

Application

### 93274 - FY2021 Montana Land Information Act Grant Application - Final Application

### 94986 - Sanders County Election Administrator and Clerk & Recorder Geo-Enabled Elections MSL Montana Land Information Act Grant

Status:	Submitted	Original Submitted Date:	02/18/2020 5:57 PM	Submitted By:	Nichol Scribner
	Submitted	Last Submitted Date:	02/27/2020 1:19 PM	Last Submitted By:	Nichol Scribner

### Applicant Information

Primary Contact:				
Name:*	Ms. Salutation	Nichol First Name	Middle Name	Scribner Last Name
Title:	Clerk & Recorder			
Email:*	nscribner@co.sand	ers.mt.us		
Alternate Email				
Address:*	PO Box 519			
*	Thompson Falls <sub>City</sub>		Montana State/Province	59873 Postal Code/Zip
Phone:*	406-827-6922 Phone ###-###-####			Ext.
Alternate Phone				
Fax:				
Comments:				
Organization Information				
Name:*	Sanders County Cle	erk and Recorder		
Organization Type:	County Governmen	t		
Organization Website:	https://co.sanders.n	nt.us/departments/cle	erk-recorder/	
Address:*	1111 Main St.			
*	Thompson Falls <sub>City</sub>		Montana State/Province	59873 Postal Code/Zip
Phone:*	406-827-6922			
Ext.				
Alternate Phone				
Fax:				
Email address				
Alternate Email				
Comments:				

### Applicant Organization and Contact Information

Type of Governmental Entity:*	Any city, county, or other division of local government
Name of Agency/Entity:*	Sanders County
Department:*	Election Administrator and Clerk & Recorder
Division/Section (if applicable):	
Mailing Address:*	PO BOX 519
City:*	Thompson Falls
County:*	Sanders
Zip Code:*	59873
Organization`s Main Phone Number:*	406-827-6922
Organization`s Fax Number:	

### **Primary Point of Contact**

Salutation:*	Mrs.
Contact Name:*	Nichol Scribner
Contact Title:*	Sanders County Election Administrator and Clerk & Recorder
What is the contact`s defined role in the proposed project:*	Project Manager Max 250 characters

Before completing the MLIA Grant application, the designated point of contact must read and understand the fiscal year 2021 Montana Land Information Act Grant Packet in its entirety.

Has the primary point of contact read the fiscal year 2021 Montana Land Information Yes Act Grant Packet in its entirety?\*

### Authorization Letter

Please attached signed authorization letter here as a Authorization\_Letter.pdf PDF document:\*

### **Proposal Information**

The applicant must identify one grant priority that the proposed project will address

 Identified Grant Priority:\*
 1.4. Integrating GIS Into the Planning and Preparation for Geo-Enabled Elections

 Please indicate whether or not the proposed grant is part of a multi-year proposal. If it is, please identify the intended total number of years for the project and the current year of the project. After clicking "yes" below, you will see text boxes appear in which you can enter the required information about the multi-year project.

 Multi-Year Proposal:\*
 Yes

 Please define the total number of years proposed for the multi-year project.

 Total number of proposed multi-years:
 3

Please indicate what year of the multi-year project this proposed grant would constitute. For example, enter "Year 2" if the proposed project would be the second year of a multi-year project.

Current year of the project: FY 2021

Please list the person(s) who prepared this grant application.

Proposal Prepared By:\* Nichol Scribner

### Executive Summary:\*

Please provide an executive summary of the proposed project.

There is a 3,000-character limit for the executive summary.

We plan build GIS capacity in the Clerk and Recorders Office to supplement IT/GIS staff to sustain GIS adoption in Sanders County. Our goal in the Clerk & Recorders office is to geospatially enable our Land Records work flows. We want to make sure our local and statewide administrative boundaries are built on MDSI framework layers and created and maintained using GIS best practices and standards in Montana. We want to apply these two goals to improving the integrity of data relating to elections by using an authoritative geocoder locator based on the Sanders road centerline layer using NENA compliant NG9-1-1 data model

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standards for the source for all our local mailing lists and address lists and databases with addresses. We want to apply the same geocode locator to the addresses we derive from the Secretary of State's Montana's Vote's System and check those addresses against the state voting districts. We want to share our lessons learned and analysis results from the work on this project and participating in a National States GIS Information Council pilot on Geo-Enabled Elections inform other election officials in Montana to integrate GIS and adopt best practices for GIS work related to Geo-Enabled elections.

### Relevance

### Relevance to the FY2021 Montana Land Information Plan:\*

In this section, please:

1.) 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; and

2.) Clearly demonstrate how the proposal meets the defined FY2021 Montana Land Information Plan Priority.

There is a 3,000-character limit for the relevance narrative.

### The proposal meets the purpose of the Montana Land Information Act:

We plan to expand, maintain and document a GIS framework for land records management built on MDSI framework layers and apply them to improve the integrity of data relating to elections. Our goal is to build capacity within the Clerk and Recorder's office to improve and maintain election data and inform other election officials in Montana to integrate GIS and adopt best practices to improve the MSDI framework. We need to geographic information maintainers in multiple county departments to sustain our efforts to serve our citizens.

We built in 200 hours of consultant GIS training and plan to have staff implement Esri training tracks and attend MAGIP training workshops to build capacity. We also hope to participate in inter-agency collaboration with MSL staff to learn best practices in working with our MSDI layers, election data and administrative boundaries and workflows to insure compatibility with CANNSDI parcel fabric adjustments. We have budgeted to leverage web maps and Esri apps to provide tools for county staff and the public.

Our Clerk and Records is in the leadership of the Montana Clerk and Recorders Association, serving on both the legislative and education committees. We budgeted to give presentations to our peers at the Clerk & Recorder state conference and MACO and attend sessions in Helena with MSL and DOR relating to the NSGIC pilot.

