MONTANA LAND INFORMATION ACT GRANT APPLICATION PACKAGE FISCAL YEAR 2019

Produced by
the Montana State Library, with advisement of the Grant Review Subcommittee of the Montana Land Information Advisory Council

Pursuant to Section 4 (c) of the Montana Land Information Act (Senate Bill 98) and Administrative Rule IV of the Montana Land Information Act.

January 12, 2018

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PURPOSE

"The purpose of the [Montana Land Information Act (MLIA)] is to develop a standardized, sustainable method to collect, maintain, and disseminate information in digital formats about the natural and artificial land characteristics of Montana. Land information changes continuously and is needed by businesses, citizens, governmental entities, and others in digital formats to be most effective and productive. [The MLIA] will ensure that digital land information is collected consistently, maintained accurately in accordance with standards, and made available in common ways for all potential uses and users, both private and public. [MLIA] prioritizes consistent collection, accurate maintenance, and common availability of land information to provide needed, standardized, and uniform land information in digital formats." (Montana Code Annotated 2017, 90-1-402)

MLIA statute and administrative rule require that the Montana State Library (MSL), hereinafter referred to as the State Library, with advice from the Montana Land Information Advisory Council (MLIAC), establish a granting process. This document provides an overview of the MLIA granting process, instructions for grant applicants, and the grant application forms. The State Library provides state GIS coordination and oversight of MLIA grants. Where appropriate, the products of the grants shall comply with general State information technology and geospatial data standards and/or best practices.

"The granting process must give preference to interagency or intergovernmental grant requests whenever multiple state agencies, local governments or agencies, or Indian tribal governments or tribal entities have partnered together to meet a requirement of the land information plan." (Montana Code Annotated 2017, 90-1-404 1(e))

RELATIONSHIP TO THE LAND INFORMATION PLAN

The MLIAC Grant Review Subcommittee, hereinafter referred to as the Subcommittee, establishes criteria for the MLIA granting process. Criteria are developed based upon the original intent of the MLIA and the goals and objectives set forth in the Montana Land Information Plan.

The State Library, in coordination with the MLIAC, prepares this plan annually to describe the priority needs to collect, maintain, disseminate, and steward land information. This includes the coordination, collection, maintenance, integration, or dissemination of Montana Spatial Data Infrastructure (MSDI) themes or other associated work. The plan is endorsed by the MLIAC and approved by the State Library Commission.

The plan prioritizes land information needs for Montana's citizens. Government and private sector entities or other stakeholder groups within Montana may implement portions of the Land Information Plan. Entities applying for MLIA grants should implement strategies and initiatives that advance the priorities identified within the Land Information Plan.

MLIA GRANT COMPLIANCE

FY2019 LAND INFORMATION PLAN GRANT CATEGORY PRIORITIES

MLIA Grants for FY2019 will be evaluated based on one of the following defined Land Plan Grant Category priorities. (See Relevance and Public Benefit.) The priorities listed below do not follow an order of significance; all of these categories are considered of equal importance. Applicants are strongly encouraged to identify a single priority when developing grant proposals.

I. Support Geographic Information Systems for Public Safety and Emergency Response
   a. Next Generation 9-1-1:
      i. Boundaries – Development of the Public Safety Answering Point boundaries. Accurate Cadastral data and PLSS digital representation will support the creation of boundaries.
      ii. Addresses – Development of address data that are National Emergency Number Association (NENA) standard compliant and will be integrated into the MSDI Structures & Addresses theme.
      iii. Road Centerlines – Development of road centerline data that are National Emergency Number Association (NENA) standard compliant and will be integrated into the MSDI Transportation theme.
   b. Development of GIS to support Disaster and Emergency Operations and Planning: Local, Regional, and MSDI layers are used to help plan and mitigate in the event of a disaster or emergency response situation including, but not limited to: wildfires, earthquakes, drought, floods, and invasive species.

II. Build Geographic Information Systems to Improve Local & Tribal Government Workflows, Business Processes, and Operations
   a. Land Use Planning,
   b. Infrastructure & Asset Management,
   c. GIS Data & Program Development – Development of base geographic data layers that federate into the MSDI and support other programs, and
   d. GIS data development to support the U.S. Census Bureau's Geographical and Statistical Boundary Programs.

III. Improve Land Records
   a. Improvements to digital representation of Public Land Survey System (PLSS) for the purpose of improving accuracy of the MSDI Cadastral and Administrative Boundaries Themes:
      i. Collecting new survey control data.
      ii. Digitization and dissemination of documents related to PLSS and nonPLSS corners.

iii. Development and enhancement of administrative boundaries, including but not limited to data layers recognized by the MSDI Administrative Boundaries Theme.

