



# MONTANA LAND INFORMATION ACT GRANT APPLICATION PACKAGE FISCAL YEAR 2020

*Produced by*  
**the Montana State Library, with advisement from 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 15, 2019**

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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)

Montana citizens and GIS practitioners in Montana have a decades-long investment in a strong foundation of GIS knowledge, partnerships, spatial data infrastructure, and data sharing tools. This investment in GIS empowers local, state, and federal government staff as well as business, industry, education, and research personnel seeking to understand Montana’s economy, demography, landscape, and much more.

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

### TECHNICAL QUESTIONS

Please direct all questions related to the MLIA Grant Application and Process to the Montana State Library: [MLIAGrants@mt.gov](mailto:MLIAGrants@mt.gov) | 406-444-5354.

### 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.

### INFORMATION MUST BE CREATED TO STANDARD & MADE PUBLICLY AVAILABLE

- A. Must meet state-adopted accuracy standards/best practices,
1. Coordinate System Requirements\*: NAD 1983 HARN State Plane Montana (METERS).
    - a. \*Note: Survey Control has differing requirements (see below: 4.a.).
  2. NG 9-1-1 Standard for site/structure address points, road centerlines, emergency service boundaries: NENA Standard for NG9-1-1 GIS Data Model (NENA-STA-006.1-2018).
  3. Boundaries should be created/edited to align with existing MSDI data layers, where possible: e.g. Public Land Survey System (PLSS), Cadastral, Administrative Boundaries.
  4. Collecting Survey Control:
    - a. Proposed Survey Control must be approved by the Montana State Library prior to collection by a Montana Professional Land Surveyor. *See Appendix C for more information.*
    - b. Submitted using the Montana Control Point Database (MCPD) Data Submission Spreadsheet.
    - c. Coordinate System requirements:
      - Coordinate System: NAD 1983 (2011) HARN State Plane Montana (METERS).
      - Vertical Coordinate System: NAVD 1988.
  5. To promote interoperability and standardization with data collected with MLIA Grant funds:
    - a. Use the Esri Local Government Information Model (LGIM) when collecting non-MSDI and non-NG 9-1-1 data.
  6. Metadata records should be created or modified to the adopted state standard: [http://ftp.geoinfo.msl.mt.gov/Documents/Metadata\\_Tools/DataListMetadataStandard.html](http://ftp.geoinfo.msl.mt.gov/Documents/Metadata_Tools/DataListMetadataStandard.html)
- B. Grantee must make all information, products, code, and/or media created through a Montana Land Information Act Grant publicly available.
- C. Grantee must register all metadata records 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 with adopted standards.
1. [http://apps.msl.mt.gov/Geographic\\_Information/Data/DataList/](http://apps.msl.mt.gov/Geographic_Information/Data/DataList/).
  2. If existing information is modified under an MLIA Grant Project and already registered at the Montana GIS Data List, the corresponding metadata record shall be modified appropriately.

- D. Grantee must submit a copy of final data to the State Library. This data is for record of work completed. The State Library does not act as the disseminator of the information.

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## FY2020 LAND INFORMATION PLAN GRANT CATEGORY PRIORITIES

MLIA Grants for FY2020 will be evaluated based on one of the following defined Land Information Plan Grant Category priorities. (See Relevance and Public Benefit) The priorities listed below do not follow an order of significance; all categories are considered of equal importance. Applicants are required to identify one priority when developing grant proposals.

- I. Support Geographic Information Systems for Public Safety and Emergency Response
  - a. Next Generation 9-1-1 (NG9-1-1):
    - 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 NENA standard compliant and will be integrated into the MSDI Transportation theme.
  - b. Development of GIS to support Disaster and Emergency Operations, Resilience, and Planning. Local, regional, and MSDI geographic information data 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, flooding, severe weather, 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 purposes 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.
- IV. Improve Water Information: MSDI Hydrography
  - a. Improvements to the National Hydrography Dataset (NHD) for the purposes of improving the MSDI Hydrography Theme:

- b. Collection, creation, and improvement of canals, ditches, and irrigation infrastructure data.

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## MLIA GRANT PROJECT MANAGEMENT

For the purposes of this grant program, the defined Project Manager must be an employee of the eligible grant applicant's organization. The Project Manager will be required to submit invoices, financial reports, quarterly progress reports, data deliverables, final project report, publish metadata in the GIS Data, and be the main point of contact for any issues that might arise during the length of the project. The Project Manager may be asked to give presentations regarding the status or success of the MLIA Grant project.

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## REPORTING REQUIREMENTS

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

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## 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 must be requested, in writing, by the identified Project Manager. Extension approvals will be based on reasons due to legitimate circumstances encountered beyond the grantee's control and project performance to date.

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## COLLABORATION AND COORDINATION

Collaboration, coordination, and partnership are important when creating and maintaining geographic information. "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)) Grant applications that meet the grant criteria and warrant approval will be placed at the top of the priority list.

