

**APPLICATION FOR GRANT FUNDING**

**STEP 1 – Applicant and Partner Information**

**Primary Applicant (Required): Glacier County**

Name of principle individual: Glenda Hall  
Name of agency/entity: Glacier County  
Street: 512 East Main Street  
City: Cut Bank  
County: Glacier  
State: Montana  
Zip Code: 59427  
Contact email address: gmhall@glaciercountymt.org  
Contact fax address: 406-873-3613  
Contact phone: 406-873-3609

**Organizational Unit (if applicable)**

Department: Clerk and Recorder  
Division:

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

Name of contact: Molly Hirschi  
Name of Agency: Stahly Engineering & Associates  
Street: 851 Bridger Drive Suite 1  
City: Bozeman  
County: Gallatin  
State: MT  
Zip Code: 59715  
Contact email address: mhirschi@seaeng.com  
Contact phone: 406-522-8594

**Date Submitted (Required):** 2/17/15      **Date Received by State:**

**Descriptive Title of Applicant's Project (Required):**

*Comprehensive Inventory of Glacier County Roads*

## **STEP 2 – Relevance and Public Benefit**

Glacier County intends to develop a standardized, sustainable method to collect, maintain, and disseminate information in digital formats about the characteristics of its roads and associated features within their County boundary.

Glacier County has a unique framework of County-owned and private roads. The presence of the Blackfeet Reservation within our County creates another dimension of complexity making it difficult for County staff to easily determine ownership and obtain right of way information along with other information for each road. The road maintenance, including plowing, for certain roads is a cause for contention between County staff and residents. County staff has recognized the need for a GIS database in order to map each road along with associated attributes to be able to clearly and easily explain ownership and maintenance responsibilities when these issues arise.

This proposed project will meet grant category B2.1 Local and Regional GIS Capacity Building of the Land Information Plan. In 2015, the intent of the County is to map and research ownership for the top 20-25 County roads which currently have the most issues associated. The larger picture for this project is more comprehensive. The County will phase the project throughout the next 5 years at which time a comprehensive database including all roads and expanding to include addressing, districting, and other data will be created. The County is planning to sustain the subsequent phases financially utilizing the equipment purchased and training received during the 2015 phase with the possibility of reapplying for MLIAC grant funding in the future.

Creating the road GIS will benefit County departments including the Road department, the County Commission, Clerk and Recorder, Subdivision Administrator, Sanitarian, and emergency medical personnel. The Blackfeet Tribal Transportation Division will also have access and use of this information.

We plan to create a County road layer in shapefile format. The attributes associated with each road will include ownership, condition, surface type, right-of-way ownership information, average speed (when applicable), and type of route (when applicable). This information will allow County staff to not only query ownership information but to have road condition and maintenance information available to them as well. Implementing a GIS database will streamline County processes which leads to time savings and ultimately saving tax payer dollars. It will also benefit County residents by having researched ownership data available quickly and easily.

## **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:**

**Goal: Create GIS data layer for roads that will initiate a comprehensive database to include all County road attributes.**

**Objective 1: Select County Roads to be Mapped and Researched in Phase 1, hire interns**

**Steps:**

1. Glenda Hall (Clerk an Recorder) and Bill Bandel (Road Foreman) will meet with County Commissioners to determine which 20-25 roads have created the most issues with the public by June 15<sup>th</sup>, 2015
2. The selected roads will be listed according to priority to be mapped and researched in phase 1 by June 30<sup>th</sup>, 2015
3. Hire office and field intern by June 30<sup>th</sup>, 2015 to start July 15<sup>th</sup>.

**Objective 2: Purchase GIS-grade hand held GPS, ArcGIS Desktop software**

**Steps:**

1. Purchase a MobileMapper 100 GPS with ArcPad 10 (or approved equal) installed by June 30<sup>th</sup> 2015 in order to collect all points necessary to map the County roads.
2. Purchase ArcGIS for Desktop Basic including ArcGIS Online Subscription (or approved equal) by June 30<sup>th</sup>, 2015 in order to create a map and working database of all County roads.
3. Assign duties to 2 County staff and 2 interns who will be trained on using the GPS and ArcGIS software (Bill Bandel, Glenda Hall, Data Collection Intern and Office Intern) by July 15<sup>th</sup>, 2015

**Objective 3: Train assigned staff**

**Steps:**

1. Stahly Engineering will complete two days of GPS field training with County staff and intern by July 25<sup>th</sup>, 2015
2. Stahly Engineering will complete a three-day training on basic functions of ArcGIS by July 25<sup>th</sup>, 2015 and will provide support on an as-needed basis to County staff and intern.

**Objective 4: Collect road data and upload into ArcGIS**

**Steps:**

1. Staff will collect road data and upload into ArcGIS by March 30<sup>th</sup>, 2016.
2. Attributes for each road will be recorded including the surface type, condition, road speed, ownership (County, Private or Tribal), right-of-

way information (width, ownership), average speed and type of route by May 31<sup>th</sup>, 2016.

