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# Lincoln County GIS Specialist and 1 Spatial Verifications for Elections, Parcel Recordation and 911 Emergency Services

LINCOLN COUNTY GRANT APPLICATION FY 2025

## MONTANA GEOSPATIAL INFORMATION ACT GRANT APPLICATION

STATE FISCAL YEAR 2025: JULY 1, 2024 – JUNE 30, 2025



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## Organization, Partner and Proposal Information

Primary Applicant Contact Information	
<b>Name of Agency/Entity:</b>	Lincoln County
<b>Department:</b>	Clerk and Recorder
<b>Division/Section:</b>	Elections
<b>Street:</b>	418 Mineral Ave.
<b>City:</b>	Libby
<b>County:</b>	Lincoln
<b>State:</b>	Montana
<b>Zip Code:</b>	59923
Project Manager Contact Information:	
<b>Name:</b>	Melanie Howell
<b>Title:</b>	Elections Administrator
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MGIA Grant Funding Request & Match:	
<b>Total Requested MGIA Funds:</b>	\$45,342
<b>Total Matched Funds:</b>	\$83,918

<b>Proposal Information</b>	
<b>Identified Grant Priority:</b>	1 Spatial Verifications of Structures, Roads and Boundaries for Elections by hiring an in-house GIS Specialist for the longevity of success in our county.
<b>Annual or Multi-Year Proposal:</b>	This will be the first year for Lincoln County having the ability to work in collaboration with multiple departments. We have built our plan with a four-year proposal.
<b>Proposal Prepared By:</b>	Melanie Howell
<b>Short Title of Proposal:</b>	Create local GIS capacity for Lincoln County
<b>Executive Summary:</b>	
<p>Geographic Information Systems (GIS) play a pivotal role in enhancing the efficiency, decision-making processes, and overall functionality of various county departments and services. In our county, the implementation of GIS is not just a technological upgrade but a strategic imperative with far-reaching benefits. This executive summary outlines key business purposes for integrating GIS into our county operations.</p> <p><b>Spatial Analysis for Informed Decision-Making:</b></p> <p>GIS provides a powerful platform for spatial analysis, allowing decision-makers to visualize, interpret, and analyze data in geographic context. County officials can make more informed decisions regarding land use planning, emergency response, infrastructure development, and resource allocation by leveraging GIS capabilities.</p> <p><b>Enhanced Emergency Management:</b></p> <p>GIS is crucial for effective emergency management. Through real-time mapping and spatial analysis, emergency responders can identify critical areas, plan evacuation routes, and coordinate resources during crises. GIS also facilitates the creation of comprehensive risk assessment models, enabling proactive measures for disaster preparedness.</p> <p><b>Improved Land Use Planning and Zoning:</b></p> <p>GIS aids in comprehensive land use planning by providing a detailed understanding of spatial relationships. This is invaluable for zoning decisions, urban planning, and sustainable development. The county can use GIS to balance growth, protect natural resources, and ensure the well-being of its residents.</p> <p><b>Asset Management and Maintenance:</b></p> <p>GIS enables efficient asset management by maintaining a spatial database of county assets such as roads, utilities, and public facilities. This facilitates better maintenance planning, cost-effective repairs, and optimized resource utilization. Asset tracking through GIS contributes to overall fiscal responsibility.</p> <p>In conclusion, the integration of GIS into our county operations is not just a technological investment but a strategic move to enhance overall efficiency, resilience, and citizen satisfaction. By leveraging spatial intelligence, our county can achieve more informed decision-making, improved public services, and a sustainable and resilient future.</p>	



<b>Funding Partners:</b>	
<b>Name of Contact:</b>	Corrina Brown
<b>Name of Agency:</b>	Clerk and Recorder
<b>Street:</b>	512 California Ave.
<b>City:</b>	Libby

<b>County:</b>	Lincoln
<b>State:</b>	Montana
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<b>Contact Phone Number:</b>	406-283-2306

<b>Funding Partners:</b>	
<b>Name of Contact:</b>	Brent Faulkner
<b>Name of Agency:</b>	Lincoln County Sheriff's Office
<b>Street:</b>	512 California Ave.
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<b>Zip Code:</b>	59923
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<b>Funding Partners:</b>	
<b>Name of Contact:</b>	Kathi Hooper
<b>Name of Agency:</b>	Lincoln County Health Department
<b>Street:</b>	418 Mineral Ave
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<b>Zip Code:</b>	59923

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<b>Contact Phone Number:</b>	406-283-2440

<b>Funding Partners:</b>	
<b>Name of Contact:</b>	Jennifer Nelson
<b>Name of Agency:</b>	Lincoln County Forestry Department
<b>Street:</b>	952 E. Spruce St.
<b>City:</b>	Libby
<b>County:</b>	Lincoln
<b>State:</b>	Montana
<b>Zip Code:</b>	59923
<b>Contact Email Address:</b>	Jnelson@libby.org
<b>Contact Phone Number:</b>	406-283-2322

## Relevance

The Montana State Library (MSL) and Secretary of State have adopted a new Montana Elections data model for physical and mailing addresses. Local county and municipal governments have been updating data for site/structure address points, road centerlines and emergency service boundaries to enable a transition of the 911 to a next generation standard developed by the National Emergency Number Association (NENA). Lincoln County has relied on consultants to develop and maintain GIS data. Previous work has developed initial GIS data, and we are now in a position to hire our first GIS Specialist to complete and maintain this core data. This proposed project would accomplish the first of a multi-year project, hiring a GIS Specialist and building their capacity to work with Lincoln County offices and departments to support fair and secure elections, land recordation's, and the conversion to Next Generation 911. The GIS Specialist will also provide GIS support for other county projects such as mapping subdivisions, septic permits, forestry applications, and county health initiatives.