ELIGIBILITY

Applicants must represent a form of government:

- Any department, agency, board, commission, or other division of the state government.
- Any city, county, or other division of local government.
- A tribal government within the state.
- The Montana University System.

DATA AND METADATA

Data created/modified with a MLIA grant must meet the following expectations by the grant close-out date:

- Data must meet state-adopted accuracy standards/best practices.
- Grantee must make data publicly available.
- Grantee must register data with the Montana GIS Data List, unless it is incorporated into an existing registered dataset (i.e. MSDI layer), and have associated metadata records that comply adopted standards.
- Grantee must submit a copy of final data to the State Library.

REPORTING

The applicant's project manager will be required to submit quarterly progress reports and the final project report. The reports shall include a section on each deliverable including any deviations from the timeline and/or budget and any problems encountered. Quarterly progress report will also include financial report.

GRANT PERIOD AND EXTENSION POLICY

MLIA grant projects run for a one-year term, starting on July 1 and ending June 30 of the following calendar year, unless otherwise negotiated. Extensions may only be requested by the grantee. Extension approvals will be based on reasons due to legitimate circumstances encountered beyond the grantee's control and project performance to date.

MULTIYEAR PROJECTS

Multiyear MLIA grant projects are possible. Projects must be identified and approved as multiyear projects. Being an approved multiyear does not guarantee future funding, nor does it bypass the

application process. Previously approved multiyear projects, that meet the grant criteria and warrant approval, may be placed at the top of the priority list.

MLIA GRANT PARTNERS

A <u>funding partner</u> from the MLIA grant perspective is either a **funding source** or a **funding recipient**.

- A **funding source** is an entity providing anything of value (in-kind or cash).
- A **funding recipient** is an entity that is directly receiving MLIA Grant dollars. All funding recipients must be eligible grant recipients.

The value of geospatial data holdings is not considered appropriate for in-kind matches; therefore, data providers are not considered funding partners. Data providers and other project participants should not be treated as funding partners; however, their role may be documented in the Relevance and Public Benefit Sections of the Application.

FUNDING INFORMATION

The amount of funds available to be granted, guided by Administrative Rule 10.102.9102(1) - "Available grant funds," is defined as follows: the balance of the Montana Land Information account on March 31, 2018, added to an estimate of not-yet-deposited state funds held by counties as of that date, less the State Library's budget associated with duties and responsibilities as defined in 90-1-404, MCA, for the fiscal year and any funds committed to grants.

- ***Identified available grant funds for FY2019: $250,000***. Grant proposals requesting MLIA funding that exceeds the amount available will not be considered.
- No applicant may pass granted funds back to a MSDI stewarding agency for work on MSDI themes.
- Funds are only dispersed to the awarded MLIA Grant Applicants; funds are not dispersed directly to contractors or other third parties.

TECHNICAL QUESTIONS

Please direct all questions related to the MLIA Grant Application and process to:
Erin Fashoway, State GIS Coordinator
Montana State Library
efashoway@mt.gov | 406-444-9013

GRANT EVALUATION CRITERIA

Complete grant applications will be evaluated based on the following five parts.

1. **Relevance** – the proposal meets the purpose of the Montana Land Information Act; references a priority grant category in the Land Information Plan; demonstrates sustainability; and clearly demonstrates how the grant project will further the land plan objectives for the defined category. (15%)

2. **Public Benefit** – the proposal demonstrates how the grant project will benefit a specific MSDI theme; enhance the land information needs of multiple agencies and across jurisdictions; and/or benefits the citizens of Montana. (25%)

3. **Project Management and Organizational Capability –** the proposal demonstrates the applicant's past record of performance with similar projects; the ability to implement the methodology described in the scope of work; organization's capability to maintain the project; and adequate skills, qualifications and experience of the project manager, key personnel, funding partners, and consultants to complete the project. (10%)

4. **Scope of Work** – the proposal demonstrates adequate research and preparation; ensures the completion of project within the allotted one-year timeframe; knowledge of existing data standards/best practices and existing data models; and includes a complete project timeline of defined project tasks, including equipment purchases, and outlines their interdependencies. The proposal must clearly and concisely describe how the proposed grant activities and products will accomplish goals and objectives of the identified grant category. (25%)

5. **Budget** – the proposal clearly demonstrates that the project can be completed within the proposed budget; fully justifies all project expenditures reported on the budget form and equipment purchases outlined in the scope of work; can leverage outside funding; demonstrates future project sustainability; and includes a plan for long term funding and future enhancements. Budget tables must be consistent with the budget narrative and include all funding partners. (25%)

Applications are considered based on the completeness of documentation, ability to follow directions, meeting of stated basic eligibility, and merit in meeting the goals and strategies as stated in the Montana Land Information Plan for Fiscal Year 2019 and the purpose of the Montana Land Information Act. Budget information is evaluated for reasonableness and appropriateness to the purpose of MLIA as well as to applicant project goals.

