mail: skirkpatrick@mt.gov

Grant Period and Extension Policy:

MLIA grants run for a one year term, usually starting on July 1 of the fiscal year unless otherwise negotiated. Successful applicants may apply for a single one year grant extension by filling out an MLIA grant extension form available at [URL] (this form to be developed). If operating under a MLIA grant extension, an applicant is not eligible to apply for additional MLIA grants

Project Partner:

A project partner from an MLIA grant perspective is a project participant that is either a funding source or a funding recipient. The value of geospatial data holdings is not considered appropriate for in-kind matches therefore data providers are not considered project partners although they do contribute to the relevance and public benefit of the project and should be documented in the project abstract (see Step 2 of the application process)

Other Pertinent Information:

The amount of available funds to grant is guided by Administrative Rule II. "Available grant funds" means the balance of the Montana Land Information account on March 31 of each fiscal year, plus an estimate of not-yet-deposited state funds held by counties as of that date, less the department's budget associated with duties and responsibilities defined in 90-1-404, MCA, for the fiscal year and any funds committed to grants.

Applications are considered based on the completeness of documentation, meeting of stated basic eligibility, and merit in meeting the goals and strategies as stated in the Montana Land Information Plan for Fiscal Year 2011/2012. Budget information is evaluated for reasonableness and appropriateness to the purpose of MLIA as well as to applicant project goals.

Proposals are reviewed by the Department of Administration in cooperation with the MLIAC Grant Review Subcommittee. Individual proposals are evaluated and scored. Through peer consensus process, proposals are ranked for meriting award. The slate of selected proposals will be submitted to the Department of Administration for final approval.

Table 1: Appropriate current year Land Information Plan Categories for grant submittal are:

Goal 1: A statewide set of MSDI framework layers that are consistently collected, accurately maintained, and made commonly available
Objective 1.1 - Funding and administrative support for local, tribal, state and federal data collection efforts that will help develop and maintain multi-jurisdictional MSDI framework layers.
Goal 3 – Improved quality and efficiency in the business processes of stakeholders through leveraged partnerships, consistent availability of relevant critical land information and the use of GIS technology.
Objective 3.1 – Integrated uses of geospatial data in the business and decision-making processes of state policy makers.
<i>Objective 3.2</i> - Encourage partnerships that bridge the technological divide through inter-sector collaboration.

Grant Evaluation Criteria for Fiscal Year 2011

Relevance and Public Benefit – the proposal meets the purpose of the Montana Land Information Act, references a specific goal and objective in the Land Information Plan, and benefits multiple agencies, jurisdictions and Montana citizens - (20%)

Scope of Work - the proposal demonstrates adequate research and preparation and clearly and concisely describes how the proposed products and activities will accomplish that goal and objective. - (50) %

Project Management and Organization Capability – the proposal demonstrates the applicant’s past record of performance with similar projects, the ability to implement the methodology described in the scope of work and adequate skills, qualifications and experience of the project manager, key personnel, project partners and contractors to complete the project. - (20%)

Budget – the proposal clearly demonstrates that the project can be completed within the proposed budget and fully justifies all project expenditures reported on the budget form - (10%)

Checklist for completing this grant:

- Read this entire document
- Complete the applicant information (Step1) and the four project narratives (steps 2 – 5)
- Complete steps 6 and 7 if applicable
- Complete Step 8 by obtaining an authorized signature from ??? - we need to discuss.
- Submit one signed hardcopy and one digital copy (Microsoft Word on cd, dvd or floppy disk) of the grant application

Mail to:

Stewart Kirkpatrick
Montana Dept. of Administration/ITSD
Base Map Service Center
910 Helena Avenue
Helena, MT 59601

GRANT TIMETABLE

The granting process is guided by “Administrative Rule V Establishing the Grant Application and Granting Process” and is as follows:

By **January 15** of each fiscal year, the department, with advice from the grant review subcommittee, shall develop the grant criteria for the fiscal year beginning on the following July 1, based upon the goals and objectives from the land information plan, and shall publish the grant criteria, grant application forms, and instructions for submitting grant applications to the department web site. Grant criteria may allow for funding multi-year projects.

February 15 Grant applications received by the department before **5:00 p.m.** on February 15th will be considered. A complete application shall contain:

1. A project abstract
2. A scope of work narrative
3. A project management and organizational capability narrative
4. A Budget justification and budget tables
5. Statements of Support from project partners only (see the definition of a project partner on page 6)
6. A Renewable grant accountability narrative if applicable

Upon receipt, the department will review the applications for all required sections and advise applicants of incomplete grant applications. Applications initially incomplete, but completed and received by **March 1**, will be evaluated for possible funding.