## **Public Benefit**

The citizens of Lincoln County expect rapid response and assistance in times of need. The 9-1-1 system in use today was developed decades ago and is primarily based on fixed phone lines from the telecommunications companies, rather than accurate location of all roads and structures. NG9-1-1 dependence on GIS is a challenge for rural areas. Coordination of administrative boundaries will help all emergency responders within our county to be efficient and successful with the help of this project. Likewise, in times of emergencies, our GIS specialists can play a crucial role in disaster response by creating real-time maps, identifying affected areas, and aiding in resource allocation. GIS mapping is essential to all emergency services, in an ever-changing environment, GIS mapping enables law enforcement, fire, and medical responders to get guidance to locations from dispatchers that is accurate and timely. Having in-house GIS specialists can assist law enforcement by analyzing crime patterns, optimizing patrol routes, and supporting public safety initiatives. Engineers and planners can work on CAD designs while simultaneously accessing and updating geospatial information through GIS, leading to more informed decision-making. This integration enhances the understanding of the spatial relationships and impacts of the designs. Furthermore, having safe and accurate elections from confirming data drop locations within the parameters of each district will directly link to correct address points of county residential voters. Having an on-site GIS specialist will confirm that land recordation will provide an official and legal documentation of property ownership to help establish a clear chain of title, which is essential for resolving disputes, property rights, and preventing fraudulent claims including playing a crucial role in the assessment and collection of property taxes.

## **Project Management and Organizational Capability**

The primary project manager will be Melanie Howell, Elections, supported by partners Brent Faulkner, Sheriff's Office; Corrina Brown, Clerk and Recorder; and Jennifer Nelson, Forestry. As a committee we are fully aware of the advantages an NG9-1-1 system will provide but realize the system relies on GIS data meticulously created and maintained. Lincoln County Sheriff, Commissioners, and partner departments have been educated to the looming NG9-1-1 switchover and have been proponents helping the GIS department fulfill obligations in this area. The Sheriff realizes the technological benefit NG9-1-1 will provide to emergency situations. Commissioners understand the current workload of this office and the need for support. Elections sees GIS as a tool for assessing safety and critical infrastructure and defining structures for accurate address points ensuring accurate elections. Lincoln County's Finance Department will be able to track income and expenditures. This is the first grant application for obtaining a Lincoln County GIS department. Location information, spatial intelligence, address geocoding, and database management are all critical GIS functions needed in this county. The Consultant will provide technical assistance and build our capacity to build and maintain our own 911 data. Our ability to ultimately maintain our own data is paramount so that the GIS specialist can maintain all of our GIS needs and growth over the next several years. As we continue to improve spatial accuracy with accurate data attributes, we can become better data stewards that will benefit all including the MSDI Infrastructure Library. We will continue to share our knowledge and experience with other local governments. We will submit a copy of final data with associated metadata to MSL which will be created and registered adhering to metadata records format adopted by the MSL standard and the Montana GIS Data List:

[https://ftpgeoinfo.msl.mt.gov/Documents/Metadata\\_Tools/DataListMetadataStandard.html](https://ftpgeoinfo.msl.mt.gov/Documents/Metadata_Tools/DataListMetadataStandard.html).

## Scope of Work

## Objective 1.1 License & Configure ArcGIS Pro and ArcGIS Online

Task 1.1.1 Configure Workstation suitable for ArcGIS Pro

Task 1.1.2-3 License and load ArcGIS Pro and ArcGIS Online

We currently have 2 licenses for ArcGIS Desktop and ArcGIS Online (AGO). Esri is deprecating Desktop licenses, and these will be converted to maintenance of ArcGIS Pro. It is our understanding that 1Spatial is developing the ability to run their verification audits from AGO in addition to the current ability to run them from a file geodatabase. The primary ArcGIS Pro user will be the newly hired GIS Specialist, and the licensing should be at the Advanced level. That may be sufficient for maintenance. There are limits to AGO compared to the full features and functions of ArcGIS Pro, the desktop software developed by ESRI. For at least one year a second license will be maintained at the Editor level for use by other staff on an as needed basis, for occasional edits or operations where the county staff find AGO to be insufficient.

Task 1.1.4 Configure ArcGIS Online for internal and external uses

Configuration of the second ArcGIS Pro license will be the responsibility of the GIS Specialists, since the additional license may be used at different times by different County staff.

