

APPLICATION FOR GRANT FUNDING

STEP 1 – Applicant and Partner Information

Primary Applicant (Required):

Name of principle individual: Caroline Brown, Planning Director

Name of agency/entity: Fort Belknap Planning Department

Street: 158 Tribal Way

City: Harlem

County: Blaine

State: Montana

Zip Code: 59526

Contact email address: caroline_fbplan@hotmail.com

Contact fax address: (406) 353-8516

Contact phone: (406) 353-8418

Organizational Unit (if applicable)

Department:

Division:

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

Name of contact: Daniel Kinsey, Natural Resources Program

Name of Agency: Aaniih Nakoda College

Street: 158 Tribal Way

City: Harlem

County: Blaine

State: Montana

Zip Code: 59526

Contact email address: dkinsey@mail.fbcc.edu

Contact phone: (406) 353-2607

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

Name of contact: Barbara Stiffarm, Executive Director

Name of Agency: Opportunity Link, Inc.

Street: 2229 5th Street

City: Havre

County: Hill

State: Montana

Zip Code: 59501

Contact email address: bstiffarm@opportunitylinkmt.org

Contact phone: (406) 265-3699

Date Submitted (Required): 02.15.2013

Date Received by State:

Descriptive Title of Applicant's Project (Required):

Building Sustainable GIS Mapping in Rural North Central Montana (NCMT-GIS)

STEP 2 – Relevance and Public Benefit

Relevance and Public Benefit (Required) – *Submit a short narrative (limited to 300 words or one page) describing the project, its merits and purpose. The applicant must describe HOW (don't just say it does) the project meets the purpose of the Montana Land Information Act and specifically describe how its deliverables will satisfy at least one of the grant category priorities of the land plan. The applicant should describe why funding this project benefits government agencies and private citizens on a local, regional and statewide basis as applicable.*

****In this section applications will be evaluated on how well the proposal meets the purpose of the Montana Land Information Act, references at least one grant category priority of the Land Information Plan, and benefits multiple agencies, jurisdictions and Montana citizens (100 points total weighted at 30 % of the total score)***

NCMT–GIS proposes to bring map-enabled analysis of locally compiled data to government departments and planners of extremely rural North Central Montana.

Fort Belknap Planning Department, in partnership with regional project Vibrant Futures (VF), will introduce use of *Esri Maps for Office* and ArcGIS Explorer to 25 to 50 government planners, department staff, and educators from 11 counties, 3 reservations, and numerous rural municipalities. These comprise the VF consortium, funded by a HUD Sustainable Communities Regional Planning Grant.

MLIA funds will be leveraged with HUD funds to purchase online subscription and desktop ArcGIS licenses, upgrade Microsoft Office, offer assorted formal training sessions, and engage participants monthly via WebEx for peer networking, instruction, and technical assistance. Staff from Fort Belknap Planning Department, Aaniih Nakoda College Natural Resources/GIS Program, and VF will receive more intensive training in desktop ArcGIS and CommunityVis; and will provide long-term follow-up coaching and technical assistance for the region, with guest assistance from state-level GIS experts such as CTAP of Montana Department of Commerce.

Rural government staff and educators will learn to engage citizens and students in mapping previously undocumented local features, improving data for rural addressing, E911, and infrastructure; they will integrate geo-spatial layers of local data with government and commercial data. Fire, law enforcement, public health, schools, and planners will be able to supplement planning activities with timely, accurate local data. The resultant increased use of local mapping will enable communities to apply GIS analysis more effectively.

In keeping with MLIA's grant priorities ***B2.1 (leverage multi-jurisdictional approach)*** and ***B2.2 (demonstrate value of GIS and build grassroots support)***, NCMT—GIS develops region-wide standardized capacity to collect, maintain, and disseminate mapped data in digital format; trains rural and tribal departments and educators to use

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desktop GIS; networks diverse participants across jurisdictions; and develops buy-in from local policy makers.

300 words

STEP 3 – Scope of Work Narrative

Scope of Work (Required) – Provide a detailed narrative (up to 4 pages) of the work that needs to be accomplished in order to complete a successful project. The statement must include:

- a. 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. For example, the goal may be to build a county address database. An objective would be to collect X number of GPS structure points by October 1st. A second objective may be to apply a physical address to each point by December 30th.
- b. 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.
 - i. Equipment – Equipment purchases should be listed as tasks or activities. Identify and describe any equipment that would be purchased. 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. “ Provide specific justification for all acquisitions and describe in detail how the acquisition helps achieve the applicant’s goals and objectives.
- c. Project Schedule – Provide a project time schedule. 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. If particular tasks must be completed (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 should be included.

****In this section applications will be evaluated on whether the proposal demonstrates adequate research and preparation, and clearly and concisely describes how the goals, objectives and tasks will be accomplished. – (100 points total weighted at 30% of the total score)***

Background:

The Fort Belknap Indian Reservation is the home of the Gros Ventre and Assiniboine Tribe(s) as established by an Act of Congress on May 1, 1888. Fort Belknap Planning staff was trained through a Bureau of Indian Affairs project in the use of GIS mapping and analysis for transportation and roads planning, and now intends to use GIS capacity to collect current data for its Land Department, natural resource, environmental, housing and utility programs. The Fort Belknap Indian Community Planning Department is a partner in the regional planning consortium Vibrant Futures.

Vibrant Futures (VF) is funded through a 2011 HUD Sustainable Communities Regional Planning Grant. The regional planning project is administered by Opportunity Link, a regional non-profit agency, in partnership with 11 counties and 3 reservations in North Central Montana. VF has identified key sustainability indicators to inform scenario planning, community and regional projects, local growth policies, and the development of a regional plan. Working with Ken Wall of Geodata Services, VF has identified and mapped an extensive set of relevant variables for use by counties, tribes, and rural municipalities in growth plans, grant proposals, and regional coordination. As a partner, Fort Belknap has facilitated resident participation in region-wide community roundtable meetings and focus groups to identify priority needs, and will participate in multi-jurisdictional Scenario Planning workshops with other government departments this spring.