By **May 1** of each fiscal year, the department with advice of the grant review subcommittee shall rank the applications in priority order. Previously approved multi-year projects may be placed at the top of the priority list. The grant review subcommittee chair shall distribute the results to the council,

consider additional comments, and report those comments to the department if necessary.

On **May 15** of each fiscal year, the department, with advice of the grant review subcommittee, shall finalize the priority order of the grants. The department shall disperse available grant funds to grant applicants in the order of priority set forth under (5). Available grant funds in excess of the funding necessary for the applications that meet the grant criteria shall be added to the available grant funds for the subsequent grant period.

APPLICATION FOR GRANT FUNDING

STEP 1 – Applicant and Partner Information

Primary Applicant (Required):

Name of principle individual:

Name of agency/entity:

Street:

City:

County:

State:

Zip Code:

Contact email address:

Contact fax address:

Contact phone:

Organizational Unit (if applicable)

Department:

Division:

Other Project Partners – complete for each partner (copy box as needed):

Name of contact:

Name of Agency:

Street:

City:

County:

State:

Zip Code

Contact email address

Contact phone:

Date Submitted (Required):

Date Received by State:

Descriptive Title of Applicant's Project (Required):

STEP 2 – Project Abstract

Project Abstract (Required) – *Submit a short abstract (limited to 300 words or one page) describing the project, its merits and purpose. The abstract must describe HOW (don't just say it does) the project meets the purpose of the Montana Land Information Act and specifically describe how its deliverables will satisfy a particular goal and objective of the current Land Information Plan. The abstract should describe why funding this project benefits government agencies and private citizens on a local, regional and statewide basis as applicable.*

****In this section applications will be evaluated on how well the proposal meets the purpose of the Montana Land Information Act, references a specific goal and objective in the Land Information Plan, and benefits multiple agencies, jurisdictions and Montana citizens (100 points total weighted at 20 % of the total score)***

STEP 3 – Scope of Work Narrative

Scope of Work (Required) – Provide a detailed narrative (up to 4 pages) of the work that needs to be accomplished in order to complete a successful project. The statement must include:

- a. Goals and Objectives - List the project goals and objectives. Goals are separate and distinct from objectives. Project goals should be broad and provide a general statement of the project purpose. Each goal should have at least one measurable objective. The objective should describe a specific outcome of the project and when this outcome will be achieved. For example, the goal may be to build a county address database. An objective would be to collect GPS structure points by October 1st. A second objective may be to apply a physical address to each point by December 30th.
- b. Tasks or Activities - Describe in chronological order the individual tasks or activities necessary to accomplish the work under each objective. This description must provide sufficient detail to show that the project is technically feasible and will accomplish the objectives stated in the application. The description also should provide detail concerning the specific results of each task or activity and when these results should be expected.
- c. Project Schedule – Provide a project time schedule. The format may be either a list of activities and dates or a detailed bar chart. The schedule should provide a time frame for the project from the starting date through project completion. Tasks or activities should be listed in the expected start-up sequence. If particular tasks must be completed (task dependencies) this should be indicated. Dates for advertising for bids, requests for proposals, contract award dates and start/end dates for each task or activity should be included.
- d. Equipment – Identify and describe any equipment that would be purchased. Equipment purchases must comply with section 90-1-411 (1) of MCA - “Money in the account may be used only for the purposes of this part, including purchasing technology to assist in collecting, maintaining, or disseminating land information and funding the budget required under 90-1-410. “ Provide specific justification for all acquisitions and describe in detail how the acquisition helps achieve the applicant’s goals and objectives.

****In this section applications will be evaluated on whether the proposal demonstrates adequate research and preparation, and clearly and concisely describes how the proposed products and activities will accomplish that goal and objective. – (100 points total weighted at 50% of the total score)***

STEP 4 – Project Management and Organizational Capability Narrative

Project Management and Organization Capability – Provide a one page narrative highlighting your project management and organization capability. Please document your record of performance in implementing similar methodologies as to the one described in your scope of work. List the skills, qualifications and experience of the project manager, key personnel, project partners and proposed subcontractors (weighted at 20% of the total score)

**In this section applications will be evaluated on how well the proposal demonstrates the applicant's past record of performance with similar projects, the ability to implement the methodology described in the scope of work and adequate skills, qualifications and experience of the project manager, key personnel, project partners and contractors to complete the project. (100 points total weighted at 20% of the total score)*

STEP 5 – Budget Justification Narrative and the Budget Tables

Budget Justification Narrative - Please provide a one page budget justification narrative, along with a table similar to the one below. The budget justification narrative must clearly demonstrate that the project can be completed within the proposed budget. Provide a general discussion of the spending plan and explain each budget item in relation to the total budget. The budget narrative should clearly state the assumptions used to develop the proposed budget including all sources of sub contracted cost estimates. If the applicant's share is to be considered in-kind, the source of those in-kind must be documented. All other funding sources listed in the budget table must be fully explained. If grant funds are to be distributed to project partners through contractual agreements or other means those must be explained in the narrative