Create Local GIS Capacity

**GOAL 2:** Create local GIS Capacity

Objective 2.1 Advertise, Interview and Hire New Position: GIS Specialist

Task 2.1.1 Develop, advertise, interview, and hire new GIS Specialist position

## Hire new position - Lincoln County GIS Specialist

Lincoln County has never employed a GIS Specialist position. We have relied on consultants during the last several years, in a few of those years. A major focus of this grant is to enable the county to hire and maintain someone for this position. The Lincoln County Geographic Information System (GIS) Specialist will offer mapping assistance to county offices, develop, and maintain standardized GIS data for use by governmental agencies, private organizations, and the public. The GIS Specialist will assign new addresses and related road and boundary modifications in unincorporated areas of Lincoln County.

Objective 2.2 Capacity Building with New GIS Coordinator by Initial Demonstration and Co-Editing, then Reviewing Edits and GIS Processing

Task 2.2.1 Editing of geometry and attributes for structures, roads, administrative boundaries for voter registration and elections

A primary purpose of this project would be to build GIS Specialist up to capacity in developing and maintaining the essential GIS layers to support the Elections, Clerk and Recorder, Planning, Sheriff's Office and supporting Lincoln County offices and the citizens of the county. The focus is on elections, parcel recordation and operations, planning, health, forestry, and the conversion of Enhanced 911 to Next Generation 911.

Task 2.2.1 Editing of geometry and attributes for structures, roads, administrative boundaries for voter registration and elections. A primary purpose of this project would be to build GIS Specialist up to capacity in developing and maintaining the essential GIS layers to support the Elections, Clerk and Recorder, Planning, Sheriff's Office and supporting Lincoln County offices and the citizens of the

county. The focus is on elections, parcel recordation and operations, planning, health, forestry, and the conversion of Enhanced 911 to Next Generation 911.

Based on our analysis of the work to be accomplished by the new GIS Specialist we are proposing to hire immediately as moving forward with this project will account for approximately 36% of the GIS Specialist's time during his/her first year. Since this is a new position, and the Lincoln County operational budget is stretched thin, we have requested all of the time the GIS Specialist spends on this project during this grant year be funded through this grant request, and the remaining 64% of this position will be funded by Lincoln County and counted as an in-kind contribution, since we likely not get any applicants if the position was part time. We do not anticipate the need to do this or continue to rely on a capacity building consultant in subsequent years of an expected multi-year project.

Task 2.2.1 Editing of geometry and attributes for structures, roads, administrative boundaries for voter registration and elections

Task 2.2.2 Creation and maintenance of parcel transactions such as splits and consolidations

Task 2.2.3 Evaluate GIS data in relation to physical and mailing addresses and their road segments associated with residences and electoral district boundaries, to ensure equal representation and compliance with legal requirements

Task 2.2.4 Make informed decisions on polling place locations and accessibility and relevant election information

Task 2.2.5 Perform Cadastral updates, including parcels, public lands and conservation easements.

Task 2.2.6 Update Cadastral adjustment workflows to meet the current needs within ArcGIS Pro, publishing data updates to AGO

Task 2.2.7 Collaborate with the Cadastral Working Group and stakeholders to contribute to a Cadastral Theme Plan

Task 2.2.8 Run site structure points, road centerlines through MSDI 1Spatial Essential Geometry Rule Catalog; NENA Attribute Required Layers for single layer validations, legacy and cross layer multiple layer validations and change detection; and the SSAP-SSAP and RCL-RCL Rule Catalogs, fixing identified issues and re-running 1Spatial Validations in an iterative fashion until all issues are identified and fixed.

Task 2.2.9 Review Emergency Service Number (ESN) and Fire, Law and Emergency Medical Service (EMS) Polygons applying MSDI 1Spatial validation tests and incorporate any new annexations occurring during the first three quarters of the grant period.

Task 2.2.10 Update Master Street Address Guide (MSAG)

As we work through the data updates, we typically find issues and data that require fixes in the Legacy data that need to be processed in an update of the MSAG to improve the accuracy and completeness of the MSAG in administering the current E911 system.

Task 2.2.11 Review Automated Location Information (ALI) to review event reconstruction and call seeking in E911 and for data cross-checks and verification.

Task 2.2.12 Update MSDI Cadastral layers in statewide data sets alignment to the CadNSDI Personnel.

Task 2.2.13 Update MSDI Cadastral layers in statewide data sets alignment to the CadNSDI Building and maintaining physical and mailing addresses, matched with business, residential, and community structure locations and the road and highway system that connect them, will be the responsibility of the new position. These data are fundamental in maintaining a local and statewide parcel fabric in the Montana Cadastral system, in Geo-Enabled Elections and Next Generation 9-1-1.

## Montana State Library Administrative Boundaries

- A. Perform annual update of existing layers (including geometry and attribution updates and alignment to the CadNSDI).
- B. Participate in the U.S. Census Bureau's programs including the Boundary and Annexation Survey and School District Review Program.
- C. Research NG9-1-1 boundaries (public safety answering point, law enforcement, emergency medical service, and fire districts).
- D. Collaborate with local governments and the Secretary of State's Office to prioritize the collection of election related administrative boundaries and implement data best practices and workflows for geo-enabling elections.

