STEP 1 – Applicant and Partner Information

Primary Applicant (Required): Lewis & Clark County
Name of principle individual: Eric Spangenberg
Name of agency\entity: Lewis & Clark County
Street: 316 N. Park Ave.
City: Helena
County: Lewis & Clark County
State: MT
Zip Code: 59623
Contact email address: espangenberg@co.lewis-clark.mt.us
Contact fax address: 406-447-8386
Contact phone: 406-447-8389
Organizational Unit (if applicable)
Department: Information Technology & Services
Division: Geographic Information System (GIS) Services

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):
Design and Development of a Comprehensive Certificate of Survey (COS) GIS Feature Class.

STEP 2 – Relevance and Public Benefit

This project will create a digital feature class representing Certificate of Survey (COS) boundary areas. The primary objective will result in the ability to represent the COS in a visual manner through a geographic information system (GIS). The project will make the scanned COS document available to users through the GIS interface, and in the long-term, available via the Internet for other sectors; private as well as public.

In addition to the Geographic Coordinate Database (GCDB), the COS serves as a cornerstone to maintaining and improving the Cadastral Theme. The COS's are constantly researched, requested, and viewed by both private entities (title companies, surveyors, realtors) and the public at large. Through the implementation of a standard methodology for feature development and database structure utilizing a GIS, we intend to make it easier for staff, the public, and private entities to access this important building block of cadastral and land information. The GIS feature will serve as the link to the originating data making the information more readily available.

No reliable GIS feature currently exists that allows users to visualize the location and breakdown of how a piece of land was created. And while COS information is available through either paper maps or the legal description attribute field in the cadastral layer, it is only text annotation on paper or text attributes in a database.

Many public policy decisions are based on or derived from land information related data. The COS feature will aid in improving the data utilized by those policy makers. Improved land information data will serve to better educate policy makers and assist them in making better decisions.

Policy makers are not the only users of land information. Many in the private business world work with and rely on land information. Most notable are surveyors, title companies and realtors. As proposed in this project the GIS will serve as a functional visual tool for representing the COS as well as providing a port of entry to access the scanned document from the Clerk & Recorder's application. Through the use of GIS, the COS can be visually represented to give the end user a better experience of the area encompassed by a survey or multiple surveys.

This COS feature would serve to further improve the Cadastral Theme and the county would look to incorporate it into their online GIS tools to improve public access to this important data.

Improved cartographic representation of land based information; improved public relations with better maps and associated data; improved access to legal documents associated with COS's through this proposed project aim at supporting grant category B2.2 .

The county will also use local MLIA funds to leverage the requested grant amount to meet the grant category of B2.

STEP 3 – Scope of Work Narrative

1. Goals and Objectives –
    a. Goal – Begin development of a comprehensive COS feature class
        i. Objective – design and development of an Esri enterprise geodatabase feature class suitable for GIS mapping and research needs

2. Tasks or Activities –

    The project funds will be used to contract the work of COS research and GIS feature development. The work completed by the contractor would then fall into the county's regular GIS feature maintenance schedule.

    A proposed process for COS feature development is as follows:

    - Contractor will meet with county staff to develop feature class database design requirements.
    - The contractor will be provided a complete list of COS's from the Clerk & Recorder (approximately 8,300).
    - Working township by township, the contractor will input the COS feature as per the agreed upon process.
    - The COS boundary, not the individual lots, will be mapped based on the boundary as shown on the original survey.
    - Create the boundary polygon in the same order that the surveys were filed, so that the oldest surveys are on the bottom. This will create overlapping polygons, which will reflect the chronology of the land development.
    - Some surveys redefine older existing surveys and should be mapped to show that. Example – if a new survey overlays on older survey, that overlap shall be mapped. The original boundary should not be changed.
    - Snap to cadastral features (i.e. parcel lines) and road centerline vertices as appropriate. If necessary, snap to the GCDB elements as called for in the survey. The survey's legal description (calls) should be followed.
    - Attributes for the feature will include information enabling the GIS feature to link to the Clerk & Recorder's document imaging application.
    - Feature class deliverable will be Esri based GIS features, preferably in ArcGIS v10 file geodatabase.