Aaniih Nakoda College is Fort Belknap's community college and offers popular basic and advanced GIS/GPS mapping courses through its Natural Resources program. Student research projects frequently involve mapping the reservations' natural and cultural resources. Fort Belknap Planning Department's GIS capacity, its ties with Aaniih Nakoda College, and its close work with the Vibrant Futures consortium, make it an ideal partner to host the *NCMT—GIS* training project.

NCMT—GIS is envisioned as a three-pronged approach to sustainable rural practice of GIS mapping: (1) Engage tribal and rural government planners, department staff and educators as entry-level users and proponents of desktop GIS mapping; (2) train strategically-placed local staff at Fort Belknap Planning Department, Aaniih Nakoda College, and VF Project in Havre in basic and intermediate desktop GIS skills, positioning them to provide instruction, networking and technical assistance to emerging GIS users throughout the region; and (3) engage Fort Belknap's post-secondary GIS instructors and college-level student interns in community-based mapping projects.

A. Goals and Objectives

Goal 1: To develop capacity of multiple rural jurisdictions to generate and use locally mapped GIS data in local government operations and sustainability planning.

NCMT-GIS will leverage its partnership in the Vibrant Futures consortium to deliver regional GIS capacity-building for light GIS use through *ArcGIS for Organizations* and *Esri Maps for Office*, to 25 to 50 early adapters in tribal and rural government departments.

Objective 1.1 To acquire and install all necessary software

- 1.1.a: FB Planning Department and VF staff develop commitment agreements for agencies participating in the training program and receiving software from the NCMT-GIS project.
- 1.1.b: FB Planning Department purchases and distributes *Esri Maps for Office* for 15 to 20 participating agencies.
- 1.1.c: VF purchases and distributes *Microsoft Office 2010* upgrade as needed, to 15 to 20 participating agencies.

Note: We discussed using existing Enterprise License Agreements (ELAs) from BIA, State of Montana, and Montana Department of Education (Separate discussions with Natalie Smith, Stuart Kirkpatrick, and Jeff Crews). We propose instead to purchase a regional 50-seat *ArcGIS for Organizations* annual non-profit subscription for this effort. We will leverage existing ELAs in future projects when we plan to enlist participation of state officials, educators in public schools, and additional tribal entities.

Objective 1.2 To promote and implement region-wide training in local data collection and mapping

- 1.2.a: VF implements outreach and registration for training to be held in Fort Belknap, for 25 to 50 local government elected officials and staff.
- 1.2.b: Ken Wall of Geodata Services offers 1-day training session in *ArcGIS Online*, *ArcGIS Explorer* and *Esri Maps for MS Office*, to be held in Fort Belknap, Fall 2013.

Objective 1.3 To evaluate effectiveness of region-wide training, unmet needs of partners

- 1.3.a: VF staff and Aaniih Nakoda College (ANC) faculty develop and administer written evaluation tool to measure learning outcomes and applied use of *ArcGIS Maps for Office* skills.
- 1.3.b: ANC student interns track *ArcGIS Online* organizational use to document adoption and quantify use of light GIS capabilities for quarterly reports.
- 1.3.c: FB Planning Department, ANC GIS Program staff and students, and VF staff, engage all participants in monthly WebEx follow-up technical assistance and training, encouraging peer-to-peer demonstrations, skill sharing, and application.

Goal 2: To improve capacity of regional GIS hosts to provide long-term technical assistance to government partners for continued use of GIS in rural and tribal governments.

NCMT-GIS plans to sustain rural GIS use by developing a cadre of GIS “hosts”, building their skills in more advanced desktop tools and encouraging GIS workforce readiness among our tribal college graduates. The regional GIS hosts will support GIS trainees, create more complex local web maps, and assist rural and tribal offices to layer and analyze local data with national and commercial data. The core desktop training will cover the local government geo-database model, and focus on templates for public notification and land use planning, to maximize GIS benefits to policy development.

Objective 2.1 To train a cadre of regional GIS hosts to provide ongoing GIS support

2.1.a: GeoData provides 40-hour train-the-trainer series to include 3 days instruction in *ArcGIS II*, and 2 days in *Community Viz. Workshop* will recruit no less than 8 Fort Belknap Planning Department staff, ANC GIS program staff and students, VF staff, and will be held in Fort Belknap, Fall 2013.

Objective 2.2 To provide ongoing follow-up and TA to new *Esri* users

2.2.a: VF and Aaniih Nakoda College staff provide TA as requested

2.2.b: VF Clearinghouse posts *Esri* user tips, FAQs monthly

2.2.c: VF and Fort Belknap Planning Department host monthly interactive WebEx Training Center sessions for participant networking, GIS “show & tell,” and guest GIS users

Objective 2.3 Network local *Esri* users with similar partners throughout region

2.3.a: VF networks training corps of 25 to 50 consistent participants for cross-training, shared problem solving

2.3.b: VF reconvenes 25 to 50 original users at Spring 2014 MEDA conference in Havre for 1-day follow-up training

Goal 3: To promote benefits of rural GIS mapping, and locally/regionally developed datasets, for multi-jurisdictional planning partnerships.

Objective 3.1 To develop training materials

3.1.a: FB Planning Department, Aaniih Nakoda College, and VF staff curate and edit training materials used in project for replication in succeeding regional trainings and in other rural Montana regions.

3.1.b: GeoData drafts white paper to summarize NCMT-GIS methods and lessons learned as rural regional GIS training model.