**Objective 5: Purchase laptop for field use**

**Steps:**

1. Purchase lap top to be used by Bill Bandel and other County road staff for field use in order to access road attributes, such as maintenance information, "on the fly" by June 30<sup>th</sup>, 2016

**Project Schedule:**

Select Roads to be mapped in this phase:	June 15 <sup>th</sup> , 2015
Purchase GPS and GIS software:	June 15 <sup>th</sup> , 2015
Hire Interns:	June 30 <sup>th</sup> , 2015
Intern Start Date:	July 15 <sup>th</sup> , 2015
Assign duties to project team:	July 15 <sup>th</sup> , 2015
GPS and ArcGIS training:	July 25 <sup>th</sup> , 2015
Field Data Collection start:	July 26 <sup>th</sup> , 2015
Office Research Start:	July 26 <sup>th</sup> , 2015
End Field Data Collection:	December 30 <sup>th</sup> , 2015
End Office Research:	March 30 <sup>th</sup> , 2016
Assign attributes to roads:	May 31 <sup>st</sup> , 2016
Purchase laptop for field use:	June 30 <sup>th</sup> , 2016

## **STEP 4 – Project Management and Organizational Capability Narrative**

Glenda Hall will serve as the project manager. She also currently serves as the Glacier County Clerk and Recorder and has been key in successfully implementing several new processes for Glacier County Elections.

Glenda successfully implemented the ability to remotely conduct elections. The County's election headquarters is at the Courthouse in Cut Bank. Voters in Browning were either not voting or were forced to drive to Cut Bank to participate in elections.

Having established a County satellite office in Browning several years ago to provide space for the Sheriff Deputy and County Treasurer duties, the Clerk and Recorder also moved into that space in 2007 to provide some direct services that were not available to Browning residents without a trip to Cut Bank.

In 2014 the County purchased balloting equipment from Election Systems & Software (ES&S) that enabled them to print sequenced ballots at their remote site in Browning. The system is a Balotar™ Compact ballot printer which consolidates commercially available printing components with customized ES&S hardware and software. Several advantages were gained by the implementation of this system including:

- Avoidance of pre-printing mass quantities of ballots
- Lower temporary staffing needs for ballot processing and inventory
- Control over pre-election ballot production
- No delayed ballot deliveries for Election Day
- Reduce poll worker errors by presenting each voter with the correct ballot style
- Eliminate ballot shortages
- UOCAVA and absentee ballots are ready immediately
- Less paper waste
- Lower energy usage – save fuel costs by avoiding ballot shipment and saving energy at the press plant
- Reduce chemical use and waste
- Eliminate the need for organizing and storing mass quantities of ballots
- Save time spent estimating the number of ballots to order from a commercial printer

The Clerk and Recorder estimated that voter turnout was increased by at least 200 voters. Implementing this remote voting station also helped the County avoid being named in a lawsuit filed by a voter access group.

A grant made available by the Montana Secretary of State's office helped with the cost of the new system and software.

Ms. Hall holds a Bachelor of Science degree in Business Administration. Prior to election in 2007 to the Clerk and Records position her experience included work for the Blackfeet Tribe, the Tribal Council, and for the Blackfeet Community College. Duties included administration, advising, and coordination with a variety of agencies providing support and services to the tribe and college.

Office work will be performed by Ms. Hall with the assistance of one summer intern. The intern's responsibility will include researching roadway ownership and right of way information along with other attributes associated. Additionally, Glacier County will be advertising for an office position to assist Ms. Hall in the future. The duties involved in maintaining the GIS will be written into the job description and will be part of the required qualifications for the position. This employee will maintain the database adding data as necessary.

The field work will be supervised and partially performed by the Glacier County Road Foreman, Bill Bandel, and staff along with an intern from the local community college. Mr. Bandel has served as the Glacier County Road Foreman for 13 years. In his tenure he has been responsible for maintaining an extensive road network consisting of local and secondary roads covering a land area exceeding 3,000 square miles. Previous to his employment with Glacier County, Mr. Bandel served as the Director of Public Works for the City of Lewistown, Montana. He has considerable experience managing large scale projects, extensive knowledge of infrastructure and has demonstrated skill in budget preparation, hiring and training employees.

Molly Hirschi is a GIS Specialist/Planner with Stahly Engineering & Associates and has a B.S. in Earth Science GIS/Planning option from Montana State University. She will provide training to County staff on using the handheld GPS and ArcGIS software. She will also be available for on-call support for this project as the County needs. Stahly Engineering has been the County's Term Engineer since 2009 and has built an excellent relationship with County Staff through the completion of dozens of civil engineering and land survey projects.

