APPLICATION FOR GRANT FUNDING

STEP 1 – Applicant and Partner Information

Primary Applicant (Required):
Name of principle individual: Haley Gustitis
Name of agency\entity: Blaine County
Street: 420 Ohio Street
City: Chinook
County: Blaine
State: MT
Zip Code: 59523
Contact email address: hgustitis@co.blaine.mt.gov
Contact fax address: 406-357-2199
Contact phone: 406-357-3310

Other Project Partners – complete for each partner (copy box as needed):
Name of contact: Ken Wall
Name of Agency: Geodata Services, Inc.
Street: P.O. Box 8081
City: Missoula
County: Missoula
State: MT
Zip Code: 59807
Contact email address: kwall@geodataservicesinc.com
Contact phone: (406) 203-4684

Other Project Partners – complete for each partner (copy box as needed):
Name of contact: Kate McMahan
Name of Agency: Applied Communications
Street: 151 Wedgewood
City: Whitefish
County: Flathead
State: MT
Zip Code: 59937
Contact email address: kate@appcom.net
Contact phone: (406) 863-9255

Date Submitted (Required):   **Date Received by State:**

Descriptive Title of Applicant's Project (Required):

Establish and build a sustainable standardized GIS Program for Blaine County.

STEP 2 – Relevance and Public Benefit

Blaine County would like to establish an integrated and collaborative GIS program within the county.

At the present time we do not have a stand-alone GIS department. The Blaine County Emergency Manager/911-Rural Addressing Planner and the Transportation Supervisor have headed the effort within the county. As a small rural government we have unique challenges maintaining a sustainable level of local knowledge for mapping and GIS systems. It is difficult for our staff to carry out their primary functions and at the same time maintain knowledge of sophisticated GIS desktop software, database design and maintenance. This also limits our ability to leverage GIS across multi-jurisdictions, either geographically with in a broader region or with our neighbors and partners.

The focus of Blaine County's grant is in line with the Land Information Plan Grant Category priority B2-Local, Regional and Tribal GIS Support - Investments that leverage local, regional, state and tribal matching funds and in-kind time and talent that builds toward a strong Montana GIS federated enterprise

B2.1 - Regional GIS consortiums that leverage a multi-jurisdictional approach to problem solving and GIS analysis can demonstrate the value of GIS to policy makers. In applying for this grant Blaine County plans to develop a standardized, sustainable method to collect, maintain, and disseminate GIS information in digital formats. Blaine County proposes to join a regional effort for intensive training of a small group of core staff and policy makers. We will collaborate weekly with other small rural local governments and supporting consultants in weekly training and support sessions to learn about and incorporate standardized GIS best practices. This will create a support network both within Blaine County and with staff of neighboring counties.

We will standardize our current locally maintained map layers, structure them based on the Esri local government data model and Montana standards, document them and implement web based maps through ArcGIS for Organizations for staff, partners and citizen constituents to access.   Once data is collected and or updated to the Esri local government data model and Montana standards it will be added as our contribution to the state framework layers.

B2.2 - Localized GIS solutions that demonstrate the value of GIS in improving the quality of life for Montana citizens and build grass roots support for location based services.

Planners can directly access map layers for growth planning and policy plans. The sanitarian would have the ability to coordinate environmental assessments with requesting agencies. DES coordinators can directly prepare for emergencies and maintain mapping resources for rapid response. 911/Rural Addressing Planner can maintain and improve rural addressing. Transportation supervisor can better maintain transportation plans, road maintenance and snow removal. Health officials can report on public health plans and assist citizens with public health. Public safety officials can track local crime patterns, increase reliability and speed of emergency response and plan for special events. Also, for the first time, we will be able to provide dynamic maps for citizens to access local data and contribute comments directly to staff and our elected officials.

STEP 3 – Scope of Work Narrative

Goal: Establish and build a sustainable standardized GIS Program for Blaine County