Objective 3.2 To summarize and disseminate information on MLIA and use of GIS mapping by rural planners and departments

3.2.a: Project partners and GeoData apply to present *NCMT-GIS* methods, outcomes, and resulting GIS data to 2014 Montana Association of Planners and 2014 Montana Economic Developers Association annual conferences.

3.2 b: VF promotes methods and results of project to MLIA and HUD as example of citizen and government-assisted mapping for rural and multi-jurisdictional planning.

B: Tasks and project schedule

Task	Task Description	Start Date-Completion Date	Responsibility
1.1.a	FB Planning Department and VF develop agreements for agencies participating in the training and receiving software	7/1/13—8/31/13	FB Planning Office, Project Manager, VF staff

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1.1.b	FB Planning Department and VF purchase and distribute <i>Esri Maps for Office</i> for 15 to 20 participating agencies	7/1/13— 8/31/13	FB Planning Office, Project Manager, VF staff
1.1.c	VF purchases and distributes <i>Microsoft Office 2010</i> upgrade to 15 to 20 participating agencies	7/1/13— 8/31/13	VF staff
1.2.a	VF implements outreach and registration for training to be held in Fort Belknap to 25 to 50 rural and tribal governments, all departments	7/1/13— 9/15/13	Coordinator, VF staff
1.2.b	GeoData offers 1-day training session in Fall 2013, for 25 to 50 participants and 8 core staff	9/30/13	KW/GeoData, student interns, core staff
1.3.a	VF staff develops evaluation tool to measure learning outcomes and immediately applied use of <i>ArcGIS Maps for Office</i> skills	9/1/13— 9/30/13	VF staff, Project Manager
1.3.b	FB Planning Department, ANC GIS program staff and students, and VF staff contact all participants to offer follow-up technical assistance and document local use and challenges of GIS mapping	10/1/13— 10/31/13	Project Manager, Coordinator, Core staff, VF staff, student interns
2.1.a	GeoData provides 40-hour train-the-trainer to 8 Fort Belknap Planning Department staff, ANC GIS program staff/students, and VF staff, in Fort Belknap, Fall 2013	10/1/13	Geodata Svcs w/ VF Staff, student interns
2.2.a	VF and Fort Belknap College staff provide TA as requested	10/1/13- 6/30/14	Core staff, VF assigned staff
2.2.b	VF Clearinghouse posts <i>Esri</i> user tips, FAQs monthly	10/1/13- 6/30/14	VF staff, assigned staff
2.2.c	VF and Fort Belknap Planning Department host monthly interactive WebEx for participant networking, GIS “show & tell,” and guest GIS users	10/1/13- 6/30/14	Project Manager, Coordinator, VF staff, assigned staff
2.3.a	VF networks training corps of 25 to 50 consistent participants for cross-training, shared problem solving	10/1/13- 6/30/14	VF staff, assigned staff
2.3.b	VF reconvenes 25 to 50 original users at Spring 2014 MEDA conference in Havre for 1-day follow-up training	5/15/14	VF staff , assigned staff
3.1.a	FB Planning Department, Aaniih Nakoda College, and VF staff curate and edit training materials used in project for replication in succeeding regional trainings and in other rural Montana regions	3/1/14— 6/30/14	Project Manager, Coordinator, Core staff, VF staff
3.1.b	GeoData drafts white paper to summarize NCMT-GIS methods and lessons learned as rural regional GIS training model	3/1/14— 6/30/14	GeoData
3.2.a	Staff and GeoData apply to present <i>NCMT—GIS</i> methods, outcomes, and resulting GIS data to 2014 Montana Association of Planners and 2014 Montana Economic Developers Association annual conferences	3/1/14— 6/30/14	Project Manager, VF staff, GeoData
3.2.b	VF promotes methods and results of project to HUD as example of citizen and government-assisted mapping for rural and multi-jurisdictional planning	3/1/14— 6/30/14	VF staff

STEP 4 – Project Management and Organizational Capability Narrative

Project Management and Organization Capability – Provide a narrative (up to two pages) highlighting applicant’s project management and organizational capability. Please document applicant’s record of performance in implementing projects similar in scope to the one described in the grant application. List the skills, qualifications and experience of the project manager, key personnel, project partners and proposed subcontractors.

****In this section applications will be evaluated on how well 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 and adequate skills, qualifications and experience of the project manager, key personnel, project partners and contractors to complete the project. If subcontractors are to be used the procurement process for acquiring professional services this must be described in detail. (100 points total weighted at 20% of the total score)***

Fort Belknap Planning Department

The Fort Belknap Indian Reservation is the home of the Gros Ventre and Assiniboine Tribe(s) as established by an Act of Congress on May 1, 1888, and is an Indian Reorganization Act Tribe. The *Fort Belknap Indian Community* (FBIC) is recognized by the Federal Government as the official governing body of the Gros Ventre and the Assiniboine Tribe(s). The Fort Belknap Community Council (FBCC) is recognized as the official governmental entity of the Fort Belknap Indian Community. The 10-member Council, consisting of four Gros Ventre and four Assiniboine, enrolled members, are elected to serve a two-year term. Tribal financial records and fiscal affairs records are maintained by a centralized accounting system. FBIC undergoes annual audits and takes ongoing steps to improve financial condition and strengthen internal controls. We have successfully completed many grant-funded projects including a 2007 Water Treatment Plant (USDA \$1.2M); 2008 Green Houses & Gardens (USDA \$.23M); 2009 SMART Program (USDOJ \$.3M); 2009 Indian Child Support Program (DHHS/ACF \$.5M); 2009 Tribal Youth Program (OJJDP \$.45M). Currently funded programs include 2012 Prairie Mountain Utilities (DHHS/ANA \$.68M); 2012 Violence Against Women Project (USDOJ \$.45M); and numerous BIA & IHS 638 contracts.