3. Project Schedule –

Task	Start	Duration
Notification of Grant Award	May 15, 2012	
Identify additional stakeholders or interested parties to discuss feature attribute needs	May-June	
Write a detailed RFP/RFQ to select best contractor to complete project	June	
Advertise RFP/RFQ	July	+/- 30 days
Select Contractor	TBD	1 week
Meet with contractor and finalize contract needs and requirements	TBD	
Contractor begins work as outlined by grant and RFP/RFQ	mid-late August	until completed or funds are final
Monthly QA/QC with data from contractor	TBD	
Interim Project report		
Final Project report	Sept. 2013	

STEP 4 – Project Management and Organizational Capability Narrative

It is proposed that this project be contracted with project management by Lewis & Clark County GIS.

Project contractor to be determined by response to advertised RFP/RFQ.

Project management will be Lewis & Clark County GIS - Eric Spangenberg, GIS Coordinator.
Similar project management includes the successful management and completion of MLIAC Grant in 2008. '*GCDB Enhancement for Portions of Lewis & Clark County'*

Other project management experience includes the county's 2006 aerial image update and currently, the management of the county's 2012 aerial image and planimetric update that has federal and state partnerships.

Eric has 17+ years of GIS experience; 14 of those years are Montana based and all in either local or state level government. He has experience in all levels of GIS from simple data digitizing to high level GIS database design and management and web mapping applications.

Lewis & Clark County GIS has a staff committed to maintenance of all enterprise GIS data. The COS feature will be added to the list of enterprise data that is regularly updated. GIS staff currently updates data when legal documentation (stating a change) is filed and provided to us. In the case of the COS feature, GIS staff would edit (update) the feature when the survey has been signed and filed with the Clerk & Recorder's office. GIS staff will coordinate with the Clerk & Recorder's office to implement an efficient process to share these new filings.

A project of similar scope was completed by county GIS staff about two years ago with the development of a subdivision plat feature for GIS. This feature is very similar in design as the proposed COS feature as a polygon feature representing the boundary of final platted subdivisions. Feature attributes include filing date, and image reference number to tie back to the Clerk & Recorder's document imaging system.

STEP 5 – Budget Justification Narrative and Tables

Preliminary budget estimates provided by GIS consultants in the Helena area put the proposed cost of this project between $90,000 and $130,000. It is being proposed that this project be contracted.

Based on contractor response to a competitive RFP/RFQ process, the county would sign an Independent Contractor contract for the delivery of the COS feature based on proposed or negotiated price. This will be a fixed-price contract.

In addition to the grant request of $60,000, the county will provide $25,000 additional MLIA funds from their local account, leveraging MLIA collections to start the project.

Funds requested do not reflect the full amount of budget estimates we received to complete the project. The county anticipates completing the research and COS feature development in house or requesting additional funds in subsequent grant cycles.

As noted earlier, the county is committed to this enterprise feature. The COS feature will be added to the list of enterprise data that is regularly updated. GIS staff updates data when legal documentation (stating a change) is filed and provided to us.
In the case of the COS feature, GIS staff would edit (update) the feature when the survey has been signed and filed with the Clerk & Recorder's office.

Applicant budget summary

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Category	MLIA Share	Applicant Share	Other Share	Total
a. Personnel				
a.1 Fringe Benefits				
b. Travel				
c. Equipment				
d. Supplies				
e. Contractual	**$60,000**			
f. Other		**$25,000**		
Totals				

STEP 6 – Statements of Support

Statements of support must be included from any party listed as a project partner (see page six for the definition of a project partner). DO NOT include other statements of support as they will not be evaluated.

STEP 7 – Renewable Grant Accountability Narrative

Not applicable.

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 State Library 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_____