## Cadastral

- A. Perform quarterly Cadastral updates, including parcels, public lands, and conservation easements. Contribute to the annual update of CadNSDI.
- B. Update Cadastral adjustment workflows to meet the current needs within ArcGIS Pro.
- C. Collaborate with the Cadastral Working Group and stakeholders to create a Cadastral Theme Plan

## Structures and Addresses

1. Site Structure Address Points SSAP - fix all duplicate addresses.
2. 242 EMS Duplicate Concatenated Address Point Check - PIDFLO v2 - Address point attribution duplicated.
3. 1 Address number is invalid
4. 1 Address with duplicate geometry
5. Promote the use of NENA NG9-1-1 standard compliant address data that meets the needs of property recordation, elections management and Next Generation 9-1-1. We will match the 1Spatial required geodatabase schema, and iteratively edit to get all existing structure points to pass the 1Spatial assessments.
6. Coordinate with addressing authorities to continue to collect new address points and addresses that have been added, modified and/or removed. Daily, we use a staging geodatabase for addresses that have been modified and/or removed. If the grant is funded, these will be incorporated in August 2024 into our new backlog. This process will be repeated with the remaining structures on a schedule determined by the GIS Specialist. and cross-referenced against other sources and resolved when possible. Attempt to assign the correct physical address point and the associated mailing address.
7. The Consultant will work with the GIS Specialist to install best practices in working with these cross-reference projects to maintain privacy concerns. This is particularly important for associating residential structure points and associated data with the physical and structural addresses and locational information like latitude/longitude or street address.

## Transportation - Road Centerlines (RCL)

- A. Add to and edit an accurate NG9-1-1 NENA standard compliant road centerline dataset that meets the statewide standards and can be folded into the MSDI transportation theme.
- B. Research and identify possible data sharing partnerships with the Montana Department of Transportation, Bureau of Land Management, US Forest Service, and other stakeholders.

## Emergency Service Number and Fire, Law, and EMS Polygons

- Cross Reference Mailing and Physical Addresses. This is particularly important for associating residential structure points and associated data with the physical and structural addresses and

locational information like latitude/longitude or street address. The GIS Coordinator will be given best practices to comply with HIPPA and other privacy laws and concerns.

- Cross-reference Elect-MT and GIS SSAP data. Boundary topological reconciliation with other GIS layers (PLSS, Administrative Districts, RCL. Pass all possible 1Spatial NG9-1-1 verification tests
- Update Master Street Address Guide (MSAG). Update Automated Location Information (ALI)

## Design Updated Address Book using Esri Data Driven Pages

**GOAL 3:** Create Program to Annually Re-Publish a County Address Book with a street address index to identify map pages

Objective 3.1 Use ESRI Data Driven Pages to provide the ability for the GIS Coordinator to create updated County Address Book in PDF format on a regular basis.

Task 3.1.1 Design the Data Driven Pages template

Task 3.1.2 Instruct GIS Coordinator in maintaining the data compatible with the map book and how to re-create the map index.

Task 3.1.2 Assist the GIS Coordinator in doing an update to the county map book on a regular update cycle.

## Large Format Maps

**GOAL 4:** Create a large format map as a base map and as a location wall map for citizen input into the process of developing and maintaining address data

Objective 4.1 Create an ArcGIS Pro Template for the GIS Coordinator to regularly print a large format (34inx44in) county base map

Task 4.1.1 Design the ArcGIS Pro cartographic template for the county base map

Task 4.1.2 GIS Coordinator updating and printing copies of the county base map wall map and public input methods to put location “dots on the map” and provide geographic specific comments.

## ArcGIS Online (Internal Lincoln Staff)

**GOAL 5:** Create an ArcGIS Online Applications for the GIS Coordinator to maintain for internal staff and the public

Objective 5.1 Using ArcGIS Online Applications create a county base map for access by internal staff with web enabled devices

A default version of the county base map will be deployed with the ability for staff to prepare maps of default sizes of the base map. His is intended to take some of the request load off the GIS Coordinator for maps that do not require significant modification or additions.

Task 5.1.1 Design the ArcGIS Online Applications for the county base map to be used by County staff

Task 5.1.2 GIS Coordinator will regularly update and maintain the web service and facilitate the toolbox functionality based on staff input.

Task 5.1.3 Assist the GIS Coordinator in updating the county base and custom toolbox used by County staff.

## ArcGIS Online (Public)

Objective 5.2 Apply the county base map developed for the internal Lincoln County staff or access by the public with web enabled devices. This deployment of the county base map will be view only and won't have the functionality present with the internal county tools. .

Task 5.2.1 A simple review tool for public involvement will be deployed, allowing citizen comment associated with drawing an area on the screen (a polygon) and providing textual input.

Task 5.2.2 Enable the GIS Coordinator to update and maintain the web service and web application using standardized tools and web applications.

## Budget Justification

\*\*Please see detailed budget with supplemental budget

The integration of Geographic Information Systems (GIS) into our county operations is essential for modernizing and optimizing various departments. GIS technology provides a robust platform for spatial analysis, data visualization, and informed decision-making. The following budget justification outlines the key components and associated costs of implementing GIS in our county.