Category	MLIA Share	Applicant Share	Other Share	Total
a. Personnel				
a.1 Fringe Benefits				
b. Travel				
c. Equipment				
d. Supplies				
e. Contractual				
f. Other				
Totals				

Provide a separate budget summary for each project partner (including subcontracts)

Category	Partner 1	Partner 2	Partner 3	Total
a. Personnel				
a.1 Fringe Benefits				
b. Travel				
c. Equipment				
d. Supplies				
e. Contractual				
f. Other				
Totals				

****In this section applications will be evaluated on how well the proposal clearly demonstrates that the project can be completed within the proposed budget and fully justifies all project expenditures reported on the budget form (100 points total weighted as 10% of the score).***

STEP 6 – Statements of Support

Statements of support must be included from any party listed as a project partner. DO NOT include other statements of support as they will not be evaluated.

**If the proposal directly relates to a particular MSDI framework layer(s), you must include a letter of support from the framework steward(s) as appendix A (see mandatory criteria # 3).*

STEP 7 – Renewable Grant Accountability Narrative

If you received a FY2010 MLIA Grant you must file a report documenting the progress you have made toward meeting the requirements of that grant (not counted toward the 5 page limit).

STEP 8 – Sign the Application

Authorizing Statement

I hereby certify that the information and all statements in this application are true, complete and accurate to the best of my knowledge and that the project or activity complies with all applicable state, local and federal laws and regulations.

I further certify that this project will comply with applicable statutory and regulatory standards.

I further certify that I am (by my signature) authorized to enter into a binding agreement with the Montana Department of Administration to obtain a grant if this application receives approval.

Name (print or type)

Title (print or type)

Signature and Title of Authorized Representative(s) of Public Entity Applicant

Date _____

APPENDIX A - PERTINENT MLIA STATUTE AND RULE

MLIA Statute Related to MLIA Grants:

90-1-404. Land information -- management -- duties of department.

The department shall:

(e) establish, by administrative rule, an application process and a granting process that must be used to distribute funds in the account. The granting process must give preference to interagency or intergovernmental grant requests whenever multiple state agencies, local governments or agencies, or Indian tribal governments or tribal entities have partnered together to meet a requirement of the land information plan.

(f) review all grant applications from state agencies, local governments or agencies, and Indian tribal governments or tribal entities for the purpose of implementing the land information plan;

90-1-406. Land information advisory council -- duties -- advisory only.

The council shall:

(b) advise the department on the priority of land information, including data layers, to be developed;

(d) advise the department on the development and management of the granting process described in 90-1-404(1)(e);

(e) advise the department on the management of and the distribution of funds in the account;

(f) assist in identifying, evaluating, and prioritizing requests received from state agencies, local governments, and Indian tribal government entities to provide development of and maintenance of services relating to the GIS and land information;

90-1-410. Montana land information account -- distribution of funds.

(2) A state agency, a local government, or an Indian tribal government entity may apply to the department for funds in the account for the purposes described in this part.

(3) The department shall ensure that funds distributed under this section are managed by the recipient of the funds according to standards and practices established by the department to allow for the greatest use and sharing of the land information.

90-1-411. Montana land information account -- use of funds -- action by department -- hearing.

(1) Money in the account may be used only for the purposes of this part, including purchasing technology to assist in collecting, maintaining, or disseminating land information and funding the budget required under 90-1-410.

(2) If the department determines that a recipient of funds from the account has not used or is not using funds in the manner prescribed by the department, the

department may, after notice and hearing as provided for in Title 2, chapter 4, suspend further payment to the recipient.

(3) A recipient to whom the department has suspended payments under this section is not eligible to receive further funds from the account until the department determines that the recipient is using funds in the manner prescribed by the department.

MLIA Administrative Rule Related to MLIA Grants:

NEW RULE II DEFINITIONS In addition to the definitions found in 90-1-403, MCA, the following definitions apply:

(1) "Available grant funds" means the balance of the Montana land information account on March 31 of each fiscal year, plus an estimate of not-yet-deposited state funds held by counties as of that date, less the department's budget associated with duties and responsibilities defined in 90-1-404, MCA, for the fiscal year and any funds committed to grants.

(2) "Grant criteria" mean any specific grant conditions set forth by the department, with the advice of the council, pertaining to subject matter of grant applications, applicable standards, or other conditions that define the nature of applications that will be accepted.