The primary Land Plan priority this proposal meets is:

### 1.4. Integrating GIS into the Planning and Preparation for Geo-Enabled Elections

The Sanders County Clerk and Recorder's office wants to leverage GIS to insure the right ballot gets to the right voter in every election. Sanders County would be very interested in participating in the NSGIC Geo-Enabled Elections best practices pilot under the leadership of the Clerk and Recorder's office in collaboration with the GIS, IT, 911, Sheriff and Addressing offices.

We propose this as a three year project from the perspective of training and capacity building, while completing the required elements of the NSGIC Geo-Enabled elections pilot project during the first year of the project. We discussed and coordinated the project with Erin Fashoway, Megan Burns and Michael Fashoway at the Montana State Library and and fully understand the requirements and components of the NSGIC pilot and the goals and objectives of geo-enabled elections. We intend to solicit a consultant who is familiar with NSGIC and the pilot project and Next Generation 9-1-1 to assist in the project, provide training, and capacity building. We anticipate assessing, adjusting, editing several of our MSDI GIS layers affecting elections. We plan to document best practices and metadata .

### Public Benefit

### Public Benefit:\*

In this section, please describe why and demonstrate how the grant project will:

1.) Benefit a specific MSDI theme;

2.) Enhance the land information needs of multiple agencies or jurisdictions; and

3.) Benefit the citizens of Montana.

There is a 3,000-character limit for the public benefit narrative.

Accurate land records and other MSDI layers such as road centerlines, site/structure addresses and administrative boundaries help avoid location errors, gaps and overlaps. This will insure voters are placed in the right voting district/precinct, receive the correct ballot and vote in the correct electoral contests both on and off Reservation lands. They also play a key role in building capacity in rural governments to save lives through public safety and improve our ability to maintain the next generation of 911.

Specifically, the MSDI layers we plan to integrate include cadastral parcels, road centerlines, site/structure addresses and MSDI administrative boundaries including school districts, county boundaries, House and Senate districts, and precincts recently

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developed by Department of Commerce, and incorporated municipal boundaries. We also intend to work with local administrative boundaries including Commissioners districts, fire, park, hospital, water/sewer and other special districts. Because Sanders County includes tribal lands within our county boundaries, our goal is to work closely to establish firm boundaries within the Reservation lands as well to insure Tribal voters have accurate elections.

We propose this as a multi-jurisdictional proposal with close collaboration with the Montana State Library and Montana Department of Revenue, the Sanders County Assessor's office, and the Secretary of State's office to develop and facilitate best practices for Montana rural counties and counties with Tribal boundaries cadastral updates and work flows and election related layers.

### Primary Project Manager Contact Information

Salutation:*	Mrs.
Name:*	Nichol Scribner
Title:*	Clerk & Recorder, Elections Administrator
Email Address:*	nscribner@co.sanders.mt.us
Phone Number:*	406-827-9622

### Secondary Project Manager Contact Information

Salutation:*	Ms.
Name:*	Ashley Blaylock
Title:*	GIS/IT Technician
Email Address:*	ablaylock@co.sanders.mt.us
Phone Number:*	406-827-6920

### Organizational Capability

### Organizational Capability:\*

There is a 4,000-character limit for the organizational capability narrative.

### **Primary Project Manager**

Nichol Scribner

### (406)827-6922

### nscribner@co.sanders.mt.us

Nichol has held the position of the Sanders County Election Administrator and Clerk & Recorder since 2013. Throughout this time she has had many grant management experiences such as managing fiscal year budgets and the reimbursements portion of multiple County grants including, past MLIA grants, Department of Justice, Department of Commerce, HAVA, FAA, DNRC and Army Corps of Engineers. Nichol was also the Project Manager for a \$1.8 million Strategic Prevention Framework- State Incentive Grant (also known as Montana Community Change Project) from 2007-2010 Project Manager

### Secondary Project Managers

Ashley Blaylock

### (406)827-6920

### ablaylock@co.sanders.mt.us

Ashley has two years of grant budget management in automated month-end budget reports, improving month-end closing process.

### Project Management

### Project Management:\*

There is a 10,000-character limit for the project management narrative.

Nichol has held the position of the Sanders County Election Administrator and Clerk & Recorder since 2013. Throughout this time she has had many grant management experiences such as managing the fiscal budget and the reimbursements portion of multiple County grants including, past MLIA grants, Department of Justice, Department of Commerce, HAVA, FAA, DNRC and Army Corps of Engineers. Nichol was also the Project Manager for a \$1.8 million Strategic Prevention Framework- State Incentive Grant (also known as Montana Community Change Project) from 2007-2010 Project Manager. Nichole will manage the project and meet the reporting requirements including quarterly and final reports. She will be supported y her Clerks and supporting staff, primarily Ashley Baylock, IT and GIS for Sanders County and Tracy Vanicek, Plat Clerk and Deputy Clerk and Recorder staff.

Ashley Baylock has two years of grant budget management in automated month-end budget reports, improving month-end closing process. She is the primary staff working on a two year 911 Advisory Council Grant preparing Sanders County data for the transition to Next Generation 9-1-1. She has received extensive GIS training and mentoring on GIS and managing data with ArcGIS Pro.

Nichol and Ashley will be the primary staff communicating with the Montana State Library, fulfilling data requirements and managing our hired consultant for this project. Sanders staff will be getting additional capacity building and training directly from the Montana State Library staff through their participation in two multi-day sessions in Helena associated with participation in the National States GIS Information Council Geo-Enabled Elections pilot project. This will build additional capacity to manage and administer this project.