Fort Belknap Planning Department is an office of Fort Belknap's Central Administration. The department serves to identify and secure sources of funding for established and non-established Tribal services. Staff also collect and analyze data relating to local manpower, social, economic, and environmental factors. Wesley Cochran is one of FBIC's full-time planners. He uses ArcView and other GIS tools in roads and transportation planning and has been tapped to utilize GIS in mapping flooding impacts and residential home retrofits. He will serve as Manager and primary liaison for the NCMT-GIS project.

FBIC also has an Information Technology department that includes several young tribal members holding 2- and 4-year I.T. degrees who, along with advanced NRS students, will be nominated to the proposed GIS internships.

Aaniih Nakoda College GIS Program

Aaniih Nakoda College (ANC), located on the Fort Belknap Indian Reservation, is a fully accredited academic institution that provides high quality post-secondary education to tribal and non-tribal members. They incorporate native culture throughout their curriculum with program offerings that are responsive to the needs of Fort Belknap residents. ANC offers a 2-year Associates of Science degree in Natural Resources and Computer Information Systems. The Natural Resource program's goal is to provide skills for entry-level employment opportunities and continuation of education in forestry, fish and wildlife management, biology, water quality, soil conservation, and range conservation. Students acquire a basic knowledge of natural resources, environmental issues and traditional cultural values. Students acquire basic and working knowledge of GIS mapping via their NRS 210-Introduction to GPS/GIS and NRS 211-Advanced GPS/GIS classes. ANC has a fully equipped computer laboratory facility that will be used for most classroom training for this project.

Daniel Kinsey is ANC's Natural Resources Program Instructor. He supervises students' research projects in the program. Mr. Kinsey will be our primary partner and liaison at the tribal college. Mr. Kinsey will also supervise the project's student interns.

Vibrant Futures/Opportunity Link, Inc.

The Vibrant Futures (VF) project was launched in 2011 by Opportunity Link, Inc. (OL), a non-profit organization based in Havre that serves 11 North Central Montana counties and four tribal nations through projects that fight persistent poverty and develop equitable economic opportunity. VF is funded by a HUD Sustainable Communities Regional Planning Grant to update county and municipal growth plans, introduce multi-jurisdictional coordination and collaboration, build capacity for regional comprehensive economic development planning, and seed key catalytic projects. VF builds on OL's history of regional engagement. OL projects include development of North Central Montana Transit and coordination of multi-jurisdictional public transit systems; collaboration with tribal colleges and MSU-Northern to host Adult Basic Education and post-secondary coursework for school-to-work job training; culturally sensitive soft-skills employment training; "green" construction demonstrations and certification courses; and alternative justice community volunteer projects.

Barbara Stiffarm, Executive Director of OL and Project Director for Vibrant Futures, will be the primary liaison for the project. Day Soriano, Project Manager for Vibrant Futures will be responsible for developing the agency agreements among project partners, participating agencies and core staff to receive training. Ms. Soriano will also lead development of evaluation tools that measure learning outcomes and document immediately applied use of ArcGIS Maps for Office skills. Eryn Nissen is the Outreach and Information Manager for Vibrant Futures. She will inform and connect VF consortium members and partners to training and other opportunities that will be made available through the NCMT-GIS project.

Ken Wall, Geodata Services Inc.

Ken Wall is a consultant to the Vibrant Futures project, and guides VF staff and Consortium members across 10 counties to use GIS mapping in regional planning and citizen engagement. In that role he has developed 300 layers of GIS data in sustainability areas of housing, transportation, employment, equity, and community health. This data will be made available to all consortium members this year to support local planning and grant writing. Ken is directing a series of Scenario Planning workshops for government staff and elected officials this March in eight North Central Montana locations. He has assisted VF staff to devise and tabulate a resident survey that maps participant locations for home community, employment, education, and commercial services; the resulting maps clearly illustrate the region's far-flung net of social and economic engagement, and will inform decision-making in regional planning. Ken's training services through *NCMT-GIS* advances this work by developing staff and partner GIS advanced skills; developing local user entry-level GIS desktop use; and formalizing the role of GIS mapping in rural and tribal government planning. Ken Wall is an authorized Esri and Community Viz instructor.

STEP 5 – Budget Justification Narrative and Tables

Budget Justification Narrative - Please provide a budget justification narrative (up to two pages) along with table(s) as shown below. The budget justification narrative must clearly demonstrate that the project can be completed within the proposed budget. Provide a general discussion of the spending plan and explain each budget item in relation to the total budget. The budget narrative should clearly state the assumptions used to develop the proposed budget including all sources of subcontracted cost estimates.

If the applicant's share is to be considered in-kind, the source of those in-kind must be documented. Matching in-kind funds must be specific to the project and be fully justified. They may be monetary or in other forms such as staffing, infrastructure or technology support.

Leveraging additional funds is encouraged. Leveraged funds are additional funding sources that allow expansion of the project beyond what MLIA funding would allow. County MLIA share (25% of the total MLIA collections) residing in county land information accounts as per 7-4-2637(3)(ii) <http://data.opi.mt.gov/bills/mca/7/4/7-4-2637.htm> should be leveraged where possible.

All funding sources listed in the budget table must be fully explained. If grant funds are to be distributed to project 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. Explain any projected future enhancements that may require additional third party funding.

