

MONTANA LAND INFORMATION ACT GRANT APPLICATION STATE FISCAL YEAR 2019

**TOWN OF VALIER
MONTANA**

February 12, 2018

APPLICATION FOR MLIA GRANT FUNDING

SECTION 1 – APPLICANT, PARTNER, AND PROPOSAL INFORMATION

Primary Applicant Contact Information <i>(Please fill this section out in it entirety)</i>	
Name of Agency/Entity:	Town of Valier
Department:	Mayor
Division/Section:	Public Works
Street:	514 Montana Street
City:	Valier
County:	Pondera County
State:	Montana
Zip Code:	59486
<i>Project Manager Contact Information:</i>	
Name:	Glenn Wunderlich
Title:	Mayor
Email Address:	valiermayor@townofvalier.com
Phone Number:	406-279-3721
Fax Number:	406-279-3428
<i>Secondary Contact Information:</i>	
Name:	Leo Malinak
Title:	Public Works
Email Address:	co@townofvalier.com
Phone Number:	406-289-0772
MLIA Grant Funding Request & Match:	
Total Requested MLIA Funds:	\$23,945.00
Total Matched Funds:	\$10,958.00

Fiscal Year 2019 Montana Land Information Act Grant Application

Proposal Information	
Date Submitted:	February 14, 2018
Identified Grant Priority:	II. Build Geographic Information Systems...
Annual or Multi-Year Proposal:	2019
Proposal Prepared By:	Town of Valier
Short Title of Proposal:	GIS Capacity Building for Town of Valier.
<p>Executive Summary:</p> <p>The Town of Valier realizes the need for GIS capabilities to operate Town assets more efficiently and better disseminate geographic information. The benefit of quality GIS data to the Town and public extends beyond basic mapping. The Town of Valier has requested help from the Town's on-call engineer who was chosen by a selection process in accordance with State law. The project will help the Town address issues related to the location and operation of its infrastructure, primarily water, sewer, and streets. The benefit extends to communication, management, public safety, emergency response, and planning. The project will meet the purpose of the Montana Land Information Act (MLIA) by setting up a standardized process for the Town to collect and maintain spatial data. Implementing a GIS Montana Land Information Act Grant for the Town of Valier will create a foundation for adding future GIS data using best practices and standards. We will have an opportunity to work with Le Ann Hermance, Pondera County DES.</p>	
List All Past Awarded MLIA Grants:	
<p>The Town of Valier has not received any previous MLIA Grants.</p>	

Fiscal Year 2019 Montana Land Information Act Grant Application

Support Partner:	
Name of Contact:	Le Ann Hermance
Name of Agency:	Pondera County DES
Street:	20 SW 4th Ave.
City:	Conrad
County:	Pondera
State:	Montana
Zip Code:	59425
Contact Email Address:	pondes@3rivers.net
Contact Phone Number:	406-271-4040

SECTION 2 – RELEVANCE

The Town of Valier is proposing a project designed to meet the grant priority of Development of Local and Tribal GIS; (Infrastructure & Asset Management, and GIS Data & Program Development – Development of base geographic data layers that federate into the MSDI). This is identified in the Montana Land Information Act (MLIA) grant application guidelines. Valier is one of two incorporated municipalities in Pondera County.

The work proposed by the Town will create a GIS database through the following general tasks:

- Collecting GPS data for Town infrastructures such as water and sewer lines, valves, manholes, etc.,
- Compiling and incorporating utility system as-built drawings to include in GIS mapping,
- Creating basic GIS layers,
- Creating hard copy maps, and
- Providing training to the Town's staff on the use of GIS software

The project meets the purpose of the MLIA by setting up a standardized process for Valier to collect and maintain spatial data. By working with the Montana State Library, Valier will create GIS data using best practices and standards, thus giving the Town a solid foundation for the further development of GIS. Created GIS data layers will include those for water and sewer infrastructure as well as streets and parks. It is important to note that the Town staff, particularly Leo Malinak, Public Works, has years of institutional knowledge regarding the Town's infrastructure. This project will help to convert that knowledge into a digital format, making it available to the Town long after any staff departure.

The creation of GIS data layers and a standardized process for the collection and maintenance of spatial data will be the deliverables of this project. The hoped-for outcomes are much higher. The Town views this project as an essential component in achieving its goals of accurately mapping the infrastructure and providing better infrastructure management.