We are currently working with a consultant, Geodata Services, Inc. on our 911 Advisory Council NG9-1-1 grant. We plan to treat this project as a contract extension and contract modification to incorporate the additional Geo-Enabled Elections focus areas.

### Geodata Services, Inc.

Geodata Services specializes in GIS services for local, state and federal governments, natural resource management, regional and community planning, and demographic and socioeconomic analysis. For 25 years Geodata Services has provided training and services in GIS including, spatial analysis, image analysis, database development, collaborative GIS, suitability modeling, and 3D scenario visualizations. Geodata Services has been an Esri business partner for 22 years, and has more than 60 years of combined experience with GIS. Geodata Services has worked with many previous successful MLIA projects, including two NG 9-1-1 MLIA projects in the 2017 fiscal year with Carbon and Teton counties. Geodata Services has presented testimony on behalf of the Montana State Library at interim legislative sessions demonstrating the effectiveness of the grant program and has presented at past MACO conferences on the success of the MLIA program. Geodata is currently working with 7 rural Montana PSAPs on 911 Advisory Council Grants assisting them in Next Generation 9-1-1 GIS preparation and assessment.

experience in GIS experience, as founder and president of Geodata Services since 1993. Ken served on the MLIAC council for 6 years, and currently serves on the Montana State Library Commission in his second 3 year term. Ken WallWall has earned certification as an Esri Desktop Associate and served as a certified ArcGIS Desktop instructor, and is a CompTIA CTT+ Certified technical trainer. Geodata Services is the only ArcGIS Online Specialty Partner in Montana. Ken served on the NENA NG 9-1-1 data review subcommittee which established the NENA NG9-1-1 GIS Data Model. He is currently serving on two NENA workgroups focusing on road centerlines and emergency service boundaries as part of best practices documents for transitioning from legacy 911 to Next Generation 9-1-1.

Kyle Balke has 16 years of applied GIS experience in the local government, engineering, natural resources, and telecommunication fields. He has worked as a GIS analyst for firms in Wisconsin and Montana. His professional experience includes GIS data maintenance and editing, project development, CAD and GIS integration, geodatabase design, spatial and statistical analysis, web mapping and cartography. He has extensive expertise with the full suite of Esri GIS programs and modules, including ArcMap, Business Analyst, ArcGIS Online for Organizations, ArcGIS Pro and Spatial Analyst. For the last three years Kyle has taught a course on Internet GIS at the University of Montana focused on ArcGIS Online and ArcGIS Pro.

### **Contractual Services**

Does the applicant intend to hire a consultant to perform work on the proposed project?	Yes
Name of consultant company/organization:	Geodata Services, Inc
Primary contact at company/organization:	Kenneth E Wall

### Invoicing Methodology

Please Attach Sample Invoicing Documents:\* Reimbursement1.pdf

### Scope of Work

Scope of Work:\*

Please observe the following requirements and guidelines for completing the scope of work narrative:

### Formatting, Writing, and Mandatory Form Requirements for this Section:

- Refer to all hired or potential consultants/contractors as "consultant." Do not use individual or company names, e.g., Raster & Vector GIS Firm The following format is required for labeling goals, objectives, and tasks: a. All goals must be numbered, e.g.: Goal 1: Improve GIS for County XYZ.
- b. All objectives must be numbered in order and include their overarching goal, e.g., Objective 1.1: Complete an MLIA Grant Application.
   c. All tasks must be numbered in order and include their overarching goal and objective, e.g., Task 1.1.1: Create a Web Grants User Profile.
   Collecting Survey Control Applicant must submit the "MLIA Proposed Survey Control Point Collection" form, provided in the MLIA Grant Application Packet, to identify the proposed collection

4. The applicant is required to submit the "MLIA Grant Project Timeline." Please use the template provided below to complete the timeline

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. Each objective should describe a specific outcome of the project and when this outcome will be achieved.

Tasks -- Tasks must be described in chronological order necessary to accomplish the work under each objective. This description must provide sufficient detail to show that the tasks are achievable and will accomplish the objectives stated in the application. The description also should provide detail concerning the specific results of each task.

1. All equipment purchases must be listed as separate tasks. Each equipment purchase must be clearly described and include specific justification how the purchase will help achieve the applicant's goals and objectives.

 a. Equipment purchases must comply with section 90-1-411 (1), 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."
 2. Please refer to the MLIA Grant Compliance Section of the MLIA Grant Application Packet for GIS Project Planning Grants eligible expenditures and activities

3. Please refer to Appendix B of the Montana Land Information Act Grant Packet for requirements for collecting survey control

There is a 15,000-character limit for the scope of work narrative.

Goal 1: Enhance the Sanders County Clerk and Recorder Office ability to create, manage and maintain digital land and property records and share them with the public.

Objective 1.1: Develop a system and workflow for creating and maintaining land and property records implemented with the Esri local government data model best practices and standardized with the MSDI framework layers, and participate in the NSGIC Geo-Enabled Elections Pilot, started during the first quarter and implemented during the second quarter of this project.

Task 1.1.1: Obtain one additional single use Standard Esri ArcGIS license for Clerk and Recorders Office.

Task 1.1.2: Attend a Geo-Enabled Elections kick-off meeting beginning of the fiscal year in Helena (July 2020). Participate in GIS capacity building from Montana State Library (MSL) and attend a multi-day training and capacity building session for two staff members.

Task 1.1.3: Build GIS capacity through GIS training on the Fundamentals of GIS using ArcGIS Pro from our Contractor during the first fifteen weeks of the project for 4 hours per week.

Task 1.1.4: Provide an additional 35 weeks of training and mentoring hours with a scheduled 2 hours session and the balance for use on request by the Plat Clerk throughout the remainder of the project. Develop and implement self-guided Esri online training to compliment consultant training for the Clerk and Recorder and Deputy Clerk and Plat Coordinator.