Project Manager: Glenda Hall, Glacier County Clerk and Recorder  
Key Personnel: Bill Bandel, Glacier County Road/Weed Supervisor  
Office employee-to be hired  
Data Collection Intern  
Office Intern  
Subcontractors: Molly Hirschi, Stahly Engineering & Associates

## STEP 5 – Budget Justification Narrative and Tables

This phase of the project is expected to cost \$32,790. Glacier County will be contributing \$12,900 in personnel costs as in kind match funding for this phase. The County requests \$19,890 in MLIA funding for the remaining costs associated with the first phase of the project.

The long term plan is for the subsequent phases of the project to be financially sustained by the County using a combination of MLIA funds and as budgeted items for the Road Department and Clerk and Recorder. The County may also reapply for MLIA grant funding in the future. The personnel tasked with collecting data and researching ownership information will be County interns and permanent employees. The maintenance of the database will be conducted by Glenda Hall and one new office employee. Stahly Engineering will continue to be available to provide training and support to the County on an as-needed basis as a part of their term engineering contract.

### 1. Personnel

Glacier County staff will conduct field data collection and perform all of the research related to road right-of-way and ownership information.

Field data collection will be performed by Bill Bandel along with the assistance of a summer intern to be advertised for and hired by July 15<sup>th</sup>, 2015. The intern is expected to work 30 hours per week at a rate of \$12.00 per hour for a time of 16 weeks. Bill Bandel is expected to commit 15 hours per week at a rate of \$30.00 per hour for 12 weeks assisting and supervising the intern.

Glenda Hall will hire an office intern (also to be hired by July 15<sup>th</sup>, 2015) to conduct all of the road right of way and ownership research. This intern is expected to work 20 hours per week for 16 weeks at a rate of \$12.00 per hour.

A fringe benefit factor is added to the cost per hour in the estimated amount of 12% which totals \$1800.00 for all personnel.

Stahly Engineering will contribute 60 hours in training with both the GPS unit and ArcGIS software at a contractually negotiated rate of \$75 per hour, with a travel budget set at \$1,200 which will include mileage, room and board during staff training and per diem allowance. Their involvement in this project makes sense because they have been the County's term engineer for the past 6 years. In that role, the firm has worked closely with the Road Department to conduct an inspection and inventory of all County bridges and assisted with developing bridge standards adopted by the County. A full bridge condition inventory was prepared for the County by Stahly Engineering and a preliminary engineering report and accompanying TSEP grant application yielded funding for one of the bridges most in need of replacement. A number of other infrastructure related projects have been assisted with engineering services by the firm. The County's

Comprehensive Capital Improvements Plan was developed and written by Stahly Engineering in cooperation with County leaders and employees.

2. Travel

A survey of County roads included in Glacier County's 2004 Bridge Capital Improvement Plan contains lists of roads classified by their driving width and other factors pertinent to the standard by which they were built and are to be maintained. These lists total 106 local roads the County is responsible for. Assuming an average road length of 7.5 miles, the fact that the grant will initially cover 20 of these roads that are chosen by priority and also accounting for travel back and forth to the County shop in Cut Bank, along with travel between roads, the County is anticipating an average of 50 miles per day. Based on the standard mileage rate for 2015 of \$0.56/mile the total mileage will be \$2240 for 16 weeks of data collection.

3. Equipment

An Ashtech Mobile Mapper 100 with Arcpad 10 (or approved equal) installed (\$3740) will be necessary for County staff to accurately collect the point data for County roads.

ESRI ArcGIS Basic concurrent license (or approved equal, \$3500) will be purchased to create the data layer from collected data points and assign attributes. This software will be installed and used on both a desktop computer in the office as well as a laptop (\$800) to be used in the field by County road department staff.

***Applicant budget summary***

Category	MLIA Share	Applicant Share	Other Share	Total
<b>a. Personnel</b>	<b>9600</b>	<b>5400</b>		<b>15000</b>
<b>a.1 Fringe Benefits</b>		<b>1800</b>		<b>1800</b>
<b>b. Travel</b>	<b>2240</b>			<b>2240</b>
<b>c. Equipment</b>	<b>8050</b>			<b>8050</b>
<b>d. Supplies</b>				
<b>e. Contractual (Stahly Engineering)</b>		<b>5700</b>		<b>5700</b>
<b>f. Other</b>				
<b>Totals</b>	<b>19890</b>	<b>12900</b>		<b>32790</b>

***Project Partner budget summary (provide a separate budget summary for each partner (including subcontracts). See page 6 for a definition of a project partner.***

Category	Partner 1	Partner 2	Partner 3	Total
<b>a. Personnel</b>	<b>4500</b>			<b>4500</b>
<b>a.1 Fringe Benefits</b>				
<b>b. Travel</b>	<b>1200</b>			<b>1200</b>
<b>c. Equipment</b>				



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d. Supplies				
e. Contractual				
f. Other				
Totals	5700			5700

## 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.

A letter of support from Stahly Engineering & Associates is attached.

## 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.

Michael DesRosier

Name (print or type)

Glacier County Commission Chair

Title (print or type)

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

February 17, 2015

Date