

MONTANA LAND INFORMATION ACT GRANT APPLICATION PACKAGE FISCAL YEAR 2018



***Produced by
the Grant Review Subcommittee of the Montana Land Information
Advisory Council in cooperation with the Montana State Library***

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 14, 2017

MONTANA LAND INFORMATION GRANT APPLICATION

STATE FISCAL YEAR 2018

APPLICATION MLIA GRANT FUNDING

SECTION 1 – APPLICANT, PARTNER, AND PROPOSAL INFORMATION

Primary Applicant:	
Name of principle individual:	Donny Ramer
Name of agency/entity:	City of Hamilton
Street:	920 New York Ave.
City:	Hamilton
County:	Ravalli
State:	Montana
Zip Code:	59840
Contact email address:	dpw@cityofhamilton.net
Contact fax address:	(406) 375-1470
Contact phone:	(406) 363-6717
Department:	Public Works
Division:	

Funding Partners: <i>(required for each partner, copy box as needed)</i>	
Name of contact:	
Name of Agency:	
Street:	
City:	
County:	
State:	

Fiscal Year 2018 Montana Land Information Act Grant Application Package

Zip Code:	
Contact email address:	
Contact phone:	

Project Partners: <i>(required for each partner, copy box as needed)</i>	
Name of contact:	Ken Miller
Name of Agency:	Ravalli County
Street:	215 South 4 th Street – Suite E
City:	Hamilton
County:	Ravalli
State:	Montana
Zip Code:	59840
Contact email address:	kmillers@rc.mt.gov
Contact phone:	(406) 375-6622

Proposal Information	
Date Submitted:	February 15, 2017
Date Received by State:	
Short Title of Proposal: City of Hamilton GIS Implementation	
Executive Summary <i>(required – 200 maximum word count)</i> : The City of Hamilton proposes to develop a local GIS to generate and maintain data that is of value to the departments of the City as well as City residents. Through the implementation of GIS, City departments will have quick and easy access to essential information in the case of an emergency. The ability to collect and maintain this information on its own, will allow the	

City to obtain data that it needs in a timely manner and provide accurate attributes using existing paper as-built drawings and records.

The City proposes to accomplish this goal by purchasing two field tablets and GNSS receivers, Arc Collector, ArcGIS Desktop Basic, and ArcGIS Online subscription. Training will be provided by partnering with a GIS consultant to provide training on hardware, software, data collection and best practices. The consultant will also assist in setting up the City's geodatabase with the required layers and attributes required for various departments in the City.

After receiving training the City will continue to map its water distribution and wastewater collection systems. Using this data the City will generate water and sewer maps that will be publicly available through the cities website. Future efforts will continue data collection.

List All Past Awarded MLIA Grants:

SECTION 2 – RELEVANCE

300-WORD COUNT LIMIT FOR NARRATIVE

**In this section, applicants must describe how (do not just say it does) the proposal meets the purpose of the Montana Land Information Act; references the defined grant category priority of the Land Information Plan; and clearly demonstrates how the grant project will further the land plan objectives for the defined category. (15% of the total score)*

The City of Hamilton intends to meet the purpose of the Montana Land Information Act Grant Category A. Development of Local and Tribal GIS. The City of Hamilton proposes to develop a local GIS to generate and maintain data that is of value to the departments of the City of Hamilton as well as its residents. In addition, the City is collaborating with the Ravalli County GIS department to obtain existing local data and share any data generated through this project.

At this time, the City of Hamilton has no GIS capability. The intent of this project is to acquire the equipment, software and training required to allow the City to begin collecting and disseminating its own data. This data will assist the City in its day-to-day operations, as well as provide information for long range planning and public involvement.

To accomplish this goal, the City of Hamilton plans to contract with a GIS consultant to provide training including hardware, software, data collection, and best practices. The scope of services will include assisting the City in setting up the required layers and attribute fields for water, sewer, storm water, streets and planning. With the assistance of the consultant, a small data collection effort will provide initial information to conduct software training and hands on data collection experience for City staff.