Task 1.1.5: Develop GIS based Land Records GIS using the Esri Local Government Data Model and recommended best practices for Geo-Enabled Elections and integration with MSDI CadNSDI PLSS, Cadastral, Administrative Boundaries, Road Centerline, Structure/Address Points.

Task 1.1.6: Coordinate with Department of Revenue assessors and GIS staff on best practices for updating the MSDI Cadastral Framework

Task 1.1.7: Obtain training and integrate the local geocode locator built from the Sanders County NENA compliant NG9-1-1 data model into our geocoding work flows relating to land records address attributes.

Task 1.1.8: Implement best practices and procedures for GIS updates between GIS/IT, Clerk & Recorder, and the Road Department.

Task 1.1.9: Develop ArcGIS Online Plat Book Map Viewer to allow the public to search the electronic plats and electronic deeds by: Name, address, Township, Range and section or Tax Id #.

Task 1.1.10: Presentations to Clerk & Recorders statewide meeting and discussing with education subcommittee.

Goal 2: Enhance the Sanders County Clerk and Recorder Office ability to create, manage and maintain administrative boundaries and share them with the public

Objective 2.1: Assess document the geographic source of our administrative and election boundary segments and their consistency with statewide standards, GIS best practices, and MSDI Framework layers, and participate in the NSGIC Geo-Enabled Elections Pilot, beginning in the second quarter and completing in the third quarter of this project.

Task 2.1.1: Collect & sustain the Sanders County Commissioners districts as a county wide voting unit GIS Layer and our pilot layer to learn and adapt the process for editing and maintaining our local government layers.

Task 2.1.2: Finalize Esri local government data model attributes to adopt and run simple data loader to convert existing attributes into the Esri local government data model.

Task 2.1.3: Convert the Commissioner Districts from polygon to polylines in order to review and document the source for each boundary segment intended to align with MSDI layers. Review and prepare feature level metadata on the topological alignment and degree of difference between the administrative boundaries and the source MSDI layers they are intended align with. Add feature level metadata attributes to the administrative boundaries polyline data schema to track edits and provide a record of authoritative changes and comments.

Task 2.1.4: Develop and implement a workplan to edit and document the existing Commissioners Districts as polylines to form a DRAFT boundary adjustment, intended to serve as a baseline for Commissioner District redistricting following the US Census Bureau 2020 Decennial Census in 2021. Compare the Draft boundary adjustment Commissioner Districts to the existing Commissioner Districts and prepare a report on the differences.

Task 2.1.5: Following the Commissioner District pilot, review and summarize sources for MSDI administrative boundary layers for school districts, precincts, incorporated communities, county, fire districts and local administrative layers for levy districts in a consistent narrative format. These narrative reports are intended to provide the first step in developing a multi-year workplan to expand the pilot layer detailed segment editing process.

Task 2.1.6: Understand best practices and participation in the parcel fabric adjustments through capacity building sessions with MSL staff on best practices for cadastral parcels and administrative boundaries and topology edits specific to parcel fabric adjustments.

### Goal 3: Provide information to the Secretary of State to assist in getting the right ballot to the right voter

# Objective 3.1: Assess accuracy of local mailing list addresses and the Secretary of State voter related mailing lists by geocoding available addresses using built from the Sanders County NENA compliant NG9-1-1 data model, and complete the NSGIC Geo-Enabled Elections Pilot, during the fourth quarter of the project.

Task 3.1.1: Apply the local geocode locator built from the Sanders County NENA compliant NG9-1-1 data model into our geocoding work flows relating to our local election mailing lists. From the results, identify addresses with addressing issues and questions and produce metrics for NSGIC pilot reporting and future research and follow up.

Task 3.1.2: Compare the count of voters maintained by Sanders County for local elections by district against geocoded addresses of the voters intersected with each district. The local districts will include school boards, county commission, water, sewer, fire districts. The process will include intersecting the geocoded locations with the districts that are in GIS format and preparing summary statistics for each district polygon and reporting the results. From the results, produce a summary for the NSGIC pilot reporting and future research and follow up. Address corrections will occur during a future year of the multi-year project.

Task 3.1.3: Apply the local geocode locator built from the Sanders County NENA compliant NG9-1-1 data to voter addresses from the Secretary of State's Montana's Vote's System. From the results, identify addresses with addressing issues and questions and produce metrics for NSGIC pilot reporting and future research and follow up.

Task 3.1.4: Compare the count of voters maintained by the Secretary of State's Montana's Vote's System by district against geocoded addresses of the voters intersected with each district. The subset of statewide districts will include house and senate district and precinct. The process will include intersecting the geocoded locations with the districts that are in GIS format and preparing summary statistics for each district polygon and reporting the results. From the results, produce a summary for the NSGIC pilot reporting and future research and follow up.

Task 3.1.5: Analyze drive times from polling locations to assess the affect of the Clark Fork River splitting the county in half. This analysis will document drive times to the polls and provide a basis for a future location/allocation study to asses and optimize polling locations. The process will geocode or enter polling place locations, calculate drive time intervals from the polling place then overlay site/structure locations on drive time buffer polygons and post drive time categories to the site/structure attribute database. Analyze and produce metrics on results summarizing number of structures by polling location.

Task 3.1.6: Create a plan for developing unavailable key data layers required for Geo-Enabled elections

Task 3.1.7: Present at MAGIP - in Bozeman (April 2021).

Task 3.1.8: Attend a Geo-Enabled Elections Final Pilot Meeting in Helena (May or June 2021) with two staff members.