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## PLANNING, PILOT, OR MULTI-YEAR PROJECTS

Multiyear, pilot, or planning projects are acceptable under this grant program. Geospatial data conversion or implementation projects are broad in scope and can take numerous years to complete. The MLIA

Grant Program is an annual program, intended for a grant recipient to receive funding for a project that must be fully completed and fully reported in only one year. GIS Data conversion projects can experience “scope creep” and can sometimes take more than one year to complete.

Multiyear MLIA grant 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 given preference.

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## MLIA GRANT PARTNERS

A funding partner 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 should be documented in the Relevance and Public Benefit Sections of the Application.

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## 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, 2019, 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.

- MLIA Grant Funds are established as state special revenue funds from recordation fees. These are not federal funds.
- **Identified available grant funds for FY2020: \$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.

## 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 Information 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 benefit 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 and use 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; clearly outlines the costs on all identified scope of work tasks/activities; demonstrates that the organization 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, performance on past MLIA Grants, and merit in meeting the goals and strategies as stated in the Montana Land Information Plan for Fiscal Year 2020 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 Applications with the sole purpose of collecting new survey control data for improving the digital representation of the PLSS (FY2020 Grant Category 3.a.i.) do not have to complete these sections. Scope of Work and Budget Sections will both be valued at 50%.*



## 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 15<sup>th</sup>** 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 Administrative 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).” Montana Administrative Rule 10.102.9105
- **Notification of Award**: Upon the approval of the prioritized list of grant applications, the State Library will notify all applicants after **May 15**.
- **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. Exact closeout dates for deliverables and final request for grant funds will be negotiated in the Statement of Work.

### 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 Statement of Work (SOW) is in place, and the proof for reimbursement can be documented. Work performed, or purchases made prior to the grant year and/or before a SOW has been fully executed 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, financial 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 FY2020 Grant Application Package in its entirety.
- Read the Montana Land Information Plan and 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 1-7. Follow all guidelines on page/word limits.
- Complete *Section 8* Checklist by obtaining signatures by the person completing the grant.
- Complete *Section 9* Authorize Statement by obtaining signature from the director/head or authorized signatory of organization/agency.
- 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:
  - Only eligible grant recipients may submit grant applications to the State Library.
  - **Applications received by the State Library before 5:00 p.m. MST on February 15<sup>th</sup> will be considered for evaluation.**
    - The two files that must be submitted:
      - One signed copy of the application. (e.g., .pdf or .jpg)
      - One Microsoft Word Version of the application.
  - Submit Application digitally, using the State of Montana File Transfer Service (MFTS).
    - <http://transfer.mt.gov/>, and choose Erin Fashoway as the recipient. (See Appendix B or the site's help menu for instructions.)

# **MONTANA LAND INFORMATION GRANT APPLICATION**

## **STATE FISCAL YEAR 2020**

### **JULY 1, 2019 – JUNE 30, 2020**

**APPLICATION FOR MLIA GRANT FUNDING**

**SECTION 1 – APPLICANT, PARTNER, AND PROPOSAL INFORMATION**

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

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<b>Proposal Information</b>	
Date Submitted:	
Identified Grant Priority:	<i>Identify only one grant priority. Grant Applications for the sole purpose of collecting new Survey Control under the Improve Land Records Category have different instructions for this application process.</i>
Annual or Multi-Year Proposal:	<i>Multi-Year Proposals – Identify current year of project and / applicable past years funded, and future years desired.</i>
Proposal Prepared By:	
Short Title of Proposal:	<i>(This is used throughout the grant project, please make this a meaningful and short title – 100 maximum character count)</i>
Executive Summary ( <i>required – 250 maximum word count</i> ):	
<b>List All Past Awarded MLIA Grants:</b>	

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

*\*Each identified Funding Partner must also submit a letter of support, see Section 6.*

## 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 Plan's objectives for the defined category. (15% of the total score)*

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*\*DO NOT COMPLETE SECTION: If the Grant Application is for the sole purpose of collecting new survey control data for improving the digital representation of the PLSS (FY2020 Grant Category 3.a.i.). (0% of the total score)*

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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)*

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*\*DO NOT COMPLETE SECTION: If the Grant Application is for the sole purpose of collecting new survey control data for improving the digital representation of the PLSS (FY2020 Grant Category 3.a.i.). (0% of the total score)*



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**SECTION 4 – PROJECT MANAGEMENT AND ORGANIZATIONAL 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.*

*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.*

*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.*

**(10% of the score)**

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*\*DO NOT COMPLETE SECTION: If the Grant Application is for the sole purpose of collecting new survey control data for improving the digital representation of the PLSS (FY2020 Grant Category 3.a.i.). (0% of the total score)*

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## SECTION 5 – SCOPE OF WORK

### **4-PAGE LIMIT FOR NARRATIVE**

*\*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 and the applicant. (25%)*

*\*PLSS Grants: If the Grant Application is for the sole purpose of collecting new survey control data for improving the digital representation of the PLSS (FY2020 Grant Category 3.a.i.). (50% of the total score)*

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

1. Goals and Objectives - 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:
2. Tasks or Activities - 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. Collecting Survey Control – Application must include a map or list identifying the PLSS Townships and Sections in the proposed collection area. See Appendix C for more information on Survey Control collection and submittal requirements.
  - b. Equipment – 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."

