

APPLICATION FOR GRANT FUNDING

STEP 1 – Applicant and Partner Information

Primary Applicant (Required): Judith Basin County

Name of principle individual: **Amanda Kelly & Sally Murphy**

Name of agency/entity: **Judith Basin County**

Street: **91 3rd Street North, PO Box 427**

City: **Stanford**

County: **Judith Basin County**

State: **Montana**

Zip Code: **59479**

Contact email address: **JBCountyDeputyCR@mt.gov**

Contact fax address: **406-566-2211**

Contact phone: **406-566-2277 Extension #110**

Organizational Unit (if applicable)

Department: **Clerk & Recorder's Office**

Division:

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

Name of contact:

Name of Agency:

Street:

City:

County:

State:

Zip Code

Contact email address

Contact phone:

Date Submitted (Required):

Date Received by State:

Descriptive Title of Applicant's Project (Required):

Judith Basin County document digitization.

STEP 2 – Relevance and Public Benefit

Judith Basin County was formed nearly 100 years ago from 3 other Montana counties; Fergus, Cascade & Meagher counties each became smaller in the birth of Judith Basin County. As a result, records from portions of each of these counties became historic documents within the Clerk & Recorder's office in Judith Basin County. Though significant strides have been taken in consolidating 3 counties worth of information, there is still a nearly immeasurable amount of work to be done in order to make all of these documents more organized and easily accessible.

This grant will help Judith Basin County continue to fund additional assistance for this project. For several months, the county has employed additional personnel to assist in document entry, maintenance, and transition to digital formats. While great strides have been made, it is clear that in the remaining budgeted time, only plat book contents will be able to be addressed. There is still great need to address items such as rights of way, town site property documents, and certificates of survey from the original contributing counties as well as Judith Basin County. While all new documents are put into electronic format (with the current exception of COS images), countless older items are still in need of attention with respect to digital formats and organization. The result will create a far more user friendly research database for use by government entities, title companies, banks and citizens.

The current collection of county documents, for Judith Basin County only, includes original deed books from 1920 to the early 1970s when micro-fiche was introduced to this location. At that point begins a thirty year span of all documents on microfiche. Of these files, many copies are very difficult to decipher and will require considerable time and effort to clean up images to legible states. Finally, in the early 2000s, the county began to record new documents digitally. Our end goal is to have all documents possess the same accessibility as those entered in more recent years.

With these grant dollars, Judith Basin County will be able to streamline all past documents into the same formats as present and future documents exist; thus creating increased efficiency for the county, community, companies and government agencies who require easy access to the documents in question in order to do their jobs effectively.

STEP 3 – Scope of Work Narrative

a) Goals and Objectives

Goal--Develop a complete, consistent, and fully legible electronic database of documents for Judith Basin County.

Objective—Continue to digitize plat book documents from 1920 through 2006 for Judith Basin County with a potential completion time of July 30.

Objective—Organize and digitize documents from the 3 counties which made up Judith Basin County whose existence range from 34 to 45 years prior to the creation of Judith Basin County.

b) Tasks or Activities

Project funds will be used to defer costs of additional personnel and necessary equipment for project completion. List of task which will be done by additional personnel follows:

- **Extract all document book and page numbers from plat books**
- **Enter each document into digital system.**
 - Update or enter all pertinent information for each (i.e. grantors, grantees, legal descriptions, etc.).
 - Search, locate and scan documents not already in the digital system.
 - Search, locate and scan documents that have illegible or missing images.
- **Purchase additional/replacement document scanner.**
- **Extract all document book and page numbers from town site blocks, lots & subdivisions. (15 town sites each with multiple blocks, lots & subdivisions)**
- **Enter each document into digital system.**
 - Update or enter all pertinent information for each.
 - Search, locate and scan documents not already in the digital system.
 - Search, locate and scan documents that have illegible or missing images.
- **Sort and organize all microfiche slides.**
- **Enter all documents from former portions of Cascade, Fergus & Meagher counties.**
- **Beginning with Cascade, Fergus & Meagher counties; address all county road documentation, including easements, to determine current state and documents regarding roads in current day Judith Basin County.**

c) Project Schedule

Task	Duration	Start Date
Extract document book & page numbers from plat books	3 months	In progress
Plat Book Document Entry	6-8 months	In progress
Extract document book & page numbers from town site files	3 months	May 15
Town site document entry	6-8 months	August 15
Microfiche Organization	1 month	February 15
Former county document entry	4-6 months	March 15
County Road Project	To be determined	To be determined