NCMT-GIS Budget Justification

a. Personnel

1. Project Manager: Mr. Wesley Cochran, FBIC planner, will dedicate .1FTE to oversee administration and implementation of NCMT-GIS. Mr. Cochran will be responsible for bi-monthly in-person meeting of project partners and submission of project activity and financial reports. Mr. Cochran's time will be provided by Fort Belknap Planning Department as in-kind for the project.
2. Project Liaison ANC: Mr. Dan Kinsey of ANC will dedicate up to 40 hours during the project year towards overseeing ANC activities for the project. This is provided by ANC as in-kind towards the project.
3. Project Liaison OL: Ms. Barbara Stiffarm will dedicate up to 40 hours during the project year towards overseeing OL and VF activities for the project. This is provided by OL as in-kind to the project.
4. Coordinator: Ms. Eryn Nissen is VF's Information and Outreach Manager. Ms. Nissen ensures that information is available in a timely and concise manner to VF consortium members and partners throughout our 11-county, 3-Indian reservation region. For the NCMT-GIS project, Ms. Nissen will dedicate .1FTE to inform and educate our local government partners of the availability and benefits of VF scenario maps, GIS training opportunity, and its applications for more informed planning for their communities. Ms. Nissen will also serve as initial liaison between NCMT-GIS project manager and partners and VF local government contacts. Ms. Nissen's time is provided by OL as in-kind for the project.
5. Evaluation: Ms. Day Soriano will dedicate up to 100 hours towards drafting partner and participant agreements, developing evaluation tools, analysis and project reporting. This will be provided by OL as in-kind to the project.
6. Trainees: 2 full-time staff members from Fort Belknap Planning Department and 2 full-time staff from OL will undergo intermediate training on and practice applications of GIS. Trainee selection will be based on staffing, dedication and long-term commitment. They will be developed as 4 of the 8 core staff trained to provide follow-up technical assistance to other GIS practitioners and light users in the region. Fort Belknap Planning Department staff and OL staff will dedicate .1FTE for this training as in-kind for the project.
7. ANC GIS Instructors: Up to 4 full-time staff members and instructors from ANC will undergo intensive training on and practice applications of GIS. They will be developed as 4 of the 8 core staff that will be trained to be able to provide follow-up technical assistance to other GIS practitioners and light users in the region. They will incorporate their training to ANC's Basic and Advanced GIS/GPS courses of the Natural Resources Program and will supervise students' training and use of GIS tools in community and resource mapping. Since these instructors will be receiving this training in addition to their regular responsibilities at the college, we request that each instructor be allocated a one-time training stipend of \$1,500 from MLIA funds.
8. ANC student interns: From 4 to 6 Natural Resource program students will serve as interns for the project. These students will commit to completing the light GIS training but will be hired primarily to assist during all classroom and in-person training for the project. They will assist in organizing 1-day classroom training for light GIS users and core staff training utilizing computers and facility of ANC at Fort Belknap. Student interns will also track and analyze ArcGIS Online organizational use to quantify and document GIS adoption and use by light GIS users for project quarterly reports. We request a total stipend of \$800 per intern from MLIA funds.

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a.1. Fringe Benefits

Employee services and benefits for Project Manager, Coordinator, Project Liaisons, Evaluation and Trainees from Fort Belknap Planning and OL will be provided as in-kind for the project. Actual costs are based on 30% of actual full-time employee salaries.

b. Travel

Coordinator travel, approximated at \$475.50, will be provided by OL as in-kind.

c. Equipment

1. Computers to accommodate data software are anticipated at \$4,018 total. This will be used to purchase two computer workstations for Fort Belknap Planning core training participants.
2. GPS handheld computer for \$3,990. This will be used to purchase one Trimble GeoExplorer Geo 5T for advanced GIS data collection and mobile GIS applications by Fort Belknap Planning and applied instruction by ANC.
3. Use of computer laboratory work stations and facilities for training – total 6 days at \$1,500 per day equivalent to \$9,000 – will be provided by ANC as in-kind.

d. Supplies

1. Microsoft Office 2010 – OL and ANC will purchase Microsoft Office with nonprofit and education discounts for a total of \$180 for 30 licenses. Microsoft Office 2010 for agencies not eligible for the Microsoft product donation discount will total \$1,800 for 20 licenses.
2. ArcGIS Online – OL will apply for the non-profit discount for ArcGIS online with 50-seat capacity and can purchase it for \$5,000 for this project year.
3. CommunityViz – OL can purchase a 5-seat supported license for a total of \$950 for this project year.
4. ArcGIS II books – Will be used to accompany training for 8 core staff. Each book is priced at \$320 for a total of \$2,560.
5. WebEx Training Center – For continuity of training once initial relationship and base training has been established from 1-day in-person training of light GIS users. The WebEx Training Center has the capacity for live, in-person training where each trainee can apply training to their own data and share with instructor for live feedback and instructions. WebEx Training Center costs \$250 per month for a total of \$3,000 for the project duration. \$600 of the total cost will be provided by OL as in-kind to the project.
6. WebEx Telephony – This is integrated telephone function that supplements the WebEx Training Center. With a scheduled training every two weeks, we anticipate this expense at \$2,400 for the project year.

e. Contractual

For project efficiency and to ensure non-overlap of tasks, we would prefer to subcontract project services to Ken Wall, GeoData Consulting. GeoData Consulting estimates the total cost at \$21,220 and itemized as follows:

1. Training preparation \$2,100
2. ArcGIS II (3-day training) \$3,000
3. CommunityViz (2-day training) \$2,000
4. ArcGIS Online and Esri for Office (1-day training) \$1,000
5. Ongoing follow-up and training (12 hours per month) \$10,800
6. Presentations travel and expense \$1,120

f. Administration Costs (Other)

Fort Belknap Planning Department will require an administration cost of 5% for financial administration and audit costs that will be incurred by the project.

Applicant budget summary

Category	MLIA Share	Applicant Share	Other Share	Total
a. Personnel	9,200.00	14,560.00	18,000.00	41,760.00
a.1 Fringe Benefits		4,368.00	5,040.00	9,768.00
b. Travel			475.50	475.50
c. Equipment	8,008.00		9,000.00	17,008.00
d. Supplies	15,290.00		600.00	15,890.00
e. Contractual	21,220.00			21,220.00
f. Other (Administration)	2,685.90			2,685.50
Totals	56,403.90	18,928.00	33,475.00	108,807.40

Project Partner budget summary (provide a separate budget summary for each partner (including subcontracts). See page 6 for a definition of a project partner.