SECTION 3 – PUBLIC BENEFIT

The Town of Valier is a community of about 500 people located in northcentral Montana. For years the Town of Valier has relied on outdated mapping techniques and the imperfect personal knowledge of its employees to manage its infrastructure, planning, and mapping needs. This time-consuming, inefficient practice resulted in the Town using the incomplete or inaccurate data for decision-making. An up-to-date and adaptable system for collecting, adjusting, and disseminating data is the most efficient and economical way to properly plan, execute, and make decisions in the best interest of the public based on the most accurate and up-to-date information available.

The public will benefit from the ability to use accurate GIS data to locate critical areas, water, sewer, and drainage infrastructures. Now it often takes extra time and additional cost for Town personnel to locate infrastructures during emergencies. The accurate mapping could save someone from being seriously harmed and help mitigate property damage (Public Safety and Emergency Response). We will work with Le Ann Hermance, Pondera County DES, and incorporate county GIS data and maps information. In a critical infrastructure disaster, this information would be essential in a response.

The Town's Public Works has years of institutional knowledge regarding the community's infrastructure. This project will help to convert that knowledge into a digital format so that it will be available to the Town after any staff departures. The outcome of the project will help the Town achieve many things. Better management of infrastructure and services and providing the foundation for Town planning processes of the Town's growth policy, zoning, capital improvements plan, and any necessary upgrade of Town infrastructures. Accurate GIS data and maps will help the Town to continue to improve these planning processes.

SECTION 4 – PROJECT MANAGEMENT AND ORGANIZATIONAL CAPABILITY

PROJECT MANAGEMENT

TOWN OF VALIER (APPLICANT)

MAYOR

Mayor Glenn Wunderlich will be providing input on the project and will be consulted on decision-making, as appropriate. As the Project Manager, he will manage the entire project, including meeting the mandatory reporting requirements, communication with the State Library, fulfilling data requirements, and the management of all hired consultants.

TOWN CLERK

Jackie Sheble has served as the Clerk/Treasurer since 2004. As the Town's Clerk/Treasurer Jackie Sheble has been responsible for the administration and coordination of the financial accounting, debt issuance, purchasing, treasury, information services, bond administration, grant administration, and public records. Jackie Sheble will assist Mayor Glenn Wunderlich. Sheble will assist in compiling existing data on Town infrastructure. Sheble will also be involved in organizing any required meetings with agencies, as needed.

PUBLIC WORKS

Public Works Department will be trained and will use GIS. They will use a GPS unit to collect data for the Town's infrastructure. Leo Malinak will assist Morrison-Maierle, Inc. in compiling existing data on the Town limits and infrastructures. ArcGIS Pro will be installed on his computer. Leo Malinak has over twenty-seven years of experience and is registered with the State of Montana as both a certified water and wastewater operator. Malinak is serving on the Water and Waste Water Operators Advisory Council which provides program review for the water and wastewater operator certification program with the Department of Environmental Quality.

MORRISON-MAIERLE, INC (CONSULTANT)

Morrison-Maierle, Inc. (MMI) was selected in 2013 to be the Town of Valier's on-call engineer through a selection process in accordance with State law. This selection process involved advertising a Request for Proposals and evaluating qualified firms based on listed criteria. Prior to this grant application, MMI and the Town of Valier executed a task order agreement to have MMI assist the Town of Valier with the GIS mapping of their water and sewer facilities. This task order, including a detailed scope and fee, is included with this application.

PROJECT MANAGER

Michael Kynett, P.E., will serve as the project manager for MMI. Michael will be responsible for coordinating Town of Valier and MMI personnel on the project with regards to the GPS surveying, GIS map creation, and GIS training for Valier staff. Michael is familiar with the Town's utility systems and has previously assisted the Town of Valier with a sewer collection and treatment system upgrade project as well as an emergency sewer repair project. He has over 15 years of engineering design and construction management experience. He is licensed as a Professional Engineer in Montana, Idaho, Washington, and South Dakota.

GIS TECHNICIAN

Steve Lowman, GISP, will serve as the GIS Technician for MMI on this project. Steve will be responsible for creating the GIS maps and layers from the GPS data gathered by the Town of Valier staff. Steve will also incorporate previous project as-built drawings in the GPS maps to further increase the accuracy of the maps. Steve has 24 years of experience with GIS applications and has extensive expertise in the evaluation, analysis, design, and implementation of GIS databases. Steve is proficient in ESRI Software products, ArcGIS Desktop 10.5, ArcGIS Pro 2.1, ArcGIS Online, and AutoCAD.