- Objective: Training of Blaine County Staff
  - Task:
    - Blaine County staff will participate in weekly 2-hour WebEx Learning Center Training and Peer-to-Peer Discussion Sessions and contribute to the collaborative Basecamp wiki site.
    - Geodata Services, Inc. and Applied Communications LLC will, organize, host, maintain and facilitate the weekly sessions. These sessions will include formal instructor led training, discussions with the entire group, and small group discussions and training. A portion of the sessions will utilize this ability to split the group up by topical categories. The following list of topics will be covered:
      - ✓ Basic introduction to GIS
      - ✓ Using the ArcGIS map viewer (3 sessions)
      - ✓ Basics of map projections and coordinate systems
      - ✓ Introduction to ArcGIS ModelBuilder
      - ✓ Making map documents
      - ✓ Building map books with data driven pages
      - ✓ Basics of map labels and annotation
      - ✓ Basic map editing with ArcGIS desktop
      - ✓ Use of the Esri Local Government geodatabase model
      - ✓ Documenting map information and preparing and editing metadata
      - ✓ Administering ArcGIS for Organization accounts
      - ✓ Community Analyst
      - ✓ Landscape Analyst
      - ✓ Use Esri base maps and published maps
      - ✓ Using tables of attributes in web maps
      - ✓ Filtering data in Esri web maps
      - ✓ Creating and editing feature service layers
      - ✓ Create a map
      - ✓ Create applications from map services
      - ✓ Using the ArcGIS.com viewer
      - ✓ Configuring pop-ups
      - ✓ Adding features from a map application
      - ✓ Using and managing feature templates
      - ✓ Sharing maps and map applications with groups and inside your organization
      - ✓ Sharing maps with the public
      - ✓ Exploring story maps
      - ✓ Create your own story map

- ✓ Using Esri metrics for tracking and reporting credit and usage statistics
- ✓ Embedding maps in a website and other sharing options
- ✓ Montana GIS data
- ✓ Fieldpapers.org
- ✓ Open source GIS and Quantum GIS (QGIS)
- ✓ Creating and publishing tile map services
- ✓ Publishing hosted feature layers
- ✓ Mobile mapping applications on smartphones and tablets
- ✓ Using the mobile Collector App
- ✓ Leveraging existing standardized web services
- ✓ Using Montana framework layer web services in your local web maps
- ✓ Configuring your organizational account and website
- ✓ Managing users in hour organizational account
- ✓ Managing and tracking resources in your organizational account
- ✓ Joining a group and inviting others to join your group
- ✓ Using public accounts
- ✓ Basics of the Esri Microsoft Office toolbar
- ✓ Geocoding with ArcGIS.com and Excel
- ✓ Geospatial analysis in the Esri Excel toolbar
- ✓ Geospatial analysis in the ArcGIS.com web viewer
- ✓ Publishing Montana quality of life web maps
- ✓ Esri City Engine demonstration
- ✓ Weed mapping application
- ✓ Road maintenance application
- ✓ Web maps for evaluating septic systems
- ✓ DES applications for web maps
- ✓ Crowdsourcing with Esri Web Maps

- Objective: Create new and update existing geo-enabled databases
  - o Task:
    - Blaine County Staff will work with Geodata Services, Inc. and use the Esri Local Government Data Model to validate and standardize current shape files, layers and databases. Included in this task will be the development of dropdown lists and coded value domains.
  - o Task:
    - With the assistance of Geodata Services, Inc., Blaine County Staff will create written standards for making databases and collecting data.
  - o Task:
    - The overall goal of this project is to develop and maintain a long term GIS program, not to engage in extensive data collection.

However, we will be doing some data collection and some extensive updating of our existing data. Thus we intend to purchase certain hardware and software to meet the objectives of the project. These include:

- ✓ Purchase of 4 Samsung Galaxy 10.1 Tablets with the Data Collector App installed. We will transition from our existing Juno/ArcPad by participating in a pilot project with the collaborative group. The field crews will be using the Esri Data Collector app on tablets with Fieldpapers.org paper map books as a backup to collect the perimeters of county permitted gravel pits.
- ✓ ArcGIS for Organizations Subscription
  - o We will purchase this one year subscription and assign both policy makers and mapping staff as licensed users.
  - o We believe it is important to directly engage policy makers with this subscription to promote broader understanding and enhance leadership in developing GIS sustainability for Blaine County.
  - o With the assistance of Geodata Services, Inc., we will learn to prepare and publish official map layers in three web formats: 1) a web application formatted for browsers and mobile devices for public consumption; 2) a view only web map in standard ArcGIS format; 3) an open, editable feature class for the public to provide comments, suggestions, and modifications on the map content.
  - o The web application version will be initially targeted at the staff and eventually made available to the public.
  - o We will publish a core group of local map layers in one of the standard ArcGIS Online App templates for public use. These will include transportation specific layers and public infrastructure. We will publish editable feature services for specific public comments on these core layers, providing for simple input from constituents.
- Objective: Geo-enable policy makers and citizens
  - o Task:
    - ▪ Updating current county maps. At present we are working with Geodata Services Inc., to help us convert our current county maps which are produced with outdated software into ArcGIS. We are going to use this project to facilitate this task.
  - o Task:
    - ▪ Subscription to Community Analyst and Landscape Planner
      - ✓ We will purchase this one year subscription and assign both policy makers and mapping staff as licensed users. We will use Community Analyst to produce data and reports customized to help policy makers with decisions; public

health planning, emergency operations roundtable exercise or simulation, preparing a grant proposal for state or federal project, etc. Landscape Planner, a new Esri web tool to directly assist non GIS experiences planners, sanitarians, floodplain administrators, DES coordinators and economic development officials to derive, and evaluate alternative scenarios for local land use and measure the results.