### 1. GIS Software and Licensing:

- *Justification:* The acquisition of GIS software licenses is foundational to the implementation of spatial analysis and mapping capabilities. This software will enable seamless data integration, analysis, and visualization across county departments.
- *Estimated Cost:* \$14,560 divided between MLIA Funds and In-Kind.

### 2. Create local GIS Capacity:

- *Justification:* Develop, advertise, interview and hire a new GIS Specialist position
- *Estimated Cost:* \$58,329.12 divided between MLIA Funds and In-Kind

### 3. Create Program to Regularly Re-Publish a County Address Book on-line (downloadable):

- *Justification:* Implementing GIS involves collecting and integrating various datasets, including aerial imagery, satellite data, and department-specific information. This process ensures that the GIS system is populated with accurate and up-to-date information.
- *Estimated Cost:* \$4,280 for data acquisition and integration services

### 4. Training and Capacity Building:

- *Justification:* Comprehensive training programs for county staff are essential for maximizing the potential of GIS. This investment will empower employees to effectively use GIS tools, fostering a culture of data-driven decision-making.
- *Estimated Cost:* \$1,683.00

### 5. GIS Consultant Services:

- *Justification:* Engaging GIS consultants will provide specialized expertise during the implementation phase, ensuring a smooth integration process. Consultants can assist in system setup, customization, and addressing any technical challenges that may arise.

- *Estimated Cost:* \$24,780.00 for consulting services during the initial implementation phase

#### **6. Contingency Reserve:**

- *Justification:* Including a contingency reserve is prudent to account for unforeseen expenses or adjustments that may be necessary during the GIS implementation process.
- *Estimated Cost:* 10% of the total budget for unforeseen contingencies with In-kind.

#### **Total Estimated Budget:**

- *Sum of the MGIA Personnel:* \$20,562.00
- *Sum of MGIA Contractual:* \$24,780.00
- *Sum of In-Kind:* \$83,918.00
- *Total Grant Request:* \$45,342.00

**Conclusion:** The implementation of GIS in our county is a strategic investment that will yield long-term benefits in terms of enhanced decision-making, improved service delivery, and increased public engagement. The budget outlined above is carefully considered to ensure a successful and sustainable GIS implementation that aligns with the county's goals and objectives.

## **Project Sustainability**



Applying for this grant has been followed by our own budget to produce and maintain our road centerlines, structures points, and administrative boundaries by outsourcing consultant help. We are wanting to go deeper than this and procure assistance integrating parcel recordation, addressing, elections and the conversion to NG911 that will sustain our county and citizens for years to come. We want to leverage this grant in its first year to hire a new position, GIS Specialist, to make us more self-sufficient and sustain the program in maintenance. Spending this coming fiscal year verifying our data using the 1Spatial NG911 verification tools, with on-the-job guidance of a consultant with expertise and familiarity with Montana efforts, will sustain our transition. Working with our consultant using Esri standardized tools, Lincoln County will not just complete a year's worth of projects, but set itself to maintain a geodatabase and sustainable system to carry forward and throughout our county for years to come. Local control will enhance our continued ability to contribute to MSDI. This is a critical step moving toward self-sufficiency and capacity for a sustainable GIS system that will support NG9-1-1, elections, property recordation, and E911 to NG911 and county addressing primarily from our local portion of the MLIA recordation fee.

## **Renewable Grant Accountability**

In 2022, the city of Libby was awarded a grant for \$5,126.00. Sadly, this was before my time working with the county and I cannot speak to what was written or what the grant was used for. Looking at the former MLIA grant history dashboard, it appears that the city intended to use this grant to build GIS capacity and local information needs. Lincoln County has never received any type of MGIA/MLIA grant; however, we would be very happy to have the opportunity to be awarded the grant this year.



Sheriff's Office  
Lincoln County Montana

*Sheriff Darren Short*  
*Undersheriff Brent Faulkner*

512 California Avenue  
Libby MT 59923  
406.293.4112  
Fax 406.293.3171

February 27, 2024

Dear Grant Committee,

I am writing this letter to express my full support for Lincoln County's Montana State Library MGIA grant application. As the Lincoln County Sheriff, I am aware of the critical role that accurate geodata plays in emergency operations through Lincoln County. The data produced by GIS is an essential component of NG911 and improving public safety communications. We rely on accurate geodata to relay a caller's location and dispatch emergency responders. Additionally, geodata improves our county-wide emergency response by providing critically accurate location and geographic information to improve situational awareness.

Lincoln County has recently merged the Troy Area PSAP into the Lincoln County PSAP, and later this year, the Eureka PSAP will be integrated with the Lincoln County PSAP's CAD/RMS and mapping software. Our mapping product will become increasingly crucial for providing essential services in our uniquely remote and geographically complex county.

We fully support all efforts aimed at validating, verifying, and updating county geodata to prepare for the integration of NG911 systems. This integration will enhance the capabilities of our 911 network, ensuring compatibility with ever-growing communication technology. Additionally, I am committed to offering in-kind funding to support the establishment of an in-house GIS specialist employee.