SECTION 5 – SCOPE OF WORK

Goals and Objectives

Objective 1: Purchase hardware and software.

Tasks:

I. Purchase Trimble Geo7X GPS unit July 2018 pending grant award. The Town has received a quote of \$9,495.00 from Frontier Precision to purchase the GPS unit. Once purchased, Town staff will immediately begin surveying above ground features of the water and sewer systems to be incorporated into the GIS database and maps.

II. Download Terraflex software July 2018 pending grant award. This software will allow communication with the Trimble Geo7X GPS unit to locate and record features in the field. The software can be installed on Android or Window devices and will be installed on an existing Town's device. The Terraflex software costs \$400 per year to use. Frontier Precision also provided a quote of \$250 per year to the Town of Valier to provide support for the Terraflex software and the Trimble Geo7X GPS unit.

III. Purchase ESRI ArcGIS Desktop Basic Single Use Software License by December 2018. The Town has researched licensing and annual maintenance fees for the software from ESRI. The initial software license is \$1,500 with an annual maintenance fee of \$750 after the first year. The program will be installed on an existing laptop computer owned by the Town. This program will allow the Town to view and modify the GIS database and maps created from the GPS survey of the water and sewer system features. With the program, the Town will be able to update the database and maps as needed in the future.

Objective 2: Complete GPS survey of existing water and sewer system features.

Tasks:

Town staff will use the GPS data collector listed above to perform a survey of all existing above ground water and sewer system features. This survey will provide GPS coordinates for all items surveyed to be incorporated into the GIS database and base map. The survey will begin in July 2018 once the GPS unit has been purchased. The survey will be completed by November 2018.

Objective 3: Create new GIS database.

Task:

The consultant will use the collected GPS survey data to create a new GIS database and maps and provide those files to the Town to download into their GIS software program. As-built drawings of the existing water and sewer systems will also be incorporated into the database and maps to increase accuracy further. This work will be completed by December 2018.

Objective 4: Train Town of Valier Staff on the use of ESRI ArcGIS software with regards to general operation and future modifications and additions to the GIS database and maps.

Task:

Once the ESRI ArcGIS software has been purchased and installed on the Town's computer, a one-day training session will be held to train Town staff on how to use the program and make updates and modifications to the database and maps. ESRI representatives and the consultant will conduct the training.

Objective 5: Maintain GIS database.

Task:

Using the GIS software and the GPS unit, Town staff will continue to update the database and maps for the water and sewer collection systems. Additional Town infrastructure could be surveyed and added to the GIS database and map layers as future project phases. This task will start in December 2018 and will continue as an ongoing activity by Town staff.

Objective 6: Operation of MLIA Grant

Tasks:

Town of Valier will start the grant work in July 2018. The Town will be submitting the quarterly progress reports. The reports shall include a section on each deliverable including any deviations from the timeline and budget and any problems encountered. Quarterly progress reports will also include a financial statement. Data will be checked that it meets state-adopted accuracy standards/best practices. Valier will register data with the Montana GIS Data List unless it is incorporated into Pondera County registered dataset that complies with adopted standards. Town of Valier plans to submit a copy of final data to the State Library and close-out report in January 2019.

Schedule Summary for Listed Objectives and Tasks

Objective 1

- Purchase Trimble Geo7X GPS unit July 2018 (Pending Grant Award)
- Purchase and install Terraflex program July 2018 (Pending Grant Award)
- Purchase and install ESRI ArcGIS December 2018

Objective 2

- Complete GPS Survey of water and sewer systems November 2018

Objective 3

- Create new GIS database and maps December 2018

Objective 4

- Train Town staff on ArcGIS program December 2018

Objective 5

- Maintain GIS database and maps Beginning December 2018

Objective 6

- Operation of MLIA Grant July 2018 to January 2019

Summary

The desired outcome of this project is to collect GPS data for the Town's water and sewer systems and use that data to create a GIS database and GIS maps of those systems. Town staff will be trained on the use of ArcGIS software allowing them to modify and add to the database and maps in the future. With the purchased GPS unit and data collection program, the Town will be able to track changes in the water and sewer systems and add those changes directly into the GIS database. The Town will also add additional features of the Town's infrastructure in future phases of any project. The Town will work with Le Ann Hermance, Pondera County DES, to share the existing Pondera County GIS database. The Town will pay all future annual maintenance fees for the software and equipment purchased by this grant.