(3) "Grant review subcommittee" means a subcommittee established by the council that, together with the department, will formulate grant criteria consistent with the purpose of the Montana Land Information Act, and review grant applications.

NEW RULE III APPOINTMENT OF LAND INFORMATION PLAN AND GRANT REVIEW SUBCOMMITTEES

(1) By July 1 of each fiscal year, the council will appoint a land information plan subcommittee and grant review subcommittee from existing council members to advise the department on behalf of the council, on the land information plan, grant criteria, and prioritization of grant submittals.

(2) The subcommittees will minimally consist of:

- (a) a state agency representative;
- (b) a federal agency representative;
- (c) a tribal representative;
- (d) a local government representative;
- (e) a private sector representative;
- (f) a member representing a Montana association of geographic information systems professionals; and
- (g) one of the legislative members.

(3) The subcommittees shall elect a chair from their membership.

(4) The subcommittees shall gather and distribute materials to the entire council in a manner determined by the council.

NEW RULE V ESTABLISHING THE GRANT APPLICATION AND GRANTING PROCESS

(1) By January 15 of each fiscal year, the department, with advice from the grant review subcommittee, shall develop the grant criteria for the fiscal year beginning on the following July 1, based upon the goals and objectives from the land information plan, and shall publish the grant criteria, grant application

forms, and instructions for submitting grant applications to the department web site. Grant criteria may allow for funding multi-year projects.

(2) Grant applications received by the department before 5:00 p.m. on February 15 will be considered.

(3) Upon receipt, the department will advise applicants of incomplete grant applications. Applications initially incomplete, but completed and received by March 1, will be evaluated for possible funding.

(4) By May 1 of each fiscal year, the department, based on grant criteria and with advice of the grant review subcommittee, shall identify grant applications that meet the grant criteria and warrant approval and shall rank them in priority order. Previously approved multi-year projects may be placed at the top of the priority list. The grant review subcommittee chair shall distribute the results to the council, consider additional comments, and report those comments to the department if necessary.

(5) On May 15 of each fiscal year, the department, with advice of the grant review subcommittee, shall finalize the priority order of the grants.

(6) The department shall disperse available grant funds to grant applicants in the order of priority set forth under (5). Available grant funds in excess of the funding necessary for the applications that meet the grant criteria shall be added to the available grant funds for the subsequent grant period.

NEW RULE VI MONITORING THE MONTANA LAND INFORMATION

ACCOUNT FUNDS (1) The department shall monitor each grant, contracted service, or federal matching fund. Depending upon the deliverables or types of services, the department may require additional quarterly or other reports that verify the deliverables or services are meeting documented specifications.

(2) The department will notify the council of actions the department takes when any grants or contracted services do not meet the specific deliverables or timelines defined in the statement of work.

NEW RULE VII POLICIES, STANDARDS, PROCEDURES AND GUIDELINES

(1) Policies, standards, procedures, and guidelines will be established in accordance with administrative rules such as those stated in the Montana Information Technology Act Sub-Chapter 2. All grants must comply with accepted State of Montana rules, policies, standards, or procedures unless waived through procedures defined in accordance within established administrative rules.

NEW RULE VIII OFF-CYCLE GRANTS (1) The department, with advice of the council, may approve requests for funding that fall outside of the regular grant cycle.

APPENDIX B – GRANT ADMINISTRATIVE COST GUIDELINES

One MLIA grant evaluation criteria is how much of the MLIA dollar is spent directly accomplishing the proposed project goals/objectives vs. the amount of MLIA funds spent on organizational administrative cost. MLIA grant submissions may include reasonable administrative costs; the question arises as to what is “reasonable”. Any definition of “reasonable administrative costs” is somewhat subjective, so the criteria is not intended to exclude any rational administrative costs; certainly none that use these costs as “matching” funds in support of the MLIA project goals.

Therefore, the MLIA Grants Committee and the GIO will consider any administrative costs up to 5% of the total MLIA funds requested “reasonable” upon their face value. If the MLIA administrative costs funds requested exceed 5%, the grant requestor must detail and individually justify each administrative cost. When evaluating the “above 5%” submissions, the Grants Committee and the GIO will consider the:

- Ratio of the total MLIA funded administrative cost to the total MLIA grant funds requested; the higher the ratio, the lower the overall grant score.
- Justification for each administrative cost category, and their application to the goals and objectives of the MLIA Land Plan.
- The mix of current grant submissions and the relative value of this submission to the short and long term goals of the MLIA Council.

The MLIA Grants Committee and/or the GIO have the following options:

- Reject the grant;
- Ask the grant requestor to modify the administrative costs;
- Rate the grant lower in the MLIA grant funding priority list; and/or
- Accept the administrative costs as submitted.