Category	Aaniih Nakoda	Opportunity Link	Partner 3	Total
a. Personnel	1,200.00	16,800.00		18,000.00
a.1 Fringe Benefits	360.00	5,040.00		5,400.00
b. Travel				475.00
c. Equipment	9,000.00			9,000.00
d. Supplies		600.00		600.00
e. Contractual				
f. Other				
Totals	10,560.00	22,915.50		33,475.50

****In this section applications will be evaluated on how well the proposal demonstrates that the project can be completed within the proposed budget, fully justifies all project expenditures, and explains long term funding plans. (100 points total weighted as 20% of the score).***

Fiscal Year 2013 Montana Land Information Act Grant Application

NCMT-GIS Budget Summary

		MLIA Share	Applicant Share (FB)	Partner Share (ANC)	Partner Share (OL-VF)	Total Partner Share	Total Cost
a.	PERSONNEL						
1.	Project Manager		6,240.00				6,240.00
2.	ANC Project Liaison			1,200.00		1,200.00	1,200.00
3.	OL Project Liaison				1,520.00	1,520.00	1,520.00
4.	Coordinator				4,160.00	4,160.00	4,160.00
5.	Evaluation				2,800.00	2,800.00	2,800.00
6.	Trainees: FB (2)		8,320.00				8,320.00
7.	Trainees: OL-VF (2)				8,320.00	8,320.00	8,320.00
8.	ANC Instructors	6,000.00					6,000.00
9.	ANC Student Interns	3,200.00					3,200.00
	Sub-Total a.	9,200.00	14,560.00	1,200.00	16,800.00	18,000.00	41,760.00
a.1.	FRINGE						
1.	Project Manager		1,872.00				1,872.00
2.	ANC Project Liaison			360.00		360.00	360.00
3.	OL Project Liaison				456.00	456.00	456.00
4.	Coordinator				1,248.00	1,248.00	1,248.00
5.	Evaluation				840.00	840.00	840.00
6.	Trainees: FB (2)		2,496.00				2,496.00
7.	Trainees: OL-VF (2)				2,496.00	2,496.00	2,496.00
	Sub-Total a.1.	0.00	7,488.00	480.00	5,040.00	5,400.00	9,768.00
b.	TRAVEL						
	Coordinator Outreach				475.50	475.50	475.50
	Sub-Total b.				475.50	475.50	475.50
c.	EQUIPMENT						
1.	Computer workstations	4,018.00					4,018.00
2.	GPS handheld computer	3,990.00					3,990.00
3.	Computer training facility			9,000.00		9,000.00	9,000.00
	Sub-Total c.	8,008.00		9,000.00		9,000.00	9,000.00
d.	SUPPLIES						
1.	Office 2010	1,980.00					1,980.00
2.	ArcGIS Online	5,000.00					5,000.00
3.	CommunityViz	950.00					950.00
4.	ArcGIS II books	2,560.00					2,560.00
5.	WebEx Training Center	2,400.00			600.00	600.00	3,000.00
6.	WebEx Telephony	2,400.00					2,400.00
	Sub-Total d.	15,290.00			600.00	600.00	15,890.00
e.	CONTRACTUAL						
	Geodata Consulting	21,220.00					21,220.00
	Sub-Total e.	21,220.00					21,220.00
	SUB-TOTAL a. to e.	53,718.00	18,928.00	10,560.00	22,915.50	33,475.50	106,121.50
f.	OTHER						
	Administration Cost (5%)	2,685.90					
	Sub-Total f.	2,685.90					2,685.90
	TOTAL PROJECT COST	56,403.90	18,928.00	10,560.00	22,915.50	33,475.50	108,807.40

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.

**If the proposal proposes to support a particular MSDI framework layer(s), applicant must include a letter of support from the framework steward(s). See mandatory criteria # 3.*

Letters of support from Aaniih Nakoda College and Opportunity Link are attached.

STEP 7 – Renewable Grant Accountability Narrative

If the applicant received a FY2012 MLIA Grant for the same project purpose, applicant must file a report documenting the progress made toward meeting the requirements of that grant. The report must include a status report on all tasks or deliverables included in the grant. If the applicant also received a FY2011 grant for the same project or purpose, applicant must include the final grant report submitted to the Department of Administration.

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 _____

APPENDIX A - PERTINENT MLIA STATUTE AND RULE

MLIA Statute Related to MLIA Grants:

90-1-404. Land information -- management -- duties of department.

The department shall:

(e) establish, by administrative rule, an application process and a granting process that must be used to distribute funds in the account. 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.

(f) review all grant applications from state agencies, local governments or agencies, and Indian tribal governments or tribal entities for the purpose of implementing the land information plan;

90-1-406. Land information advisory council -- duties -- advisory only.

The council shall:

(b) advise the department on the priority of land information, including data layers, to be developed;

(d) advise the department on the development and management of the granting process described in 90-1-404(1)(e);

(e) advise the department on the management of and the distribution of funds in the account;

(f) assist in identifying, evaluating, and prioritizing requests received from state agencies, local governments, and Indian tribal government entities to provide development of and maintenance of services relating to the GIS and land information;

90-1-410. Montana land information account -- distribution of funds.

(2) A state agency, a local government, or an Indian tribal government entity may apply to the department for funds in the account for the purposes described in this part.

(3) The department shall ensure that funds distributed under this section are managed by the recipient of the funds according to standards and practices established by the department to allow for the greatest use and sharing of the land information.