Utilizing the training from this project the City will use the new equipment and software to begin collecting data for the remainder of its infrastructure. City staff will then fill in attributes from as-built drawings and generate maps that will be publicly available through the City's website.

SECTION 3 – PUBLIC BENEFIT

300-WORD COUNT LIMIT FOR NARRATIVE

**In this section, applicants must describe why and demonstrate how the grant project will benefit a specific MSDI theme; enhance the land information needs of multiple agencies or jurisdictions; and benefit the citizens of Montana. (25% of the total score)*

This project will provide quick and easy access to important information for staff and residents of the City of Hamilton. The City's GIS will allow staff and residents access to the data collected under this project and future efforts. The ability to generate maps of city infrastructure, zoning, Special Improvement Districts, Capital Improvement Plans, and other information will allow the City to more effectively communicate and engage with its citizens.

The data collected will provide accurate mapping of the City's infrastructure that will be available to City Public Works Staff in the field. Easy access to this data will shorten response times to emergency water and wastewater calls and minimize potential errors in the field. The ability to collect and attribute data will also provide accurate as-built records of new water and wastewater infrastructure as it is installed and inspected.

This project will start a coordinated effort between the Ravalli County GIS Department and the City of Hamilton. Through this partnership, data will be shared between entities and data collection efforts can be coordinated to minimize costs for both the City and County.

SECTION 4 – SCOPE OF WORK

4-PAGE LIMIT FOR NARRATIVE

**In this section, applicants must demonstrate adequate research and preparation; knowledge of existing data standards/best practices and existing data models; clearly and concisely describes how the proposed grant activities and products will accomplish goals and objectives of the identified grant category; and includes a complete project timeline of defined project tasks and outlines their interdependencies. (25% of the score)*

Provide a detailed narrative of the work that needs to be accomplished in order to complete a successful project. The statement must include:

1. **Goals and Objectives** - List the project goal or 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:
 - a. **Example:** A project goal to build a county address database.
 - i. The goal's objective would be to collect 500 of structure points with GPS by a December 1st.
 - ii. The goal's second objective is to apply a physical address to each point by March 30th.
2. **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.
 - a. **Equipment** – Equipment purchases should be listed as tasks or activities. 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.
3. **Project Schedule** – Provide a project time timeline. 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. All 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 must be defined.

City of Hamilton GIS Implementation

Goal: Obtain equipment, software and training required to allow the City of Hamilton to collect and maintain its own GIS data for public infrastructure, land use and other features.

1. Objective 1: Advertise and select a GIS consultant to provide setup, training, and data collection for the City of Hamilton
 - a. Task 1: Generate RFP for experienced GIS consultant by July 15, 2018.
 - b. Task 2: Advertise RFP and select consultant by August 15, 2018

2. Objective 2: Purchase hardware and software required to collect, attribute and share data.
 - a. Task 1: Purchase two rugged field tablets, Trimble R1 GNSS receiver, and install Arc Collector application
 - b. Task 2: Purchase and install ArcGIS Desktop Basic and ArcGIS Online on City of Hamilton Public Works computers by September 15, 2017.
 - c. Task 3: Setup City GIS layers in a standardized and sustainable method by September 30, 2017.

3. Objective 3: Train staff on hardware and software operation and data collection methods.
 - a. Task 1: Train City Staff (Donny Ramer and Stephanie Lewis) on ArcGIS Desktop software, Arc Collector, and data collection using field tablet & R1 GNSS receiver by October 30, 2017.
 - b. Task 2: Provide data collection training in the field to city staff using Arc Collector software, field tablet and R1 GNSS receiver, while mapping a small portion of the City around the public works building by October 30, 2017.

4. Objective 4: Map additional infrastructure and assign attributes.
 - a. Task 1: Map additional infrastructure using hardware, software and training learned in above objectives by May 1, 2018.
 - b. Task 2: Assign attributes to collected features using existing as-built records by May 31, 2018.
 - c. Task 3: Generate Water and Sewer System maps and publish online for public information by June 30, 2018.