The Subcommittee members will review and rank every complete grant application according to scoring procedures based on the criteria percentages. The scored and ranked proposals and supporting documentation will be provided to the MLIAC and the Montana State Library Commission for final review and decision.

GRANT TIMELINE

The granting process, guided by administrative rule, "Establishing the Grant Application and Granting Process," timeline is as follows:

Pre-Award Phase - Funding Opportunities and Application Review

- **Announcement**: By **January 15**, the State Library and the Subcommittee, shall develop and publish the grant materials for the following fiscal year, beginning July 1.
- **Submittal**: Grant applications received by the State Library, before **5:00 p.m**. MST on **February 15th** will be considered for evaluation.

Award Phase - Award Decisions and Notifications

- **MLIAC Review and Award Decision**: "(4) By **May 1** of each fiscal year, the State Library, based on grant criteria and with advice of the Subcommittee, shall identify grant applications that meet the grant criteria and warrant approval and shall rank them in priority order." Montana Rule 10.102.9105
- **Montana State Library Commission Award Decision**: "(5) By **May 15** of each fiscal year, the State Library Commission, with advice of the MLIAC, shall finalize the priority order of the grants. (6) The State Library shall disburse available grant funds to grant applicants in the order of priority set forth under (5)." Administrative Rule 10.102.9105
- **Notification of Award**: Upon the approval of the prioritized list of grant recipients, the State Library will notify all applicants after **May 15**.
- **Acceptance of Award:** Applicants will have until **June 15** to provide written acceptance to the State Library by letter on official letterhead. Development of the MLIA grant project Statement of Work (SOW) will begin upon official acceptance of grant.
- **Award Forfeiture:** Applicants must sign the developed project SOW **60 days** after receipt. If applicants fail to do so the award will be forfeited.
- **Term**: The grant year starts on **July 1**, coinciding with the State of Montana fiscal year, and concludes on **June 30** the following calendar year.

Post Award Phase – Implementation, Reporting, and Closeout

- **Reporting**: Award recipients submit quarterly reports and a final project report.
- **Request for Grant Funds**: Grant funds can only be requested upon the initiation of the grant year, the signed SOW is in place, and the proof for reimbursement can be documented. Work performed or purchases made prior to the grant year cannot be reimbursed. Request for grant funds will require an invoice report, including the invoice from applicant and supporting documentation for the expenditures.
- **Award Closeout**: Award recipients submit the final grant project report, data products and final financial requests to the State Library. The State Library and the applicant must review

and ensure that all requirements of the grant project have been met. Upon completing all the closeout requirements, including a review of the final financial and technical reports, the grant lifecycle ends.

STEPS FOR COMPLETING THIS GRANT APPLICATION

- Read the MLIA FY2018 Grant Application Package in its entirety.
- Read the Montana Land Information Plan, the Montana Land Information Act and its associated Administrative Rules. Access to these documents can be found online—see Appendix D for a list of websites.
- Complete all required and applicable sections of the grant application: Sections 1-9. Follow all guidelines on page/word limits.
- Complete Section 8 Authorize Statement by obtaining signature from the director/head or authorized signatory of organization/agency.
- Only eligible grant recipients may submit grant applications to the State Library.
- Read and review the grant in its entirety and complete and sign/initial Section 9, acknowledging the sections that are applicable and have been completed. All applications will be reviewed for completeness.
- Required grant document formatting:
  - Minimum font size: 11-point font; Minimum margin width: .75 inch.
- Applicants must Utilize the application provided in this application packet. Submit only the MLIA Grant Application (pages 9-23). Coversheets are encouraged.
  - Any grant requests not using the provided application will not be considered.
- Submit the grant application:
  - **Applications received by the State Library <u>before 5:00 p.m. MST on February 15th</u> will be considered for evaluation.**
    - The two files that must be submitted:
      - One signed copy of the application. (Hard copy or scanned copy.)
      - One Microsoft Word Version of the application.
  - These files can be sent via mail on a USB Drive/CD/DVD or submitted digitally, using the State of Montana File Transfer Service (MFTS).
    - To submit an application digitally, via the internet, applicants are required to use to the MFTS at http://transfer.mt.gov/, and choose Erin Fashoway as the recipient. (See Appendix B or the site's help menu for instructions.)
    - To submit an application by mail, please send to:

      Erin Fashoway, State GIS Coordinator
      Montana State Library
      1515 E. 6th Ave
      PO Box 201800
      Helena, MT 59620-1800

MONTANA LAND INFORMATION GRANT APPLICATION

STATE FISCAL YEAR 2019

APPLICATION FOR MLIA GRANT FUNDING

SECTION 1 – APPLICANT, PARTNER, AND PROPOSAL INFORMATION

Primary Applicant Contact Information	
(Please fill this section out in it entirety)	
Name of Agency/Entity:	
Department:	
Division/Section:	
Street:	
City:	
County:	
State:	
Zip Code:	
Project Manager Contact Information:	
Name:	
Title:	
Email Address:	
Phone Number:	
Fax Number:	
Secondary Contact Information:	
Name:	
Title:	
Email Address	
Phone Number:	
MLIA Grant Funding Request & Match:	
Total Requested MLIA Funds:	
Total Matched Funds:	

Proposal Information	
Date Submitted:	
Identified Grant Priority:	
Annual or Multi-Year Proposal:	*Multi-Year Proposals – Identify current year of project and I applicable past years funded, and future years desired.*
Proposal Prepared By:	
Short Title of Proposal:	(This is used throughout the grant project, please make this a meaningful and short title – 100 maximum character count)
Executive Summary (*required – 250 maximum word count*):	
List All Past Awarded MLIA Grants:	

Funding Partners:	
(required for each partner, copy box as needed)	
Name of Contact:	
Name of Agency:	
Street:	
City:	
County:	
State:	
Zip Code:	
Contact Email Address:	
Contact Phone Number:	

SECTION 2 – RELEVANCE

300-WORD COUNT LIMIT FOR NARRATIVE

*In this section, applicants must describe how the proposal meets the purpose of the Montana Land Information Act: to develop a standardized, sustainable method to collect, maintain, and disseminate information; references the defined grant category priority of the Land Information Plan; and clearly demonstrates how the grant project will further the land plan objectives for the defined category. (15% of the total score)

SECTION 3 – PUBLIC BENEFIT

300-WORD COUNT LIMIT FOR NARRATIVE

*In this section, applicants must describe why and demonstrate how the grant project will benefit a specific MSDI theme; enhance the land information needs of multiple agencies or jurisdictions; and benefit the citizens of Montana. (25% of the total score)

SECTION 4 – PROJECT MANAGEMENT AND ORGANZIATIONAL CAPABILITY

2-PAGE LIMIT FOR NARRATIVE

*In this section, the applicant must demonstrate their past record of performance with similar projects; the ability to implement the methodology described in the scope of work; organization's capability to maintain the project; and adequate skills, qualifications and experience of the defined project manager, key personnel, and funding partners.

If the applicant has an existing contract with a consultant or plans to hire a consultant the procurement process for acquiring professional services, this must be described in detail.

The applicant must demonstrate how the defined Project Manager (not hired consultant) 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.

(10% of the score)

SECTION 5 – SCOPE OF WORK

4-PAGE LIMIT FOR NARRATIVE
Grant projects must be completed within the one year timeframe, starting July 1 and ending June 30 of the following calendar year.

Please refer to all potential or hired consultants/contractors as "Consultant". Do not use individual or company names.

*In this section, applicants must demonstrate adequate research and preparation; knowledge of existing data standards/best practices and existing data models; and includes a complete project timeline of defined project tasks and outlines their interdependencies. The proposal must also clearly and concisely describe how the proposed grant activities and products will accomplish goals and objectives of the identified grant category within the proposed project timeline. The proposal must describe quality control/quality assurance procedures for data (features/attributes) collected and/or edited by any identified consultants <u>and</u> the applicant. (25% of the score)

Provide a detailed narrative of the work that needs to be accomplished in order to complete a successful project. The statement must include:

1. <u>*Goals and Objectives*</u> *- List the project goal or goals and objectives. Goals are separate and distinct from objectives. Project goals should be broad and provide a general statement of the project purpose. Each goal should have at least one measurable objective. The objective should describe a specific outcome of the project and when this outcome will be achieved:*
    a. <u>*Example*</u>*: A project goal to build a county address database.*
        i. *The goal's objective would be to collect 500 of structure points with GPS by a December 1st.*
        ii. *The goal's second objective is to apply a physical address to each point by March 30th.*
2. <u>*Tasks or Activities*</u> *- Describe in chronological order the individual tasks or activities necessary to accomplish the work under each objective. This description must provide sufficient detail to show that the project is technically feasible and will accomplish the objectives stated in the application. The description also should provide detail concerning the specific results of each task or activity and when these results should be expected.*
    a. <u>*Equipment*</u> *– Equipment purchases should be listed as tasks or activities. Identify and describe any equipment that would be purchased. Provide*

specific justification for all acquisitions and describe in detail how the acquisition helps achieve the applicant's goals and objectives.

    i. *Equipment purchases must comply with section 90-1-411 (1) of MCA - "Money in the account may be used only for the purposes of this part, including purchasing technology to assist in collecting, maintaining, or disseminating land information and funding the budget required under 90-1-410."*

3. <u>*Project Schedule*</u> *– The grant project must be completed within one year. Provide a realistic project time timeline. The format may be either a list of activities and dates or a detailed bar chart. The schedule should provide a time frame for the project from the starting date through project completion. Tasks or activities should be listed in the expected start-up sequence. All task dependencies this should be indicated. Dates for advertising for bids, requests for proposals, contract award dates and start/end dates for each task or activity must be defined.*

SECTION 6 – BUDGET JUSTIFICATION AND BUDGET TABLE

3-PAGE LIMIT FOR TABLES AND NARRATIVE

*In this section, applicants must demonstrate that the project can be completed within the proposed budget, fully justifies all project expenditures, leverages existing funds, and explains long-term funding plans. Applicants must provide a clear financial picture of all funds used for this project.

Please identify all funding partners.

The budget narrative should clearly state the assumptions used to develop the proposed budget including all sources of subcontracted cost estimates. If the applicant's share is to be considered in-kind, the source of those in-kind must be documented. Matching in-kind funds must be specific to the project and be fully justified. They may be monetary or in other forms such as staffing, infrastructure, or technology support. All funding sources listed in the budget table must be fully explained. If grant funds are to be distributed to funding partners through contractual agreements or other means those must be explained in the narrative. Explain how this project will be maintained in the long term including staffing and funding plans, including reducing dependencies on MLIA funding; project sustainability of time is important. Explain any projected future enhancements that may require additional third-party funding.

Applicants must use the included table, MLIA Grant Budget Summary Table, in this section to define the budget, additional tables can be used to describe the project budget in greater detail.

Please do not make named references to potential or hired consultants/contractors.

(25% of the score)

STATEMENTS OF SUPPORT (IF APPLICABLE)

*Statements of support are required for each listed funding partner—see MLIA Grant Compliance – MLIA Grant Partners section for the definition of a funding partner. <u>Do not include other statements of support as they will not be evaluated</u>.

MLIA GRANT BUDGET SUMMARY TABLE

	MLIA Summary	Applicant Summary			Funding Partner Summary*			Total:
MLIA GRANT BUDGET SUMMARY								
Category	MLIA Share	Applicant Cash	Applicant In-kind	Applicant Subtotal	Funding Partner 1	Funding Partner 2	Partner Subtotal	*MLIA Share, Applicant Subtotal, Partner Subtotal*
a. Personnel								
a. 1. Fringe Benefits								
b. Travel								
c. Equipment								
d. Supplies & Materials								
e. Contractual								
f. Other								
Total								

Modify, add, or remove the funding partners column(s) as needed to define a clear budget

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SECTION 7 – RENEWABLE GRANT ACCOUNTABILITY

In this section, applicants must outline past MLIA projects and project management accountability. Previous MLIA grant projects will be taken into consideration in final prioritization.

If the applicant received a grant in the past five years, then the following items are needed.

1. Applicants awarded a FY2018 MLIA Grant <u>must</u> submit a report on the progress made toward meeting the requirements of that grant. The report must include the status of the project timeline, tasks, and deliverables.
   a. **1-page limit**
2. Applicant must write a narrative, outlining the successes and the failures, of each grant received. Applicant must explain how tasks, timelines, and deliverables of the project were or were not met. The applicant must demonstrate how past projects failures will ensure future projects successes.
   a. Each narrative has a **250-word** count limit

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.