We greatly appreciate any assistance made available through this grant program in meeting the goals of Lincoln County. We are strongly committed to continuing the steady march toward ensuring 911 stakeholders are utilizing products based upon accurate and NG911-compliant geodata.

Sincerely,

A handwritten signature in black ink, appearing to read "Darren Short".

Darren Short  
Lincoln County Sheriff

BOARD OF COUNTY COMMISSIONERS

**LINCOLN COUNTY**

**STATE OF MONTANA**

BRENT TESKE, COMMISSIONER

JIM HAMMONS, COMMISSIONER  
DISTRICT NO. 1, LIBBY

JOSH LETCHER, COMMISSIONER  
DISTRICT NO. 2, TROY DISTRICT

NO. 3, EUREKA

CORRINA L. BROWN  
CLERK OF THE BOARD AND COUNTY RECORDER

February 27, 2024

To Whom it May Concern,

The Lincoln County Commissioners would like to offer strong support and commitment to the Montana Geospatial Information Act Grant (MGIA) application. This grant holds immense potential to bolster Lincoln County's geospatial initiatives, aligning closely with the MGIA program priorities of consistently collected, accurately maintained, and readily accessible data.

Lincoln County has assembled an impressive partnership of ten departments/offices, pooling collective expertise within the county to strategize and execute a plan to implement a Geographic Information System (GIS) Specialist to enhance operational efficiency across various public sectors.

As outlined in our submitted proposal, there exists a pressing need within Lincoln County to onboard a dedicated GIS Specialist. Currently, the county relies on external contractors for GIS services, a practice that proves inefficient and suboptimal in resource utilization. By bringing a GIS Specialist in-house, we aim to streamline the development and upkeep of critical GIS layers, thereby supporting multiple entities and fostering consistency in mapping endeavors.

We sincerely appreciate your attention to this proposal and the thoughtful consideration it merits.

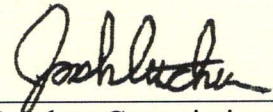
Sincerely,



Brent Teske, Commissioner  
District No. 1, Libby



Jim Hammons,  
Commissioner  
District No. 2, Troy



Josh Letcher, Commissioner  
District No. 3, Eureka

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February 23, 2024

Dear Sirs,

I am writing this letter in full support of the MSL MGIA grant application submitted by Lincoln County Elections. As the County Clerk and Recorder, I am acutely aware of the critical role that Geographic Information Systems (GIS) play in enhancing the efficiency, accuracy, and accessibility of crucial data within the infrastructure of our county.

Lincoln County Elections has outlined a comprehensive plan to utilize the MGIA grant funds to effectively embrace this technology. This project aligns seamlessly with our county's strategic initiatives to accurately address every home for emergency services. By leveraging GIS technology, we can streamline operations, improve decision-making processes, and ultimately provide better services to our residents.

Furthermore, Lincoln County Elections' expertise and dedication to advancing GIS capabilities are evident in their past accomplishments, including utilizing HAVA grant funding for GIS initiatives. Their track record demonstrates a commitment to excellence and innovation in this field.

The County Clerk and Recorder's office fully endorses this grant application and believes that the proposed project will yield significant benefits for our community. We are confident that the resources provided through the MGIA GIS grant will be utilized judiciously and effectively to achieve the outlined objectives.

Thank you for considering this letter of support. Should you require any further information or clarification, please do not hesitate to contact me directly.

Sincerely,

  
Corrina L. Brown  
Clerk and Recorder

PO Box 823 Troy, Montana 59935 (406)-295-4151 citytroy@troymt.net

**THE CITY OF TROY**

**MAYOR** Charles Ekstedt

**COUNCIL**

TJ Boswell  
Shawna Kelsey  
Jamie Shupe  
Scott Hoffman

February 26, 2024  
Erin Fashoway State GIS Director  
Montana State Library  
P.O. Box 201800  
Helena, Montana 59620-1800

RE: 2025 Lincoln County MLIA grant proposal

Hello Ms. Fashoway,

The City of Troy fully supports the 2025 Lincoln County MLIA grant proposal asking for funding assistance from the Montana State Library. Lincoln County and Troy have similar data needs in order to implement NG 9-1-1 and Geo-Enabled Elections. The GIS contracting and staffing that will be made possible through MLIA funding will also benefit Troy, both with emergency response and municipal elections.

Thank you for considering the 2025 Lincoln County MLIA proposal.

Sincerely,



Charles Ekstedt  
City of Troy, Mayor

Lincoln County  
State of Montana



County Forester (406)283-2322  
Jennifer A. Nelson jnelson@libby.org

---

February 26, 2024

Montana State Library  
P.O. Box 201800  
Helena, Montana 59620-1800

RE: 2025 Lincoln County MLIA grant proposal

Hello,

I am writing to voice my support of the 2025 Lincoln County MLIA grant proposal submitted to you for funding consideration. Lincoln County's need for GIS staff support has been evident to me for several years as the county forester. I have needed GIS skills multiple times in the course of my work, but unfortunately, I don't have those skills, nor do we have it within the county. As a result, I have had to beg and borrow the time of others to meet grant requirements and provide spatial data for publications.