Project Schedule

- o *July1, 2014 –* Purchase of Tablets
- o *July 1, 2014 – June 31, 2015 –* Weekly 2 hour training and discussion sessions via WebEx learning Center (except for Thanksgiving and Christmas weeks)
- o *July 1, 2014 – June 31, 2015 –* Run initial Community Analyst reports on basic demographic and economic parameters.
- o *July, 2014* – Purchase 5 seat license annual subscriptions for Organizational subscription for ArcGIS.com along with Esri Community Analyst and Landscape Planner
- o **July, 2014** – Start work with Geodata Services, Inc., validate and standardize current shape files, layers and databases.
- o *August, 2014-* Set up and configure ArcGIS for Organizations and Esri toolbar for Microsoft Office
- o *August, 2014-* Make local quality of life apps and initial editable map. Also prepare and publish requests for map
- o *September, 2014-* Quarterly report on 1st quarter training and operational accomplishments and ArcGIS.com usage statistics
- o *October, 2014-* Publish initial county map application of local businesses, county services, historic data and special places
- o **October, 2014** – Updating current county maps with Geodata Services Inc.,
- o *December, 2014-* Publish local infrastructure web apps and editable comment maps for public use and comments.
- o **December, 2014 – March, 2015** – Work with Geodata Services, Inc., to create written standards for making databases and collecting data.
- o *December, 2014-* Quarterly report on 2nd quarter training and operational accomplishments and ArcGIS.com usage statistics
- o *March, 2015-* Quarterly report on 3rd^t quarter training and operational accomplishments and ArcGIS.com usage statistics
- o *April, 2015 – June, 2015 -* collect the perimeters of county permitted gravel pits.
- o *June, 2015-* Publish final county story and quality of life maps.
- o *June, 2015-* Quarterly report on 4th quarter training and operational accomplishments and ArcGIS.com usage statistics

STEP 4 – Project Management and Organizational Capability Narrative

This project will be managed by Haley Gustitis, Emergency Manager – 911/Rural Addressing/County Planner. Coordination will take place with the county transportation department; weed department, IT department, and County Commissioners.

Haley Gustitis, Emergency Manager – 911/Rural Addressing/County Planner has no formal GIS trainings, however does have ten years on the job knowledge and experience of GIS. The on the job knowledge and experience includes three years of basic ArcGIS classes at cabin fever at MSU-Northern, State Transportation Framework project in 2002, Rural Addressing/E911 in 2003-2005, Upkeep of Rural Addressing/E911 data, State Right of Way Project and Transportation Asset Data Collection with the county transportation director. She also assists the County Floodplain Administer to provide floodplain location determination through the DFIRM. She has working knowledge of Trimble Juno SB's, ArcGIS Desktop and ArcPad.

We plan to work with Geodata Services, Inc. and Applied Communications, LLC on this project. They will provide training, support services and consulting for the project.

Geodata Services, Inc.

Geodata Services, Inc. specializes in GIS services. For 21 years Geodata has provided training and services in GIS including, spatial analysis, image analysis, database development, collaborative GIS, suitability modeling, and 3D scenario visualizations. The two primary staff who will provide training, consulting and support will be Ken Wall and Kyle Balke. Ken Wall has 24 years of experience in GIS experience, founder and president of Geodata Services, Inc. Kyle Balke has 11 years of applied GIS experience in planning, engineering fields.

Applied Communications, LLC

Applied Communications is located in Whitefish, MT and has extensive experience providing consulting services to private and public clients in Montana. AppCom has been involved in the development of 14 different Growth Policies throughout the state. The team has worked for small towns, rural counties, and urban areas. In addition to the Growth Policy, principals of the firm have been involved in all aspects of long range planning from completing countywide parks master plans, planning for recreational trails, housing assessments and drafting development regulations

STEP 5 – Budget Justification Narrative and Tables

This project is expected to cost $39,532.00, of which Blaine County will be contributing $19,980.00 in personnel and contractual expenses as in-kind match funding. The County requests $19,552.00 in MLIA funding for the remaining project expenses.