Task 3.1.9: Final Report on Sanders County Geo-Enabled Elections

### Project Schedule and Timeline

Project MLIA\_2021\_Sanders\_Timeline\_BudgetSummary\_DetailedBudget\_FINAL202010218\_ShortTasks\_Timeline.pdf

### Proposed PLSS Collection

Is the proposed project for the sole purpose of collecting new No survey control data?\*

### **Project Deliverables**

Deliverable:	Deliverable Type:	Explanation: F		Completion Date:
Sanders	Spatial Data	Sanders County Commissioner District voting precincts layer that meets MSDI standards	2.1.3	10/09/2020

https://www.fundingmt.org/getApplicationPrintPreview.do?documentPk=1581547397940

County Commissioner Districts				
NGIC Pilot Project Final Report	Final Report	Report outlining the findings of the NSGIC Pilot Project; including best practices and workflows for implementing Geo-Enabled Elections and metrics from intersecting geocoded addresses for local mailing lists and voter lists using the Sanders NENA compliant NG9-1-1 local geocode locator with the County Commissioners District voting precincts.	3.1.9	02/28/2020

### **Budget Narrative**

### Budget Justification Narrative:\*

Budget Narrative -- Applicant must clearly state the assumptions used to develop the proposed budget, including all sources of contracted and subcontracted cost estimates. If the applicant's share is to be considered in-kind funds, the source of those in-kind funds 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 subsequent budget forms must be fully explained. If grant funds are to be distributed to multiple funding recipients through contractual agreements or other means, those must be explained in the narrative.

Funding Partners and Required Statements of Support -- All funding partners, funding sources/recipients, must be identified. Statements of support are required for each identified funding partner. Any funds pledged to this proposal must be reflected in the statements of support. Statements of support must be provided in the Funding Partners form of the application.

Matching Funds -- Matching funds—either cash or in-kind—are not required by the MLIA Grant Program. However, matching funds from the applicant and any funding partners do demonstrate the applicant's commitment to the proposed project. Therefore, applicants proposing higher levels of matching funds will be scored more highly than applicants pledging little or no matching funds.

There is an 8,000-character limit for the budget narrative.

The budget for this project is focused primarily on training and capacity building with a minimum of six structured hours per week in instructor led training with all examples and exercises focused on Sanders County data and examples in context of daily work completed by staff. An additional three hours per week are available for ad hoc questions by staff when they are doing project work. Consultant training hours were requested from MLIA, all staff hours were in-kind. Additional geoprocessing hours for tasks relating to the third objective, were requested for the consultant from MLIA funds to complete the project tasks relating to the NSGIC Geo-enabled elections, which is a one year project. The county staff did not plan to learn these methods during the first or second year project of the project of lieu of more important land record and boundary creation and maintenance tasks.

The only other budget items requested from MLIA were software upgrade of ArcGIS from Basic to Standard and travel costs associated with Helena sessions and participation in the NSGIC Geo-Enabled Elections Pilot project.

A great deal of work has gone into our road centerline and site-structures GIS layers we are preparing, editing, validating and verifying for Next-Generation 9-1-1, based on a project we were awarded by the 9-1-1 Advisory Council in the amount of \$44,226. This foundational work forms the basis for the local geocod locator we will use in the Geo-Enabled Elections project, and in the address portion of our land records, and some of the administrative boundaries including County Boundary, Incorporated Municipality and fire districts.

### Budget Tables

Is the proposed project for a GIS No Project Planning Grant?\*

### MLIA Grant Budget Summary Table (Required for All Applicants)

Please attach the completed "MLIA Grant Budget Summary" table as a PDF document in the field below.

MLIA

Grant Budget MLIA\_2021\_Sanders\_Timeline\_BudgetSummary\_DetailedBudget\_FINAL202010218.pdf Summary Table:\*

MLIA Grant Detailed Budget (Required for All Applicants Except GIS Project Planning Grant Applicants)

Please attach an "MLIA Grant Detailed Budget" table as a PDF document.

### MLIA

Grant Detailed MLIA\_2021\_Sanders\_Timeline\_BudgetSummary\_DetailedBudget\_FINAL202010218\_ShortTasks\_DetailedBudget.pdf Budget:

### MLIA Funding Request Summary

Category	Requested MLIA Funds		
Personnel (including fringe benefits)	\$37,505,04		

https://www.fundingmt.org/getApplicationPrintPreview.do?documentPk=1581547397940

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Travel	\$3,000.00
Equipment	\$5,000.00
Supplies & Materials	\$0.00
Contractual	\$40,035.00
Other	\$0.00
Totals	\$85,540.04

### **Funding Partners**

Name of Agency: Address: City: County:	Zip Code:	Contact Email Address:	Contact Phone Number:	Funding Partner Pledged Cash Amount:	Funding Partner Pledged In-Kind Amount:	Statement of Support:
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### Project Sustainability

### Project Sustainability Narrative:\*

There is a 3,000-character limit for the sustainability narrative.

The primary focus on personalized training and capacity building of this project demonstrates that the key objective is project sustainability. Nicole, as Clerk and Recorder and Elections Director is deeply committed to incorporating GIS and sustaining it. Often small rural governments only have one GIS staff, typically in addressing, planning or natural resource positions such as weed mapping. True sustainability is difficult when the reliance is on one individual and department. Our focus is on multiple departments with trained GIS staff and GIS incorporated into essential work flows. This will help to sustain the project if one person leaves or changes positions, we have some redundancy and back up technical and institutional knowledge.

### Renewable Grant Accountability

### Fiscal Year 2020 MLIA Grant Cycle

Please indicate whether or not the applicant was awarded an MLIA grant for state fiscal year 2020. If the applicant did receive a grant for fiscal year 2020, please provide a written narrative of the grant project. After clicking "yes," you will see a text box appear in which you can enter the written narrative.

