

APPLICATION FOR GRANT FUNDING

STEP 1 – Applicant and Partner Information

Primary Applicant (Required):

Name of principle individual: Emily Post
Name of agency\entity: City of Livingston
Street: 414 E. Callender Street
City: Livingston
County: Park
State: Montana
Zip Code: 59047
Contact email address: epost@livingstonmontana.org
Contact fax address:
Contact phone: 406-223-2233

Organizational Unit (if applicable)

Department: Administrative Services
Division:

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

Name of contact: Erica Hoffman
Name of Agency: Park County
Street: 414 E. Callender Street
City: Livingston
County: Park
State: Montana
Zip Code: 59047
Contact email address: ehoffman@parkcounty.org
Contact phone: 406-222-1858

Date Submitted (Required): 2/14/14

Date Received by State:

Descriptive Title of Applicant's Project (Required):

City of Livingston GIS Development: GIS Software, Training, and Parks and Recreation Mapping

STEP 2 – Relevance and Public Benefit

Over the last several years, the City of Livingston-Park County GIS department (LPCGIS) has made much progress digitizing City assets into its enterprise GIS. The City of Livingston contributes nearly \$70,000 annually toward this department which is housed within Park County. Using previous grant awards, commissioner-approved expenditures and volunteers, a majority of City base layers have been completed by the LPGIS department. However, two challenges remain. The first is that most City departments do not yet have the tools needed to access the enterprise GIS. The second challenge is the GIS does not yet contain complete data for parks and recreation assets, a shortcoming that severely limits City planning and management efforts. This proposal requests funding to fill these gaps by providing GIS capability for key City staff and completing parks and recreation asset mapping.

If awarded, the deliverables produced by this grant will be the following:

- 1) ArcGIS Desktop licenses and one new PC for key department staff;
- 2) ArcGIS training for staff;
- 3) Completion and standardization of City parks and recreation assets, to be performed by a GIS consultant.

This proposal satisfies the following FY 2015 Land Information Plan priority:

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.

The project proposed by this grant application represents a major step in building the GIS capacity of the City of Livingston. Currently, only LPGIS personnel have access to the enterprise database. By expanding GIS capability to other departments, the day-to-day management and planning of the City will be more efficient and responsive. For example, this new capability will allow for more efficient maintenance and replacement of infrastructure, more comprehensive community planning, access to maps for citizens, city commissioners, city boards and committees, as well as future grant applications. This efficiency will also spread outward to the Southwest Montana region in the form of better decision making capability with regional municipal and county government partners. It is hoped that this grant is just the beginning of a larger effort to expand desktop GIS capability across all City operations. Once City staff, public officials and the public see the value of departmental GIS capability, the costs associated with a robust GIS program are more likely to be included in future City budgets.

The second major goal of this project fills an immediate need in the City's GIS data holdings. The public works department has identified parks and recreation as being a critical data theme for management and planning. This is due, in part, to current momentum in the funding, planning and construction of trails, parks and other recreation assets across the City. Commissioners, planners, public works staff and grant writers rely on an accurate inventory of public assets on a daily basis. However, only a very basic amount of spatial recreation data exists. This MLIA grant would permit the review, completion, and standardization of City recreation GIS data, providing immediate benefit to multiple parties. First, completing the recreation data will make asset maintenance far more efficient, and it will enhance master planning capabilities and fundraising opportunities for the City. Second, it will permit better communication and information sharing between the City, Park County and neighboring government entities and recreation groups, such as the Gallatin Valley Land Trust in Bozeman.

STEP 3 – Scope of Work Narrative

The overarching goals of this proposal are to increase the GIS capacity of the City of Livingston and to complete City parks and recreation data holdings, for the purposes of better management, planning and fundraising.

Goal 1: Increase the capacity of City of Livingston Public Works, Fire, Police, and Administrative Services City departments to use ArcGIS software to consume and maintain enterprise GIS data for the benefit of staff, elected officials and the public.

Objective 1: Acquire ArcGIS software and train key staff by September 31st, 2014.

Tasks: 1. Purchase and install 5 ArcGIS Basic licenses. Users will include: Public Works Director and employee, City Planner, Fire Chief and Management Analyst.

2. Purchase ArcGIS-capable computer for public works director.

3. Work with LPCGIS staff to provide basic initial training to licensed users. LPCGIS staff will also provide ongoing training to licensed staff on a biannual basis and will also be available for one-on-one training as needed.

Goal 2: Complete and standardize City of Livingston recreation asset GIS data for the benefit of staff, elected officials and the public.

Objective 1: Hire a qualified GIS consultant to complete recreation asset mapping by August 22nd, 2014.

Tasks: 1. Advertise Request for Qualifications and conduct interviews.

2. Hire consultant.

Objective 2: Work with consultant to complete and standardize recreation data by November 1st, 2014.

Tasks: 1. Coordinate LPCGIS staff and consultant to outline project, exchange existing data, and outline expected methodology, data format, attributes, accuracy and documentation procedures.

2. Consultant will organize and edit recreation data layers, filling spatial and attribute data gaps via fieldwork and on-screen digitizing when appropriate. Layers will include trails, parks, and associated infrastructure (benches, playgrounds, kiosks, etc.) Consultant will ensure that all recreation features have proper topological relationships and that all workflows and datasets are documented. The expected deliverables are an ESRI Geodatabase and a technical memo.