STEP 4 – Project Management and Organizational Capability Narrative

This project will be executed by the small, but very dedicated, staff of the Judith Basin County Clerk and Recorder's office.

Amanda Kelly, Clerk and Recorder, has 20+ years of experience working with Judith Basin County. Eighteen of those years have been as the County Clerk and Recorder as well as the County Election Administrator. The portions of this project that are already underway are a result of her tutelage. It is through Amanda's clear vision and guidance therein that new employees have been trained, and set to work, in the direction and toward the goal of this project.

Her many years of experience managing the County budgets and projects (grant funded or otherwise) are priceless in respect to this proposal. As a multi-hat wearing employee of a relatively small county in Montana, Amanda's organization ability and attention to detail make her a perfect leader.

Judith Basin County has also recently added a new Deputy Clerk and Recorder to their office. While this particular set of information is new to her, Sally Murphy is no stranger to project management of this sort. She has 6+ years of documented experience in project management and execution in the private, non-profit sector. Her ability to organize and attention to accuracy will help drive this project to its apex.

Amanda and Sally will serve as co-project managers. One or both of them will be involved in every planned task along with additional personnel who will focus on the data entry portion of the proposed project.

Similar projects, on much smaller scales, have already taken place since the beginning of Amanda's tenure as the County Clerk and Recorder. These have resulted in the current, organized filings of stored documents. This project will take that work a step or two further in integrating digitization for all County documents.

STEP 5 – Budget Justification Narrative and Tables

Based on budget dollars and time already spent in pursuit of our goal, we have created an extremely manageable budget for this project.

The proposed budget includes equipment estimates for an additional/replacement scanner which we know is needed in order to achieve project completion. We have also built in a supplies line item to cover small incidental supplies.

The bulk of proposed MLIA dollars will be to assist with the costs of additional personnel. This will be essential in achieving project completion in the proposed timeline and amounts are based on dollars already spent and average daily productivity of personnel. Judith Basin County, in turn, will be providing matching personnel and fringe benefit funds.

With MLIA assistance, it is entirely feasible that this digitization project will be easily achieved in the course of one year. This is however, not including attention to Certificates of Survey, which we would request assistance for in future grant cycles.

It is vital that we integrate this project at this time. Current and future land documents are and will be immediately digitized upon recording. The longer we wait to digitize older documents, the further behind we will become and the greater the risk of losing them entirely.

Applicant budget summary

Category	MLIA Share	Applicant Share	Other Share	Total
a. Personnel	\$47,950.00	\$19,937.07		\$67,887.07
a.1 Fringe Benefits		\$2,179.44		\$2,179.44
b. Travel				
c. Equipment	\$1,500.00			\$1,500.00
d. Supplies	\$550.00			\$550.00
e. Contractual				
f. Other				
Totals	\$50,000.00	\$22,116.51		\$72,116.51

STEP 6 – Statements of Support

Statements of support must be included from any party listed as a project partner (see page six for the definition of a project partner). **DO NOT** include other statements of support as they will not be evaluated.

Not Applicable

STEP 7 – Renewable Grant Accountability Narrative

Not Applicable

STEP 8 – Sign the Application

Authorizing Statement

I hereby certify that the information and all statements in this application are true, complete and accurate to the best of my knowledge and that the project or activity complies with all applicable state, local and federal laws and regulations.

I further certify that this project will comply with applicable statutory and regulatory standards.

I further certify that I am (by my signature) authorized to enter into a binding agreement with the Montana State Library to obtain a grant if this application receives approval.

Name (print or type)

Title (print or type)

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

Date _____