Did the applicant receive an MLIA grant in fiscal year 2020? No

### Fiscal Years 2016-2019 MLIA Grant Cycles

Please indicate whether or not the applicant was awarded any MLIA grants during state fiscal years 2016-2019. Please select "yes" for any of the following applicable years. After clicking "yes," you will see a text box appear in which you can enter a written narrative explaining the grant project. In the text box, please provide a written narrative for each grant awarded, outlining the successes and failures of the grant. Explain how tasks, timelines, and deliverables of the project were or were not met. Demonstrate how past project failures will ensure future successes.

Did the applicant receive an MLIA grant in fiscal year 2019? No \* Did the applicant receive an MLIA grant in fiscal year 2018? No \* Did the applicant receive an MLIA grant in fiscal year 2017? No \* Did the applicant receive an MLIA grant in fiscal year 2016? Yes

### FY2016 MLIA Grant Summary:

There is a 2,500-character limit for the narrative.

DId not reveive a grant for FY 2016 but dis receive two earlier grants:

- FY 2016 Sanders County PLSS Accuracy Improvement
- · FY 2015 Web GIS and ArcGIS Online Training Fifty Week Collaboration with Multi-County Participants



## Nichol Scribner

**Treasurer** 1111 Main Street \* PO Box 519 \* Thompson Falls, MT 59873 406-827-6922 nscribner@co.sanders.mt.us

February 12, 2020

Erin Fashoway State GIS Coordinator Montana State Library P.O. Box 201800 Helena, MT 59620-1800

Dear Ms. Fashoway,

This letter serves as my authorization of the FY2021 MLIA grant application submitted by Nichol Scribner on behalf of Sanders County. I have read the application in its entirety, and I certify that the information and all statements in the application are true, complete, and accurate to the best of my knowledge. I further certify that Sanders County is committed to funding its share of the project, including both pledged applicant cash and pledged applicant in-kind, as stated in the proposed project budget. I further certify that the proposed project, should it be approved for MLIA funding, will comply with all applicable state, local, and federal laws, regulations, and standards. The Sanders County authorizes the Montana State Library to publish the contents of this application and to use the contents of this application for training, promotional, or other purposes. Finally, I 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.

Sincerely,

Nichol Scribner Sanders County



# SANDERS COUNTY CLERK AND RECORDER/ASSESSOR/SURVEYOR

July 20, 2016

Terry Voller CTEP Project Engineer Montana Department of Transportation PO Box 201001 Helena, Montana 59620-1001

RE: STPE 45(56) Control #8889

Dear Terry:

I have enclosed a spreadsheet with the claims that  $1 \neq b$ , paid fr. n 6/1/2016 through 6/30/16 for a total of \$411.<sup>26</sup>. The claims are for services field on the feren, project. Attached you will find copies of the claims. Please review and provide response by the former of the feren of the project. Attached you will find copies of the claims.

Payment should be directed to Sanders Co. (Treasu, PO Box 519, Thompson Falls, Montana 59873.) Please reference the STP (56) informatio. The State warrant.

If you have any questions, ase cor (406) 827-6922, or nscribner@co.sanders.mt.us.

Sincerely,

Nichol Scribner, Clerk & Porder-Assessor-Surveyor

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		AMOUNT	County Match	Fed portion			Object#390	Expense #460402
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								Fund # 2952
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Balance     Blaim No.     BJ S S S S S S S S S S S S S S S S S S S	Genee Burk Chairperson, Board of County Commissioners	Approved 7-13. 2016 20
OUNTY Claim Form Recorder · County Claim Form Thompson Falls, Mt. 59873 HANA DEAL: MARCH CT RUNN PO BOX 5835 HE PACH POLICIAN HILL - FILLIN COLL DICIN HILL - FILLIN	AMOUNT OF BILL	(Note - Name and Title of Officer Signing)
TEK - Junit Sanders C SIGN AND RETURN TO: Co Clerk and Box 519 - Box 519 - B	CLAIMS MUST BE IN THE HANDS OF THE COUNTY CLERK ON OR BEFORE THE 25TH OF EACH MONTH OR THEY WILL BE HELD OVER FOR 30 DAYS! Claimant Sign Here Note: These blanks are	furnished by the County Clerk

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# Contractor's Application For Payment No.1

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A MAN A AND	Sanders County	From (Consider)	JAG Grading & Paving	Via (Engineer).	Shuri Johnson, PT.	
Project: W.S.	A - Old Airport Road	Contract.	WSA - Old Airport Read	Shari A Johnton & Associates 1	Emilitecture: PLC	
Conner's Contract No ONR	8889 STPE 45056	Contractor's Project No		Fuginesi's Project No.	and a second of a second s	
Application for Payment						
Change Order Summary			1. Orlainal Contract Price		v	
Approved Change Orders	The second		2. Net Change by Change Orders			10,00,00,00 2.5.2.5.0.00
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Contractor's Certification						
the Undersigned Contractor from Owner on account of We	certifies that: (1) all previous ofk done under the Contract	s payments received	Payme <sup>2</sup> S	25 Contractor S 🖉 🖓 75 🧭 GRT		

Contractor's Certification The Undersigned Contractor certifies that: (1) all previous payments received from Owner on account of Work done under the Contract have been applied on account to discharge the Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all (except such as are covered by a Bond acceptable to Owner Indemnitying Owner against any such Lions, security interest or encumbrances); and (3) all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances Work covered by this Application for Payment is in accordance with the Contact Documents and is not detective.