Project Schedule

- Generate RFP for GIS consultant July 15, 2017
- Evaluate and select GIS consultant to assist with Project August 15, 2017
- Purchase and setup hardware and software September 30, 2017
- Train Staff on hardware and software October 30, 2017
- Map additional infrastructure and assign attributes May 31, 2018
- Generate Water & Sewer maps for public information June 30, 2018

The desired outcome for this project is to have two employees trained and proficient in ArcGIS Desktop, have field staff trained and proficient in Arc Collector and data collection best practices, have a geodatabase setup with the required data themes for water, sewer, storm water, streets and planning, and have City staff regularly using GIS to access data. In this initial phase, the City is hoping to map and attribute their water and sewer mains. Based on the number of features, the City believes this is a reasonable first step in implementing GIS.

The above scope of work will provide a solid foundation for the long-term implementation of the City's GIS.

SECTION 5 – PROJECT MANAGEMENT AND ORGANIZATIONAL CAPABILITY

2-PAGE LIMIT FOR NARRATIVE

**In this section, the applicant must demonstrate their 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. If subcontractors are to be used the procurement process for acquiring professional services, this must be described in detail. (10% of the score)*

The City of Hamilton Public Works Department will manage this project under the supervision of the Public Works Director, Donny Ramer. Donny started with the City in 2016, and immediately recognized the need and benefits a GIS would provide to the City of Hamilton Public Works departments. Prior to working for the City of Hamilton, Donny worked for a civil engineering consulting firm based in Missoula, MT. Donny has designed, administered and managed many engineering projects with budgets up to \$4.5 million with funding from local, state and federal agencies. Donny is a Professional Engineer, Certified Floodplain Manager, and has over 10 years of experience with AutoCAD. Donny will be trained to collect and edit data.

The Public Works Department Employees will conduct field data collection and assign attributes to each feature. Training staff in each department in data collection will allow for more accurate mapping of each system (Wastewater Department will map sewer main; Water Department will map water main, etc.) Ed Barrett, the Public Works Foreman will supervise field data collection and be trained to collect and edit data. Employees from all departments will be trained in the use of Arc Collector and ArcGIS Online for data collection.

The Public Works Clerk, Stephanie Lewis, with assistance of the Public Works Secretary will also be trained to collect and edit data. Their primary role will be to verify and assign attributes to data collected in the field from as-built records.

The Ravalli County GIS Department has also agreed to assist with this project. Ken Miller will provide technical support and help coordinate existing data from the County's database to share with the City. Ken has been the director of the Ravalli County GIS Department since 2006, and has helped the County create their cadastral and E 9-1-1 databases.

As part of this project, a Request for Proposals (RFP) will be advertised to select a GIS consultant to provide training to City staff on hardware, Arc Collector, ArcGIS software, ArcGIS Online, and field data collection methods and best practices. The consultant will be selected on the following criteria:

- Project approach and scope
- Relevant experience on past projects
- Qualifications of the firm
- Qualifications of the individual assigned to the project
- Location of firm
- Record of past performance of firm or personnel on past projects

Several consultants have been contacted in the preparation of this application, and a qualified consultant should not be hard to find.

SECTION 6 – BUDGET JUSTIFICATION AND BUDGET TABLE

2-PAGE LIMIT FOR NARRATIVE

**In this section, applicants must demonstrate that the project can be completed within the proposed budget, fully justifies all project expenditures, leverages existing funds, and explains long term funding plans.*

The budget narrative should clearly state the assumptions used to develop the proposed budget including all sources of subcontracted cost estimates. If the applicant's share is to be considered in-kind, the source of those in-kind must be documented. Matching in-kind funds must be specific to the project and be fully justified. They may be monetary or in other forms such as staffing, infrastructure or technology support. All 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. Explain how this project will be maintained in the long term including staffing and funding plans, including reducing dependencies on MLIA funding. Explain any projected future enhancements that may require additional third party funding.

Use the included table to define the project budget. (25% of the score)

This project includes the costs to start a GIS for the City of Hamilton. The goal of this project is to obtain the equipment, software and training required to allow the City of Hamilton to collect and maintain its own GIS data for public infrastructure, land use, and other features.