2. Take delivery of complete Geodatabase and review for quality and completeness.

3. LPCGIS staff will incorporate data into enterprise GIS.

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Project Time Schedule:

Date	Activity
July, 2014	Receive MLIA Funds Purchase and install hardware and software Advertise request for qualifications to hire GIS consultant
August, 2014	Work with LPCGIS staff to train licensed users Hire GIS consultant Consultant will begin work
September, 2014	Consultant will continue working on recreation data; Continue working with LPCGIS staff to train licensed users
October, 2014	
November, 2014	Review deliverables and incorporate data into enterprise GIS
December, 2014	Create base map gallery on City website for the public
January, 2015	Work with LPCGIS staff to train licensed users; Gather existing GIS data layers
February, 2015	Grant closeout
March, 2015	
April, 2015	
May, 2015	
June, 2015	
July, 2015	

STEP 4 – Project Management and Organizational Capability Narrative

This project will be managed by **Emily Post, Management Analyst** for the City of Livingston. Mrs. Post works within the City's Administrative Services Department at the City and will coordinate the consultant, LPCGIS and City staff to complete project deliverables. Mrs. Post has five years of grant management experience and six years of experience with CADD and GIS applications in municipal government and engineering fields.

Sandy Wulf, Assistant Public Works Director will work with the consultant to complete recreation data. Mrs. Wulf has worked for the public works department for over 24 years and has spearheaded many of the parks and trails projects during her tenure. She is the authority on Livingston parks and trails features and planning efforts.

Erica Hoffman, GIS/IT Manager will train staff who receive ArcGIS licenses and will work with the consultant hired to organize and attribute the recreation data. Mrs. Hoffman has 6 years of GIS experience and a BS from Montana State University in Geography. Mrs. Hoffman is Park County and City of Livingston's IT Manager and manages the City's GIS existing data.

Julie Brown Sendra, GISP, GIS Analyst will be responsible for assisting City staff and the hired consultant to complete recreation data. Mrs. Sendra has over 30 years of GIS and GPS experience and has assembled the data set of control points collected by the BLM ARRA-funded project, the Montana Control Point Database and all recorded corner points that have been collected by the Registered Surveyors in the Park County Clerk and Recorder's office.

A **Certified GIS consultant** will be retained after an RFQ review process to complete the recreation data development portion of this project. A selection will be made from the group of RFQ responses based on the consultant's experience with similar projects and availability.

STEP 5 – Budget Justification Narrative and Tables

Consultant costs to complete the recreation data portion of the project were estimated at \$10,500. This fee will cover consultant's costs to complete the tasks listed below:

- Coordinate with LPCGIS staff to outline project, exchange existing data, and outline expected methodology, data format, attributes, accuracy and documentation procedures.
- Organize and edit recreation data layers, filling spatial and attribute data gaps via fieldwork and on-screen digitizing when appropriate. Layers will include trails, parks, and associated infrastructure (benches, playgrounds, kiosks, etc.) Consultant will ensure that all recreation features have proper topological relationships and that all workflows and datasets are documented. The expected deliverables are an ESRI Geodatabase and a technical memo.
- Take delivery of complete Geodatabase and review for quality and completeness.

LPCGIS staff have agreed to provide initial and ongoing training for 5 ArcGIS- licensed City staff to use enterprise GIS data to create maps, edit data, and learn more about GIS capabilities and potential uses for the city. LPCGIS staff have committed approximately 80 hours of staff time contributed at normal

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individual wage rates. City staff will contribute approximately 120 hours contributed at normal individual wage rates are considered to be an in-kind contribution from the City of Livingston.

Specifically, the City of Livingston is proposing to use MLIA funding to:

- Purchase 5 ArcGIS Basic licenses for public works staff (\$7,000)
- Purchase 1 new GIS-capable desktop computer (\$1,400)
- Contract consultant to review, consolidate, complete, standardize, and ground-truth GIS data of City recreation assets (\$10,500)

This proposal includes in-kind resources to:

- Provide ArcGIS-licensed staff with initial and ongoing training by LPCGIS staff. (80 hours at \$25 = \$2,236)
- Provide City staff time to work with consultant to complete recreation data (60 hours at \$28= \$1,680)
- Provide City staff time to coordinate and manage grant activities (60 hours at \$21 = \$1,260)

Our long-term plans include continuing to maintain ArcGIS licenses and hiring a half-time MSU intern to bring more public works data into the enterprise GIS as the City GIS program continues to grow.

Applicant budget summary

a. Personnel

Category	MLIA Share	City of Livingston Share	LPCGIS Share	Total
a. Personnel		\$2,940	\$2,236	\$5,176
a.1 Fringe Benefits				
b. Travel				
c. Equipment	\$1,400			\$1,400
d. Supplies (Software)	\$7,000			\$7,000
e. Contractual	\$10,500			\$10,500
f. Other (Training)				
Totals	\$18,900	\$2,940	\$2,236	\$24,076

STEP 6 – Statements of Support

A Letter of support from Erica Hoffman, Park County GIS/ IT Manager is included with this application.

STEP 7 – Renewable Grant Accountability Narrative

The City of Livingston has not received a MLIA grant in the past.

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 _____