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# MLIA Grant Project Timeline

Grant Project Title	Sanders County Clerk & Recorder Geo-Enabled E	Applicant Organization:	Snders County Clerk and Recorder
Project Manager	Nichol Scribner	Date	2/18/20

Goal									Quar	ter 1										Q	uarter	r 2										Quarter 3
Objective,	Goal, Objective, Task Title/Short Description	State Date	Completion Date	DURATION (day)		July			Aug	just		S	eptemb	ber		Oc	tober			N	ovemb	ber		De	ecembe	1		Ja	nuary			February
Task Number	r				1 2	3 4	5	1	2 3	3 4	5	1 2	2 3	4	5 1	12	3	4 !	5 1	2	3	4	5	12	3 4	l 5	1	2	3 4	5	1	2 3
1	Enhance the Sanders County Clerk and	d Recorder Of	ffice ability to cre	ate, manage a	and ma	intain di	igital I	and	and p	orope	rty rec	ords	and s	hare	them	n with t	he pı	ublic	•													
1.1	Developland and property records system	1																														
1.1.1	Obtain Standard Esri ArcGIS license	7/1/20	7/10/20	9																												
1.1.2	Attend MSL Geo- Elections meeting	7/30/20	9/30/20	60																												
1.1.3	Build GIS capacity through GIS training	7/1/20	9/30/20	89																												
1.1.4	Provide additional 35 weeks of training	10/1/20	6/30/21	269																												
1.1.5	Implement data model and best practice	7/13/20	3/31/21	258	1																											
1.1.6	Coordinate with DOR assessors	7/29/20	7/31/20	2	1																											
1.1.7	Learn to use NG9-1-1 geocode locator	7/29/20	7/1/20	-28	1																											
1.1.8	GIS inter-departmental updates	7/27/20	5/31/21	304																												
1.1.9	Develop AGO Plat Book Map Viewer	9/1/20	9/25/20	24	1																											
1.1.10	Present to Clerk & Recorders statewide	9/22/20	4/22/21	210	1																									-		
2	Enhance the Sanders County Clerk an	d Recorder O	Office ability to cre	eate, manage	and ma	aintain a	dmini	istra	tive bo	ound	aries a	and s	hare tl	hem	with	the pul	olic															
2.1	Assess document the administrative and	election bound	dary segments and	d MSDI Framev	<i>w</i> ork, ar	nd partici	ipate ir	n the	NSGI	IC Ge	eo-Ena	bled I	Election	ns Pil	lot												Т					
2.1.1	Commissioners districts pilot	9/1/20	9/18/20	17																							+			+		
1.1.2	Implement Esri local govt data model	9/1/20	9/30/20	29	1																											
2.1.3	Convert from polygon to polylines	10/1/20	10/9/20	8	1																											
2.1.4	Draft Commissioners districts	10/12/20	10/30/20	18	1																											
2.1.5	ID sources for other admin boundaries	11/16/20	3/30/21	134	1																	··	i									
2.1.6	Parcel fabric adjustment training	7/15/20	6/15/21	330	1																											
3	Provide information to the Secretary of	f State to assi	ist in getting the <b>i</b>	right ballot to	the rig	ht voter																										
3.1	Assess geocoding accuracy of voting add	resses																														
3.1.1	Local geocode locator for voting data	10/1/20	3/1/21	150																_												
3.1.2	Sum local geocodes by vote dist.	2/1/21	3/12/21	41																												
3.1.3	Metrics on SecState geocode results	2/1/21	3/12/21	41																												
3.1.4	Sum SecState geocode by vote dist.	2/15/21	3/12/21	27																												
3.1.5	Analyze drive times from polling locatior	4/12/21	4/21/21	9																												
3.1.6	Plan for unavailable key data layers	5/1/21	5/25/21	24																												
3.1.7	Present at MAGIP 2021	4/5/21	4/9/21	4																												
3.1.8	Attend MSL Final Pilot Meeting	6/7/21	6/11/21	4																												
3.1.9	Final Report on Geo-Enabled Elections	5/1/2021	6/28/2021	57	1												T															



		MLI	IA GRANT I	BUDGET SI	UMMARY				
	MLIA Summary	Appl	licant Sumi	mary	Fun	ding Sou	rce Sumn	nary	
Category	MLIA Share	Cash	In-Kind	Subtotal	Funding Parter 1	Funding Partner 2	Funding Partner 3	Partner Subtotal	Total:
a. Personnel			\$22,175.57	\$22,175.57				\$0.00	\$22,175.57
a.1. Fringe Benefits			\$15,329.47	\$15,329.47				\$0.00	\$15,329.47
b. Travel	\$1,500.00		\$1,500.00	\$1,500.00				\$0.00	\$3,000.00
c. Equipment	\$5,000.00			\$0.00				\$0.00	\$5,000.00
d. Supplies				\$0.00				\$0.00	\$0.00
e. Contractual	\$40,035.00			\$0.00				\$0.00	\$40,035.00
f. Other				\$0.00				\$0.00	\$0.00
Total:	\$46,535.00	\$0.00	\$39,005.04	\$39,005.04	\$0.00	\$0.00	\$0.00	\$0.00	\$85,540.04