90-1-411. Montana land information account -- use of funds -- action by department -- hearing. (1) 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) If the department determines that a recipient of funds from the account has not used or is not using funds in the manner prescribed by the department, the department may, after notice and hearing as provided for in Title 2, chapter 4, suspend further payment to the recipient.

(3) A recipient to whom the department has suspended payments under this section is not eligible to receive further funds from the account until the department determines that the recipient is using funds in the manner prescribed by the department.

Other Statute Related to MLIA Grants:

7-4-2637. Fees for recording documents. (1) Except as provided in [7-2-2803](#)(4) and [7-4-2631](#), the fee for recording a standard document that meets the requirements of [7-4-2636](#) is \$7 for each page or fraction of a page.

(2) Except as provided in [7-2-2803](#)(4), the fee for recording a document that does not meet the requirements of [7-4-2636](#) is the fee specified in subsection (1) plus \$10.

(3) (a) Of the fees collected under subsection (1):

(i) \$1 must be deposited in the records preservation fund, provided for in [7-4-2635](#);

(ii) 25 cents must be deposited in the county land information account provided for in [7-6-2230](#);

(iii) 75 cents must be transmitted each month to the department of revenue in the manner prescribed by the department of revenue for deposit in the Montana land information account created in [90-1-409](#); and

(iv) the remainder must be deposited as provided for in [7-4-2511](#).

(b) The fees collected under subsection (2) must be deposited in the records preservation fund provided for in [7-4-2635](#).

7-6-2230. County land information account -- creation -- purposes -- uses. (1) The governing board of each county shall establish a county land information account.

(2) The governing body of each county is responsible for deposits to and expenditures from the account.

(3) Subject to the provisions of subsection (4), a county may use the funds in the county land information account:

(a) for local geographic information system projects to meet the local operations needs of the county or a municipality within the county;

(b) for local land information data collection, maintenance, and dissemination projects;

(c) for intergovernmental or interagency geographic information system and land information data collection, maintenance, or dissemination projects with any other county, city, state, federal, or Indian tribal agency; or

(d) as matching funds for other state, federal, private, or other fund sources to accomplish the purposes of this section.

(4) (a) Except as provided in subsection (4)(b), use of funds in the county land information accounts must comply with applicable, existing state standards for the geographic information system and land information.

(b) A county may, upon approval of the county governing board, use funds in the county land information account for projects that collect, maintain, disseminate, or otherwise use the geographic information system or land information for which state standards do not exist.

(5) Funds deposited to and expended from the county land information account are subject to audit pursuant to Title 2, chapter 7, part 5.

History: En. Sec. 11, Ch. 135, L. 2005.

MLIA Administrative Rule Related to MLIA Grants:

NEW RULE II DEFINITIONS In addition to the definitions found in 90-1-403, MCA, the following definitions apply:

(1) "Available grant funds" means the balance of the Montana land information account on March 31 of each fiscal year, plus an estimate of not-yet-deposited state funds held by counties as of that date, less the department's budget associated with duties and responsibilities defined in 90-1-404, MCA, for the fiscal year and any funds committed to grants.

(2) "Grant criteria" mean any specific grant conditions set forth by the department, with the advice of the council, pertaining to subject matter of grant applications, applicable standards, or other conditions that define the nature of applications that will be accepted.

(3) "Grant review subcommittee" means a subcommittee established by the council that, together with the department, will formulate grant criteria consistent with the purpose of the Montana Land Information Act, and review grant applications.

NEW RULE III APPOINTMENT OF LAND INFORMATION PLAN AND GRANT REVIEW SUBCOMMITTEES

(1) By July 1 of each fiscal year, the council will appoint a land information plan subcommittee and grant review subcommittee from existing council members to advise the department on behalf of the council, on the land information plan, grant criteria, and prioritization of grant submittals.

(2) The subcommittees will minimally consist of:

(a) a state agency representative;

(b) a federal agency representative;

(c) a tribal representative;

(d) a local government representative;

(e) a private sector representative;

(f) a member representing a Montana association of geographic information systems professionals; and

(g) one of the legislative members.

(3) The subcommittees shall elect a chair from their membership.

(4) The subcommittees shall gather and distribute materials to the entire council in a manner determined by the council.

NEW RULE V ESTABLISHING THE GRANT APPLICATION AND GRANTING PROCESS

(1) By January 15 of each fiscal year, the department, with advice from the grant review subcommittee, shall develop the grant criteria for the fiscal year beginning on the following July 1, based upon the goals and objectives from the land information plan, and shall publish the grant criteria, grant application forms, and instructions for submitting grant applications to the department web site. Grant criteria may allow for funding multi-year projects.

(2) Grant applications received by the department before 5:00 p.m. on February 15 will be considered.

(3) Upon receipt, the department will advise applicants of incomplete grant applications. Applications initially incomplete, but completed and received by March 1, will be evaluated for possible funding.

(4) By May 1 of each fiscal year, the department, based on grant criteria and

with advice of the grant review subcommittee, shall identify grant applications that meet the grant criteria and warrant approval and shall rank them in priority order. Previously approved multi-year projects may be placed at the top of the priority list. The grant review subcommittee chair shall distribute the results to the council, consider additional comments, and report those comments to the department if necessary.

(5) On May 15 of each fiscal year, the department, with advice of the grant review subcommittee, shall finalize the priority order of the grants.

(6) The department shall disperse available grant funds to grant applicants in the order of priority set forth under (5). Available grant funds in excess of the funding necessary for the applications that meet the grant criteria shall be added to the available grant funds for the subsequent grant period.

NEW RULE VI MONITORING THE MONTANA LAND INFORMATION ACCOUNT FUNDS

(1) The department shall monitor each grant, contracted service, or federal matching fund. Depending upon the deliverables or types of services, the department may require additional quarterly or other reports that verify the deliverables or services are meeting documented specifications.