_____

Name (print or type)

_____

Title (print or type

_____

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

_____

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

APPENDIX A – GRANT ADMINISTRATIVE COST GUIDELINES

One MLIA grant evaluation criteria is how much of the MLIA dollar is spent directly accomplishing the proposed project goals/objectives vs. the amount of MLIA funds spent on organizational administrative cost. MLIA grant submissions may include reasonable administrative costs; the question arises as to what is "reasonable". Any definition of "reasonable administrative costs" is somewhat subjective, so the criteria is not intended to exclude any rational administrative costs; certainly none that use these costs as "matching" funds in support of the MLIA project goals.

Therefore, State Library and the Subcommittee will consider any administrative costs up to 5% of the total MLIA funds requested "reasonable" upon their face value. If the MLIA administrative costs funds requested exceed 5%, the grant requestor must detail and individually justify each administrative cost. When evaluating the "above 5%" submissions, the Subcommittee and the State Library will consider the:

- Ratio of the total MLIA funded administrative cost to the total MLIA grant funds requested; the higher the ratio, the lower the overall grant score.
- Justification for each administrative cost category, and their application to the goals and objectives of the MLIA Land Plan.
- The mix of current grant submissions and the relative value of this submission to the short and long term goals of the MLIA Council.

The State Library and the Subcommittee have the following options:

- Reject the grant;
- Ask the grant requestor to modify the administrative costs;
- Rate the grant lower in the MLIA grant funding priority list; and/or accept the administrative costs as submitted.

APPENDIX B – USING THE STATE FILE TRANSFER SERVICE

In order to submit grants digitally, applicants are required to use to the State of Montana File Transfer Service (MFTS) for submitting grants digitally: http://transfer.mt.gov/.

Steps for using the State of Montana File Transfer Service:

1. Navigate and login to the MFTS website.
    a. Choose to login with an existing ePass account or create a new ePass account.
        i. HINT:
            1. All state employees, by default, have an ePass account. Click login with existing ePass account and Login with State Employee Account.
            2. If you have an account to publish to the Montana Data List, you already have an ePass account. Click login with existing ePass account and use your existing account to login.
2. Send a file.
    a. Click the **+ Send a New File(s)** (blue) button.
    b. Drag and drop files into or click anywhere in the gray box on the page to select your files.
        i. Add more files by clicking in the gray area or dragging and dropping.
        ii. Click the "Remove File" button, to remove a file.
    c. Click the **Continue** button.
    d. Select the recipient(s) of the files:
    e. In the General section under Recipient Options > Click ***State Employee or ePass Montana Customer*** link.
        i. Search for and choose Erin Fashoway within the ***find a state employee*** tab.
    f. Review the files being sent.
    g. Compose a message.
    h. Click Send.
3. Review and print a copy of the sent receipt for your records.
4. Check the status of files at the home page in the MFTS.

APPENDIX C – STATEMENT OF WORK

The State Library will write the MLIA Grant Application Statement of Work for each awarded grant proposal. The SOW defines the contractual terms of the grant. The information about the project will be taken directly from the applicant's grant application. Funds cannot be distributed until the SOW has been signed by all parties.

SOW Reporting Requirements:

Transfer of all electronic documents/deliverables of the grant must be submitted using the State of Montana File Transfer Service, see Appendix D.

- Quarterly reports: Summary of the project, timeline, and budget.
- Financial Status Report: due by the project closeout the report includes:
  - summary of Project,
  - financial Status Report,
  - description of Methods for data creation/collection,
  - data and its associated metadata,
  - proof data has been published to Data List (if applicable),
  - map depicting the project,
  - media describing the grant, with a release state for use of the State of Montana for supporting the Montana Land Information Act: photos, video clips, sound bites, graphics/images.

APPENDIX D – REFERENCED DOCUMENTS OR WEBSITES

Montana Land Information Act:
http://msl.mt.gov/MLIAC

Montana Land Information Act Administrative Rule:
http://www.mtrules.org/gateway/Subchapterhome.asp?scn=10%2E102.91

Montana Land Information Plan:
http://msl.mt.gov/MLIAC/LandPlans

Montana Land Information Advisory Council:
http://msl.mt.gov/MLIAC

Montana Library Commission:
http://about.msl.mt.gov/commission_councils/commission.aspx

Montana Spatial Data Infrastructure Theme Stewards:
http://msl.mt.gov/GIS/msdi

MLIA Grant Information:
http://geoinfo.msl.mt.gov/mliagrant

Montana GIS Data List:
http://msl.mt.gov/GIS/DataList

Montana State File Transfer Service:
http://transfer.mt.gov/