Fiscal Year 2019 Montana Land Information Act Grant Application

Listed Objectives and Tasks Pending Grant Award	July 2018	Aug. 2018	Sept. 2018	Oct. 2019	Nov. 2018	Dec. 2018	Jan. 2019
Trimble Geo7X GPS unit & training	<u>X</u>						
Purchase and install Terraflex program	<u>X</u>						
GPS Survey of infrastructure		<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>		
Purchase and install ESRI ArcGIS						<u>X</u>	
Create new GIS database and maps						<u>X</u>	
Train Town staff on ArcGIS program						<u>X</u>	
Maintain GIS database and maps						<u>X</u>	<u>X</u>
Operation of MLIA Grant	<u>X</u>			<u>X</u>			<u>X</u>

SECTION 6 – BUDGET JUSTIFICATION AND BUDGET TABLE

PERSONNEL

Town of Valier staff will be involved with completing the GPS survey on the water and sewer systems and training on the ArcGIS software once the GIS database and maps are complete.

It is estimated that staff will dedicate approximately 12 hours per week in completing the GPS survey and that it will take 20 weeks. Staff will also spend approximately 16 hours training on the ArcGIS program. Based on a personnel rate of \$20.00/hour, these 256 hours equate to a total estimated in-kind personnel cost of \$5,120. An estimated fringe benefit factor is added to the cost of wages in the amount of 19% which totals \$973.00.

TRAVEL

Travel for meetings or equipment training in Great Falls. The 160 miles for a round-trip to Great Falls @ \$.50/mile is \$80.00 per trip. Four trips are anticipated with a total cost of \$320.00. Travel time for Morrison-Maierle, Inc. is included in the contractual section below.

EQUIPMENT

The Town will purchase a Trimble Geo7X GPS unit to use to survey the above ground features of the water and sewer systems. The Geo7X has sub-foot accuracy and is survey grade. This unit costs \$9,495.00. A data collection software program (Terraflex) will be purchased in conjunction with the GPS unit. This software is \$400 per year to use. Frontier Precision will provide support for the GPS unit and the software for \$250 per year. Purchase of the GPS unit, the cost of the first year of the data collection software, and the first year of support by Frontier Precision is included in the grant request.

Once the GIS database is complete, the Town will need to purchase GIS software to be able to download the database file and make modifications as needed. The Town will use the ArcGIS program. The initial cost for the ArcGIS for Desktop Basic Single Use Software License is \$1,500.00 and then \$750.00 per year after that for support and maintenance. The Town will purchase the program as part of the in-kind match for the grant application and will include a yearly budget of \$750.00 to maintain the program.

SUPPLIES & MATERIALS

No major supply or material purchases are anticipated with the project.

CONTRACTUAL

The Town of Valier previously selected Morrison-Maierle, Inc. as their on-call engineer through a State-approved evaluation process. The Town negotiated a task order with MMI to provide assistance with the planning and implementation of a GIS database for the water and sewer systems. The task order includes the following assistance and work by MMI: providing the Town guidance on completing a GPS survey of the water and sewer systems including equipment and software, building a GIS database and maps using the data from the GPS survey and providing those files to the Town, and providing guidance on the ArcGIS software and coordinating training for the software. The total contract value is \$16,845. A project kickoff meeting has already been held to familiarize Town staff with the GIS mapping process and steps needed to create a database.

It is estimated that \$3,045.00 of the contract will be paid to MMI prior to award of the grant. The remaining \$13,800.00 is being requested as part of the grant application.

MLIA GRANT BUDGET SUMMARY TABLE

Town of Valier MLIA GRANT BUDGET SUMMARY					
	MLIA Summary	Applicant Summary			Total:
Category	MLIA Share	Applicant Cash	Applicant In-kind	Applicant Subtotal	<i>MLIA Share, Applicant Subtotal, Subtotal</i>
a. Personnel			\$5,120.00	\$5,120.00	\$5,120.00
a. 1. Fringe Benefits			\$973.00	\$973.00	\$973.00
b. Travel			\$320.00	\$320.00	\$320.00
c. Equipment	\$10,145.00	\$1,500.00		\$1,500.00	\$11,645.00
d. Supplies & Materials					
e. Contractual	\$13,800.00	\$3,045.00		\$3,045.00	\$16,845.00
f. Other					
Total	\$23,945.00	4,545.00	6,413.00	\$10,958.00	\$34,903.00

SECTION 7 – RENEWABLE GRANT ACCOUNTABILITY

The Town of Valier has not received any previous MLIA Grants.