Objective 1: Advertise and select a GIS consultant to provide setup, training, and data collection for the City of Hamilton. This portion of the project will be carried out by the City of Hamilton. The in-kind services estimated for this portion are \$1,000. 20 hours for the Public Works Director (\$35.24/hr.) and 10 hours for the Public Works Clerk (\$15.72/hr.) plus advertisement fees.

Objective 2: Purchase hardware and software required to collect, attribute and share data. The City of Hamilton, has obtained one ruggedized field tablet, through a DNRC Urban Forestry Grant. The City would like to purchase two more field tablets (\$1,000 each), and two Trimble R1 GNSS receivers (\$2,495 each) to allow two city departments to collect data at the same time. The City will also purchase an ArcGIS Desktop Basic license (\$1,425.00) and an ArcGIS Subscription (\$2,500) to allow staff to collect and

utilize GIS data in the field. Total estimated budget for this portion of the project is \$10,915. (Prices from Frontier Precision and Esri)

Objective 3: Train staff on hardware and software operation and data collection methods. The estimated cost of a GIS consultant to provide setup and the above scope ranges from \$7,000 to \$15,000. The estimated budget for this portion of the project is \$11,000.

Objective 4: Map additional infrastructure and assign attributes. The bulk of the mapping and assigning of attributes to collected data will be conducted by City Staff. Approximately 6-12 hours a week will be dedicated to collecting field data, between Public Works departments (average \$19.86/hr.). An additional 4-8 hours a week will be spent in the office to assign attributes to the collected data (\$15.24/hr.) It is estimated that data will be collected for approximately six months, due to conflicts in scheduling and winter weather. Field collection time will result in an in-kind contribution of approximately (\$2,860-\$5,720) and office time will be (\$1,510-\$3,020). An average estimate of the in-kind contribution from this portion of the project is \$6,555.

The total estimated cost for this project is \$29,470. The City of Hamilton is asking for an MLIA Grant totaling \$13,420 to help purchase equipment and provide training. The City will provide a cash contribution of \$8,495 and in-kind contributions estimated at \$7,555.

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Category	MLIA Share	Applicant Cash	Other Cash	In-kind	Applicant Subtotal	Partner 1	Partner 2	Partner 3	Partner Subtotal	Total
a. Personnel				\$ 7,555	\$ 7,555					
a. 1. Fringe Benefits										
b. Travel										
c. Equipment	\$ 8,420	\$ 2,495			\$ 2,495					
d. Supplies										
e. Contractual	\$ 5,000	\$ 6,000			\$ 6,000					
f. Other										
Total	\$ 13,420	\$ 8,495	\$ -	\$ 7,555	\$ 16,050				\$ -	\$ 29,470

*See Page MLIA Grant Compliance section for the definition of a project partner.

SECTION 7 – STATEMENTS OF SUPPORT

**In this section, applicants must include statements of support are required for each party listed as a funding partner—see MLIA Grant Compliance – MLIA Grant Partners section for the definition of a funding partner. Do not include other statements of support as they will not be evaluated.*

No funding partners are included in this proposal. Ravalli County GIS is a project partner for this project and supports this project.

SECTION 8 – RENEWABLE GRANT ACCOUNTABILITY

**In this section, applicants awarded a FY2017 MLIA Grant for the same project or purpose, must submit a report on the progress made toward meeting the requirements of that grant: the report must include the status of all tasks or deliverables outlined in the grant.*

This section is not applicable to this Application.

SECTION 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 State Library to obtain a grant if this application receives approval.