Now with the full support of the Lincoln County Commissioners, we have the potential to move the county toward in-house GIS staffing through MLIA funding assistance. An important, cooperative partnership has developed between county departments around this grant opportunity, as the departments recognize the many needs and applications GIS support can address and they work toward a common goal. Although my department needs do not specifically fit the Tier One and Tier Two priorities that are part of this application, and won't be addressed under this proposal, the forestry department's in-kind contribution is an investment in Lincoln County future GIS staffing. Six years ago, a similar idea funded my position.

If funded, the Lincoln County proposal will accomplish important state and county work regarding NG 9-1-1 and elections, while moving the county toward GIS support for other departments in the future. Thank you for considering our proposal.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jennifer Nelson', written in a cursive style.

Jennifer Nelson  
Lincoln County Forester



**CITY OF LIBBY**

**952 E. SPRUCE | POST OFFICE BOX 1428**

**LIBBY, MT. 5992 | PHONE 406-293-2731 | FAX 406-293-4090 | WEBSITE: [www.cityoflibby.com](http://www.cityoflibby.com)**

February 26, 2024

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

RE: 2025 Lincoln County MLIA grant proposal

Hello Ms. Fashoway,

The City of Libby fully supports the 2025 Lincoln County MLIA grant proposal asking for funding assistance from the Montana State Library. Lincoln County and the City of Libby have similar data needs to implement NG 9-1-1 and Geo-Enabled Elections. The GIS contracting and staffing that will be made possible through MLIA funding will also benefit the city, both with emergency response and municipal elections.

As recipients of a 2022 MLIA grant award, the City of Libby was able to purchase equipment and provide training to city personnel to collect critical data on our water and sewer infrastructure. This information has allowed the city to create a comprehensive digital map of the city's water and sewer system that can be readily updated and is available online to the public. It has also allowed for spatial identification of areas that need repair, aiding prioritization, and budgeting for those repairs. A small boost from the MSL resulted in big advancement in city planning and budgeting.

Funding the 2025 Lincoln County grant proposal for NG 9-1-1 and Geo-Enabled Elections will, similarly, provide the county with the skill set necessary to accomplish essential work and kick-start county GIS staffing. Thank you for considering the 2025 Lincoln County MLIA proposal.