SECTION 8 – AUTHORIZING STATEMENT

Authorizing Statement

I hereby certify that I have read the application and 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.

Glenn Wunderlich

Name (print or type)

Mayor

Title (print or type)

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

February 14, 2018

Date

SECTION 9 – CHECKLIST – SIGNATURES REQUIRED

Applicant's Project Manager, defined Section 1, must initial in ink or mark 'n/a' if a section is not applicable.

Initial or mark n/a	Completed Required Task
n/a	Proposal Prepared by an outside party – I have read this document in its entirety. (if applicable)
<i>Lm</i>	Section 1 – Applicant, Partner, and Proposal Information
<i>Lm</i>	Primary Applicant Information
n/a	Funding Partner (if applicable)
<i>Lm</i>	Proposal Information
n/a	List All Past Awarded MLIA Grants
<i>Lm</i>	Section 2 – Relevance (300 max word limit)
<i>Lm</i>	Section 3 – Public Benefit
<i>Lm</i>	Section 4 – Project Management
<i>Lm</i>	Section 5 – Scope of Work Narrative (4-page limit)
<i>Lm</i>	Section 6 – Budget Justification Narrative and Table (3-page limit)
<i>Lm</i>	Budget Justification Narrative
<i>Lm</i>	Complete Budget Table
n/a	Section 7 – Funding Partner Statements of Support (if applicable)
n/a	Section 8 – Renewable Grant Accountability Narrative (if applicable)
n/a	FY2018 Grantee Report (if applicable)
n/a	Past MLIA Grant Project Narrative (if applicable)
<i>Lm</i>	Section 9 – A Signed Authorizing Statement

Pondera County
Disaster & Emergency Services

20 SW 4th Ave
Conrad MT 59425-2340

Phone: 406/271-4040
Fax: 406/271-4084
Cell: 406/289-0119
Email: pondes@3river.com



March 15, 2018

RE: MLIA Grant Support Letter

Greetings,

I am writing this letter of support for the Town of Valier, for their grant application to map their infrastructure.

As Emergency Manager for Pondera County and Rural Addressing Coordinator, I can share information between the county and town. In a critical infrastructure disaster, this information would be essential in a response.

Please consider this application for funding.

Thank you.

Le Ann Hermance
Pondera Co DES/Rural Addressing

Emergency Management ! E-911 / Rural Addressing ! Flood Plain Management

SECTION 8 – AUTHORIZING STATEMENT

Authorizing Statement

I hereby certify that I have read the application and 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.

Glenn Wunderlich

Name (print or type)

Mayor

Title (print or type)



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

February 14, 2018

Date

Fiscal Year 2019 Montana Land Information Act Grant Application

Fiscal Year 2019 Montana Land Information Act Grant Application

SECTION 9 – CHECKLIST – SIGNATURES REQUIRED

Applicant's Project Manager, defined Section 1, must initial in ink or mark 'n/a' if a section is not applicable.

Initial or mark n/a	Completed Required Task
n/a	Proposal Prepared by an outside party – I have read this document in its entirety. <i>(if applicable)</i>
<i>LM</i>	Section 1 – Applicant, Partner, and Proposal Information
<i>LM</i>	Primary Applicant Information
n/a	Funding Partner <i>(if applicable)</i>
<i>LM</i>	Proposal Information
n/a	List All Past Awarded MLIA Grants
<i>LM</i>	Section 2 – Relevance <i>(300 max word limit)</i>
<i>LM</i>	Section 3 – Public Benefit
<i>LM</i>	Section 4 – Project Management
<i>LM</i>	Section 5 – Scope of Work Narrative <i>(4-page limit)</i>
<i>LM</i>	Section 6 – Budget Justification Narrative and Table <i>(3-page limit)</i>
<i>LM</i>	Budget Justification Narrative
<i>LM</i>	Complete Budget Table
n/a	Section 7 – Funding Partner Statements of Support <i>(if applicable)</i>
n/a	Section 8 – Renewable Grant Accountability Narrative <i>(if applicable)</i>
n/a	FY2018 Grantee Report <i>(if applicable)</i>
n/a	Past MLIA Grant Project Narrative <i>(if applicable)</i>
<i>LM</i>	Section 9 – A Signed Authorizing Statement