We propose to use grant funds to purchase a One Year Organizational Subscription for ArcGIS.COM ($2,500 for 5 seat license) – The lowest level subscription (5 users) is adequate for a local government of our size, and Esri has done extensive testing in the number of credits required for this size of license. Geodata Services WebEx Training will provide instruction in setting up and maintaining the organizational account so the local government will be self-sufficient after the pilot year.

WebEx Learning Center and Weekly Training. $9852.00 per partner – This is a fixed cost for a 30 seat license of the WebEx Learning Center and the associated telephone cost for 30 participant phone line connections for 2 hour sessions each week for one year. The Learning Center version of WebEx adds the ability to work as a large group or alternate in individual "virtual rooms" each with its own whiteboard, desktop sharing capability and dedicated audio connection (thus the need to use WebEx telephony capabilities instead of alternative sources which can be free in some instances). One or more instructors can work one-on-one with participants and/or in small groups. These will be conducted and coordinated by Geodata Services, Inc. with assistance from Applied Communications. Examples will include metadata training with the assistance of the Montana State Library and presentations by Esri specialists. Blaine County proposes to use grant funds to process a purchase order for WebEx Learning Center and Training package.

We propose to use grant funds to purchase 4 Samsung Galaxy 10.1 Tablets with the Data Collector App installed at a cost of $2200.00. We will transition from our existing Juno/ArcPad by participating in a pilot project with the collaborative group. Blaine County will be contributing $1,680 for the Verizon service for these tablets.

Consulting work with Geodata Services has already been set up with Blaine County and will continue through the grant period. We want to accomplish the following:
- Updating current county maps. At present we are working with a consultant to help us convert our current county maps which are produced with outdated software into ArcGIS. We are going to use this project to facilitate this task.
- With the assistance of our consultant, Blaine County Staff will create written QA/QC standards for making databases and collecting data.
- Included in this task will be the development of dropdown lists and coded value domains.
- Blaine County Staff will work with Geodata Services, Inc. to help validate and standardize current layers and database.

These services will not exceed $15,000 with us asking the grant to cover $5,000 and the county contributing $10,000.

Blaine County will pay for a One Year Community Analyst Subscription ($500 add on to the Organizational subscription for 5 seat license) – This is a standalone product and our basic organizational subscription would allow us to run up to 100 reports in PDF or Excel format. We anticipate this is adequate for our needs. We intend to use the local smart map and coded map functions interactively, while these do not consume Esri credits. Geodata Services, Inc. will provide best practices in use and application.

Blaine County will pay for a One Year Landscape Planning Subscription ($500 add on to the Organizational subscription for 5 seat license) – This is a standalone product that uses minimal subscription credits. That our basic organizational subscription can handle with no difficulties. Geodata Services, Inc. will provide best practices in use and application.

Blaine County will be contributing in-kind funds to the project through staffing cost for all the participants in the weekly trainings at a cost of $ 7,300.00.

Blaine County's goal is to build self-sustaining GIS department.   We will use current MLIA county funds to purchase ArcGIS Desktop annual licenses. We plan to work with policy makers to come set up a GIS department budget.

Applicant budget summary

Category	MLIA Share	Applicant Share	Other Share	Total
a. Personnel		$7300.00		
b. Travel				
c. Equipment	$2200.00	$1680.00		
d. Supplies (Software)	$2500.00	$1000.00		
e. Contractual	$5000.00	$10000.00		
f. Other (Training)	$9852.00			
Totals	$19552.00	$19980.00		

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.

*If the proposal proposes to support a particular MSDI framework layer(s), applicant must include a letter of support from the framework steward(s). See mandatory criteria # 3.

STEP 7 – Renewable Grant Accountability Narrative

If the applicant received a FY2014 MLIA Grant for the same project or purpose, applicant must file a report documenting the progress made toward meeting the requirements of that grant. The report must include a status report on all tasks or deliverables included in the grant.

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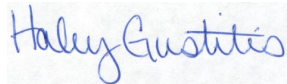**I further certify that I am (by my signature) authorized to enter into a binding agreement with the Montana State Library to obtain a grant if this application receives approval.**

Haley Gustitis
_____
Name (print or type)

Emergency Manager/911/Rural Addressing/County Planner
_____
Title (print or type

Haley Gustitis

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

Date____2/14/2014