Jerry E. Steele

Name (print or type)

Mayor

Jerry E. Steele

Title (print or type)



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

February 15, 2017

Date

SECTION 9 – CHECKLIST – SIGNATURES REQUIRED

Initial or mark n/a	Completed Required Task
DRR	Section 1 – Applicant, Partner, and Proposal Information
DRR	Primary Applicant Information
n/a	Funding Partner <i>(if applicable)</i>
DRR	Project Partner <i>(if applicable)</i>
DRR	Proposal Information
n/a	List All Past Awarded MLIA Grants
DRR	Section 2 – Relevance <i>(300 max word limit)</i>
DRR	Section 3 – Public Benefit
DRR	Section 4 – Scope of Work Narrative <i>(4-page limit)</i>
DRR	Section 5 – Project Management and Organizational Capability Narrative
DRR	Section 6 – Budget Justification Narrative and Table
DRR	Budget Justification Narrative
DRR	Complete Budget Table
n/a	Section 7 – Statements of Support <i>(if applicable)</i>
n/a	Section 8 – Renewable Grant Accountability Narrative <i>(if applicable)</i>

APPENDIX A – 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, State Library and the Subcommittee 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 Subcommittee and the State Library 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 State Library and the Subcommittee 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.

APPENDIX B – USING THE STATE FILE TRANSFER SERVICE

In order to submit grants digitally, applicants are required to use to the State of Montana File Transfer Service (MFTS) for submitting grants digitally: <http://transfer.mt.gov/>.

Steps for using the State of Montana File Transfer Service:

1. Navigate and login to the MFTS website.
 - a. Choose to login with an existing ePass account or create a new ePass account.
 - i. HINT:
 1. All state employees, by default, have an ePass account. Click login with existing ePass account and Login with State Employee Account.
 2. If you have an account to publish to the Montana Data List, you already have an ePass account. Click login with existing ePass account and use your existing account to login.
2. Send a file.
 - a. Click the + **Send a New File(s)** (blue) button.
 - b. Drag and drop files into or click anywhere in the gray box on the page to select your files.
 - i. Add more files by clicking in the gray area or dragging and dropping.
 - ii. Click the "Remove File" button, to remove a file.
 - c. Click the **Continue** button.
 - d. Select the recipient(s) of the files:
 - e. In the General section under Recipient Options > Click **State Employee or ePass Montana Customer** link.
 - i. Search for and choose Erin Fashoway within the **find a state employee** tab.
 - f. Review the files being sent.
 - g. Compose a message.
 - h. Click Send.
3. Review and print a copy of the sent receipt for your records.
4. Check the status of files at the home page in the MFTS.

APPENDIX C – STATEMENT OF WORK

The State Library will write the MLIA Grant Application Statement of Work for each awarded grant proposal. The SOW defines the contractual terms of the grant. The information about the project will be taken directly from the applicant's grant application. Funds cannot be distributed until the SOW has been signed by all parties.

SOW Reporting Requirements:

Transfer of all electronic documents/deliverables of the grant must be submitted using the State of Montana File Transfer Service, see Appendix D.

- Quarterly reports: Summary of the project, timeline, and budget.
- Financial Status Report: due by August 15, 2018 or 45 days after the project closeout the report includes:
 - summary of Project,
 - financial Status Report,
 - description of Methods for data creation/collection,
 - data and its associated metadata,
 - proof data has been published to Data List (if applicable),
 - map depicting the project,
 - media describing the grant, with a release state for use of the State of Montana for supporting the Montana Land Information Act: photos, video clips, sound bites, graphics/images.

APPENDIX D – REFERENCED DOCUMENTS OR WEBSITES

Montana Land Information Act:

<http://msl.mt.gov/MLIAC>

Montana Land Information Act Administrative Rule:

<http://www.mtrules.org/gateway/Subchapterhome.asp?scn=10%2E102.91>

Montana Land Information Plan:

<http://msl.mt.gov/MLIAC/LandPlans>

Montana Land Information Advisory Council:

<http://msl.mt.gov/MLIAC>

Montana Library Commission:

http://about.msl.mt.gov/commission_councils/commission.aspx

Montana Spatial Data Infrastructure Theme Stewards:

<http://msl.mt.gov/GIS/msdi>

MLIA Grant Information:

http://geoinfo.msl.mt.gov/GIS_Community/GIS_Coordination/MLIA_Grants

Montana GIS Data List:

<http://msl.mt.gov/GIS/DataList>

Montana State File Transfer Service:

<http://transfer.mt.gov/>