(2) The department will notify the council of actions the department takes when any grants or contracted services do not meet the specific deliverables or timelines defined in the statement of work.

NEW RULE VII POLICIES, STANDARDS, PROCEDURES AND GUIDELINES (1)

Policies, standards, procedures, and guidelines will be established in accordance with administrative rules such as those stated in the Montana Information Technology Act Sub-Chapter 2. All grants must comply with accepted State of Montana rules, policies, standards, or procedures unless waived through procedures defined in accordance within established administrative rules.

NEW RULE VIII OFF-CYCLE GRANTS (1) The department, with advice of the council, may approve requests for funding that fall outside of the regular grant cycle.

APPENDIX B – GRANT ADMINISTRATIVE COST GUIDELINES

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

Therefore, the MLIAC Grants Committee and the Department 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 Grants Committee and the Department will consider the:

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

The MLIAC Grants Committee and/or the Department 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 C – GUIDE TO GRANT SCORING

Step Two: Relevance and Public Benefit Narrative Scoring – 100 Total Points

1. Sub-criteria 1 – Project meets the purpose of the Montana land Information Act - 25 points total
 - Applicant specifically states how the project will develop standardized sustainable methods to collect maintain or disseminate information in digital formats about the natural and artificial land characteristics of Montana
2. Sub-criteria 2 – Applicant specifically describes how the project meets at least one of the grant categories of the annual Land Information Plan – 25 points total
 - Applicant uses specific examples to explain how the project meets at least one goal and objective of the land plan
3. Sub-criteria 3 – Applicant specifically describes the public benefit - 50 points total
 - a. Applicant demonstrates that the project will benefit and support multiple government agencies
 - i. Project demonstrates that it will benefit at least one other agency across departments, for example a county project benefits public works, the fire department and planning; or
 - ii. Project demonstrates that it will benefit multiple cross-jurisdictional agencies, for example a county project benefits the Forest Service, BLM and a Tribal Government.
 - b. Applicant demonstrates public good and provides specific examples of that public good

Step Three: Scope of Work Narrative Scoring– 100 Total Points

1. Sub-criteria 1 – Project goals and objectives are detailed and consistent with the Relevance and Public Benefit Narrative - 70 points total

The narrative is broken into a series of project goals, measurable objectives and tasks.

- i. The goal or goals are consistent with the overall project purpose described in the Relevance and Public Benefit Narrative
 - ii. Objective or objectives align logically with the stated goal(s) and success is clearly measurable
 - iii. The tasks under each objective are described in enough detail to clearly demonstrate that the project is technically feasible and the applicant understands the entire scope of the project. Any equipment purchases are listed as tasks.
2. Sub-criteria 2 – The scope of work includes a time line or schedule with tasks listed in sequence from start date to completion. Tasks dependent on the completion of previous tasks should be noted – 30 points total

Step Four: Project Management and Organizational Capability Narrative Scoring – 100 Total Points

1. Sub-criteria 1 – The applicant describes project(s) that they have completed that are similar in scope to the one described in the Scope of Work Narrative – 60 points total
The applicant specifically describes completed project(s) so clear understanding of the scope, methodologies and any similarities to the one in the Scope of Work Narrative are present. The applicant may describe up to three projects
2. Sub-criteria 2 – The applicant lists the project manager, key personnel, project partners and an contractors that will work on the project – 40 points total
 - a. Project manager has demonstrated experience managing similar projects.
 - b. Key personnel and project partners (if applicable) have demonstrated experience working on similar projects.
 - c. Any proposed subcontractors and the procurement process for acquiring them is described.

Step Five: Budget Justification and Tables Scoring – 100 Total Points

1. Sub-criteria 1 – The applicant provides a clear picture of what MLIA and matching funds will purchase- 60 points total
 - a. The applicant states the assumptions used to develop the budget. These assumptions could include past projects with similar costs, requests for information (RFI) or requests for proposals (RFP) responses or similar cost estimates from public sector consultants, equipment bids or similar justification.
 - b. Any equipment purchases are justified in detail
 - c. All matching funds from the applicant or project partners are fully explained as to the source and stability of those funds
 - d. A long term funding plan for maintenance of the project is included and documents any future enhancements that may require additional third party funding as well as plans to reduce dependencies on MLIA funding after the project is completed.
2. Sub-criteria 2 – Budget tables – 20 points total
 - a. Budget tables are consistent with the budget narrative
 - b. Budget tables are complete including applicant and project partners contributions
3. Sub-criteria 3 – Project leverages additional (non-in-kind) funding sources – 20 points total

All leveraged funds from other sources are fully explained as to their source, stability and the extent to which they expand the scope of the project beyond what MLIA funding would allow.

FY 2013 MLIA Grants - Scoring Methodology

Example Proposal X

Criteria	Weighting	Reviewer A	Reviewer B	Reviewer C	Panel Score	Weighted
Relevance & Public Benefit	30%	85	75	80	80 *.3	24
Scope of Work	30%	75	83	90	83 *.3	24.9
Management & Organization	20%	87	68	75	77 *.2	15.4
Budget Justification	20%	95	86	90	90 *.2	18
Proposal X Total						82.3

Each proposal is scored with a percentage of 0-100% for each of the grant evaluation criteria by each reviewer. Scores are compared and discussed and a final score for each criteria is agreed to as the 'panel score'. This is not necessarily the mathematical average of the reviewer's scores (as it is in the above example). It is at this point that reviewers discuss in detail the strengths and weaknesses of each proposal and either modify their individual scores to be averaged or otherwise agree to a panel score for each criteria. That value is then multiplied by the according weight and the total score for each proposal is tallied. Proposals are then ranked on their final scores and if necessary, further discussion regarding prioritization and available grant funding. The scored and ranked proposals and supporting documentation is provided to the Department for final review and decision.