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3. Project Schedule – *The grant project must be completed within one year. Provide a realistic project 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.*

*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.*

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## 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 funds, 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.*

*Do not make named references to potential or hired consultants/contractors; e.g., Joe's GIS Firm, simply refer to them the potential/hired consultant/contractor.*

**(25% of the score | 50% for PLSS Grants)**

*\*PLSS Grants: If the Grant Application is for the sole purpose of collecting new survey control data for improving the digital representation of the PLSS (FY2020 Grant Category 3.a.i.). (50% of the total score)*

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### **STATEMENTS OF SUPPORT (IF APPLICABLE)**

*\*Statements of support are required for each identified funding partner—see MLIA Grant Compliance – MLIA Grant Partners section for the definition of a funding partner. All funding partners must be identified in Section 1 of the Grant Application. Do not include other statements of support as they will not be evaluated.*

**MLIA GRANT BUDGET SUMMARY TABLE**

<b>MLIA GRANT BUDGET SUMMARY</b>								
	<b>MLIA Summary</b>	<b>Applicant Summary</b>			<b>Funding Partner Summary*</b>			<b>Total: MLIA Share, Applicant Subtotal, Partner Subtotal</b>
Category	MLIA Share	Applicant Cash	Applicant In-kind	Applicant Subtotal	Funding Partner 1	Funding Partner 2	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 FY2019 MLIA Grant must 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. **1-page limit***
- 2. Applicant must write a narrative, outlining the successes and the failures, of each grant received in the past five years, excluding the FY2019 grant. 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 – CHECKLIST**

*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
	<b>Proposal Prepared by an outside party – I have read this document in its entirety. (if applicable)</b>
	<b>Section 1 – Applicant, Partner, and Proposal Information</b>
	Primary Applicant Information
	Funding Partner <i>(if applicable)</i>
	Proposal Information
	List All Past Awarded MLIA Grants
	<b>Section 2 – Relevance (300 max word limit)</b>
	<b>Section 3 – Public Benefit (if applicable)</b>
	<b>Section 4 – Project Management (if applicable)</b>
	<b>Section 5 – Scope of Work Narrative (4-page limit)</b>
	<b>Section 6 – Budget Justification Narrative and Table (3-page limit)</b>
	Budget Justification Narrative
	Complete Budget Table
	<b>Section 7 – Funding Partner Statements of Support (if applicable)</b>
	<b>Section 8 – Renewable Grant Accountability Narrative (if applicable)</b>
	FY2019 Grantee Report <i>(if applicable)</i>
	Past MLIA Grant Project Narratives (FY2018 - FY2015) <i>(if applicable)</i>
	<b>Section 9 – A Signed Authorizing Statement</b>

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**SECTION 9 – 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.**

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**Name (print or type)**

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**Title (print or type)**

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

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**Date**



## 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 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 Information 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

Applicants are required to submit grant applications digitally through the State of Montana File Transfer Service (MFTS): <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. All state employees, by default, have an ePass account. Click login with existing ePass account and Login with State Employee Account.
    - ii. If you have an account to publish to the Montana GIS 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 – COLLECTING SURVEY CONTROL

Data collection and submittal requirements for Survey Control, collected by a Montana Professional Land Surveyor, to improve the digital representation of the PLSS:

- I. Grantee must submit maps or diagrams depicting of all proposed PLSS survey control points to the Montana State Library for review and approval by the Montana State Library, prior to survey control points being collected by a Montana Professional Land Surveyor.
  - a. The Montana State Library will review these proposed survey control points for relevance and optimal distribution for the enhancement of digital representation of the PLSS.
  - b. The Montana State Library will work with the Grantee on any issues with the proposed survey control points.
  - c. Upon acceptance of all proposed Control Points the Grantee can start the project.
- II. A digital copy of the Certified Corner Recordation document for all collected survey control points must be submitted in a digital format up the close out of this SOW.
- III. The Montana State Library requires Certified Corner Records documents for the enhancement of digital representation of the Public Land Survey System (PLSS).
  - a. If Certified Corner Record documents for the County are available in a digital format:
    1. The Grantee will submit all digital corner record documents for the county upon the closeout of this SOW.
  - b. If Certified Corner Record documents for the County are not available in a digital format:
    1. The Montana State Library will work with the Grantee to obtain needed corner record documents for the county before closeout of this SOW.
- IV. Final data must be submitted using the Montana Control Point Database (MCPD) Data Submission Spreadsheet.
- V. Coordinate System requirements:
  - a. Coordinate System: NAD 1983 (2011) HARN State Plane Montana (METERS).
  - b. Vertical Coordinate System: NAVD 1988.

## 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](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/>

Montana Control Point Database Submission Spreadsheet:

[http://ftp.geoinfo.msl.mt.gov/Data/Spatial/MSDI/GeodeticControl/MCPD/MCPD\\_MASTER\\_TEMPLATE.zip](http://ftp.geoinfo.msl.mt.gov/Data/Spatial/MSDI/GeodeticControl/MCPD/MCPD_MASTER_TEMPLATE.zip)