ML	IA GRANT DETAILED B	UDGET			
Tasks	Category Type	Funding Source	Hours	Rate	Cost
Task 1.1.1: Obtain Standard Esri ArcGIS license	Equipment	MLIA Grant Funds	1	5000	\$ 5,000.00
					\$ -
Task 1.1.2. Attend MSL Geo- Elections meeting	Porsonnal (incl. fringa hanofits)	In Kind	1	¢ 1 E 1 1 1 0	¢ 1 E 11 10
Task 1.1.2: Attend MSL Geo- Elections meeting	Travel	MUA Grant Funds	1	\$ 1,511.19	\$ 1,511.19
Task 1.1.2. Allend MSE Geo-Elections meeting	Personnel (incl. fringe benefits)	In-Kind	90	28 19	\$ 2,537.10
Task 1.1.3: Build GIS capacity through GIS training	Contractual	MUA Grant Funds	90	20.15	\$ 7,650,00
Task 1.1.4. Provide additional 35 weeks of training	Personnel (incl. fringe benefits)	In-Kind	125	28.19	\$ 3.523.75
Task 1.1.4: Provide additional 35 weeks of training	Contractual	MLIA Grant Funds	125	85	\$ 10.625.00
Task 1.1.5: Implement data model and best practice	Personnel (incl. fringe benefits)	In-Kind	40	28.19	\$ 1.127.60
Task 1.1.5: Implement data model and best practice	Contractual	MLIA Grant Funds	16	85	\$ 1,360.00
Task 1.1.6: Coordinate with DOR assessors	Personnel (incl. fringe benefits)	In-Kind	480	28.19	\$ 13,531.20
Task 1.1.6: Coordinate with DOR assessors	Contractual	MLIA Grant Funds	2	85	\$ 170.00
Task 1.1.7: Learn to use NG9-1-1 geocode locator	Personnel (incl. fringe benefits)	In-Kind	12	28.19	\$ 338.28
Task 1.1.7: Learn to use NG9-1-1 geocode locator	Contractual	MLIA Grant Funds	6	85	\$ 510.00
Task 1.1.8: GIS inter-departmental updates	Personnel (incl. fringe benefits)	In-Kind	4	28.19	\$ 112.76
Task 1.1.8: GIS inter-departmental updates	Contractual	MLIA Grant Funds	16	85	\$ 1,360.00
Task 1.1.9: Develop AGO Plat Book Map Viewer	Personnel (incl. fringe benefits)	In-Kind	80	28.19	\$ 2,255.20
Task 1.1.9: Develop AGO Plat Book Map Viewer	Contractual	MLIA Grant Funds	40	85	\$ 3,400.00
Task 1.1.10: Present to Clerk & Recorders statewide	Personnel (incl. fringe benefits)	In-Kind	20	41.19	\$ 823.80
					\$ -
Task 2.1.1: Commissioners districts pilot	Personnel (incl. fringe benefits)	In-Kind	10	28.19	\$ 281.90
Task 2.1.1: Commissioners districts pilot	Contractual	MLIA Grant Funds	6	85	\$ 510.00
Task 2.1.2: Implement Esri local govt data model	Personnel (incl. fringe benefits)	In-Kind	32	28.19	\$ 902.08
Task 2.1.2: Implement Esri local govt data model	Contractual	MLIA Grant Funds	16	85	\$ 1,360.00
Task 2.1.3: Convert from polygon to polylines	Personnel (incl. fringe benefits)	In-Kind	20	28.19	\$ 563.80
Task 2.1.3: Convert from polygon to polylines	Contractual	MLIA Grant Funds	12	85	\$ 1,020.00
Task 2.1.4: Draft Commissioners districts	Personnel (incl. fringe benefits)	In-Kind	40	28.19	\$ 1,127.60
Task 2.1.4: Draft Commissioners districts	Contractual	MLIA Grant Funds	16	85	\$ 1,360.00
Task 2.1.5: ID sources for other admin boundaries	Personnel (incl. fringe benefits)	In-Kind	40	28.19	\$ 1,127.60
Task 2.1.5: ID sources for other admin boundaries	Contractual	MLIA Grant Funds	18	85	\$ 1,530.00
Task 2.1.6: Parcel fabric adjustment training	Personnel (incl. fringe benefits)	In-Kind	24	28.19	\$ 676.56
Task 2.1.6: Parcel fabric adjustment training	Contractual	MLIA Grant Funds	8	85	\$ 680.00
Task 3.1.1: Local geocode locator for voting data	Personnel (incl. fringe benefits)	In-Kind	25	28.19	\$ 704.75
Task 3.1.1: Local geocode locator for voting data	Contractual	MLIA Grant Funds	12	85	\$ 1,020.00
Task 3.1.2: Sum local geocodes by vote dist.	Personnel (incl. fringe benefits)	In-Kind	80	28.19	\$ 2,255.20
Task 3.1.2: Sum local geocodes by vote dist.	Contractual	MLIA Grant Funds	32	85	\$ 2,720.00
Task 3.1.3: Metrics on SecState geocode results	Personnel (incl. fringe benefits)	In-Kind	1	28.19	\$ 28.19
Task 3.1.3: Metrics on SecState geocode results		MLIA Grant Funds	12	85	\$ 1,020.00
Task 3.1.4: Sum SecState geocode by Vote dist.	Personnel (Incl. fringe benefits)	In-Kind	50	28.19	\$ 1,409.50
Task 3.1.4: Sum SecState geocode by vote dist.		MILIA Grant Funds	24	85	\$ 2,040.00
Task 3.1.5: Analyze drive times from polling location	Personnel (Incl. fringe benefits)		16	28.19	\$ 451.04
Task 3.1.5: Analyze drive times from polling location	Contractual	MILIA Grant Funds	8	85	\$ 680.00
Task 3.1.0. Fiail for unavailable key data layers	Constant stud	MUA Creat Sunda	20	28.19	> 563.80
Task 3.1.0. Fian for unavailable key data layers	Contractual	IVILIA Grant Funds	12	85	\$ 1,020.00
Task 3.1.7: Present at MAGIP – In Bozeman (April 2021).					> -
Task 3.1.8: Attend MSL Final Pilot Meeting	Personnel (incl. tringe benefits)	In-Kind	1	1511.19	\$ 1,511.19
Task 3.1.8: Attend MSL Final Pilot Meeting		MLIA Grant Funds	1	1500	\$ 1,500.00
TASK 5. 1.9. FINAL REPORT OF GEO-ENADIEU EIECHONS	Personnel (Incl. fringe benefits)	IN-KIND	5	28.19	\$ 140.95
		Totals:	1685	$\succ$	\$ 85,540.04