Sincerely,

  
Peggy William, Mayor





TASKS	CATEGORY TYPE	FUNDING SOURCE	HOURS	RATE	COST	GIS COORDINATOR MGIA SUB TOTAL HOURS	% CONTRACTOR (Geodata) HRS OF GIS COORDINATOR HRS	MGIA PERSONNEL	MGIA CONTRACTOR	INKIND
	<i>Contractual Personnel Equipment</i>	<i>Lincoln Co MLIA Grant Funds</i>		<i>Lincoln \$26, Geodata \$95</i>		SubTotal Hours				
GOAL 1: Software Licensing and Configuration										
Objective 1.1 License & Configure ArcGIS Pro and ArcGIS Online										
Task 1.1.1 Purchase Workstation suitable for ArcGIS Pro	Equipment	Lincoln County			\$2,800					\$2,800
Task 1.1.1 Software - ArcGISPro Advanced (36% of 1 year Named User)	Software	MLIA Grant Funds			\$1,494			\$1,494.00		\$33
Task 1.1.1 Software - ArcGISPro Advanced (64% of 1 year Named User)	Software	Lincoln County			\$2,656					\$2,656
Task 1.1.2 License and load ArcGIS Pro	Personnel	Lincoln County	1	\$33.00	\$33					\$33
Task 1.1.3 License and load ArcGIS Online	Personnel	Lincoln County	1	\$33.00	\$33					\$33
Task 1.1.4 Configure ArcGIS Online for internal and external uses	Personnel	Lincoln County	8	\$33.00	\$264					\$264
Task 1.1.1 Lincoln County Staff (Using average of \$33/hr) as In-Kind	Personnel	Lincoln County	10	\$33.00	\$7,280					\$7,280
<b>SUB TOTAL HOURS</b>						20	10			
GOAL 2: Create local GIS Capacity										
Objective 2.1 Advertise, Interview and Hire New Position: GIS Coordinator										
Task 2.1.1	Personnel	MLIA Grant Funds	20	\$33.00	\$660		20%	\$660.00		
Task 2.1.1 Contractor Assist - Develop, advertise, interview and hire new GIS coordinator position	Contractual	MLIA Grant Funds	4	\$95.00	\$380				\$380.00	
Task 2.1.1 Lincoln County Staff Participating in Hiring Process (Using average of \$33/hr)	Personnel	Lincoln County	36	\$33.00	\$1,188					\$1,188
Task 2.1.1 GIS Specialist annual salary for the 64% of the time working on other projects (\$26/hr plus \$Fringe Benefits at \$10,926/yr and health insurance at \$23,111)	Personnel	Lincoln County	1310	\$56,101.12	\$56,101.12					\$56,101.12
<b>SUB TOTAL HOURS</b>						60				
Objective 2.2 Capacity Building With New GIS Coordinator by Initial Demonstration and Co-Editing, then Reviewing Edits and GIS Processing										
Task 2.2.1 Editing of geometry and attributes for structures, roads, administrative boundaries for voter registration and elections	Personnel	MLIA Grant Funds	20	\$26.00	\$520		20%	\$520.00		
Task 2.2.1 Contractor Assist	Contractual	MLIA Grant Funds	4	\$95.00	\$380				\$380.00	
Task 2.2.2 Creation and maintenance of parcel transactions such as splits and consolidations	Personnel	MLIA Grant Funds	15	\$26.00	\$390		20%	\$390.00		
Task 2.2.2 Contractor Assist	Contractual	MLIA Grant Funds	3	\$95.00	\$285				\$285.00	
Task 2.2.3 Evaluating GIS data in relation to physical and mailing addresses and their road segments associated with residences and electoral district boundaries, to ensure equal representation and compliance with legal requirements	Personnel	MLIA Grant Funds	25	\$26.00	\$650		20%	\$650.00		
Task 2.2.3 Contractor Assist	Contractual	MLIA Grant Funds	5	\$95.00	\$475				\$475.00	
Task 2.2.3 Lincoln County Staff (Using average of \$33/hr) as In-Kind	Personnel	Lincoln County	100	\$33.00	\$3,300					\$3,300
Task 2.2.4 Assist elected officials make informed decisions on polling place locations and accessibility and relevant election information	Personnel	MLIA Grant Funds	8	\$26.00	\$208		50%	\$208.00		
Task 2.2.4 Contractor Assist	Contractual	MLIA Grant Funds	4	\$95.00	\$380				\$380.00	
Task 2.2.4 Lincoln County Staff (Using average of \$33/hr) as In-Kind	Personnel	Lincoln County	16	\$33.00	\$528					\$528
Task 2.2.5 Perform Cadastral updates, including parcels, public lands and conservation easements.	Personnel	MLIA Grant Funds	30	\$26.00	\$780		20%	\$780.00		
Task 2.2.5 Contractor Assist	Contractual	MLIA Grant Funds	6	\$95.00	\$570				\$570.00	
Task 2.2.5 Lincoln County Staff (Using average of \$33/hr) as In-Kind	Personnel	Lincoln County	10	\$33.00	\$330					\$330
Task 2.2.6 Update Cadastral adjustment workflows to meet the current needs within ArcGIS Pro, publishing data updates to ArcGIS online	Personnel	MLIA Grant Funds	20	\$26.00	\$520		20%	\$520.00		
Task 2.2.6 Contractor Assist	Contractual	MLIA Grant Funds	4	\$95.00	\$380				\$380.00	
Task 2.2.6 Lincoln County Staff (Using average of \$33/hr) as In-Kind	Personnel	Lincoln County	5	\$33.00	\$165					\$165
Task 2.2.7 Collaborate with the Cadastral Working Group and stakeholders to contribute to a Cadastral Theme Plan	Personnel	MLIA Grant Funds	10	\$26.00	\$260		20%	\$260.00		
Task 2.2.7 Contractor Assist	Contractual	MLIA Grant Funds	2	\$95.00	\$190				\$190.00	
Task 2.2.7 Lincoln County Staff (Using average of \$33/hr) as In-Kind	Personnel	Lincoln County	20	\$33.00	\$660					\$660
Task 2.2.8 Run site structure points, road centerlines through MSDI 1Spatial Essential Geometry Rule Catalog; NENA Attribute Required Layers for single layer validations,	Personnel	MLIA Grant Funds	245	\$26.00	\$6,370		35%	\$6,370.00		
Task 2.2.8 Contractor Assist	Contractual	MLIA Grant Funds	85	\$95.00	\$8,075				\$8,075.00	
Task 2.2.9 Review Emergency Service Number (ESN) and Fire, Law and Emergency Medical Service (EMS) Polygons applying MSDI 1Spatial validation tests and incorporate any new annexations occurring during the first three quarters of the grant period.	Personnel	MLIA Grant Funds	220	\$26.00	\$5,720		22%	\$5,720.00		
Task 2.2.9 Contractor Assist	Contractual	MLIA Grant Funds	48	\$95.00	\$4,560				\$4,560.00	
Task 2.2.9 Update Master Street Address Guide (MSAG)	Personnel	MLIA Grant Funds	15	\$26.00	\$390		20%	\$390.00		
Task 2.2.9 Contractor Assist	Contractual	MLIA Grant Funds	3	\$95.00	\$285				\$285.00	



**Authorizing Statement**

I hereby certify that I have read the above application for the FY2025 MGIA Grant Program and the information and all statements in this application are true, complete and accurate to the best of my knowledge and that the project or activity complies with all applicable state, local and federal laws and regulations.

I further certify that this project will comply with applicable statutory and regulatory standards. I further certify that I am (by my signature) authorized to enter into a binding agreement with the Montana State Library to obtain a grant if this application receives approval.

Melanie Howell

Applicant Authorized Signer Name

DocuSigned by:  
*Melanie Howell*  
3382D5ED085E467...

Signature

Election Administrator

Title

3/8/2024

Date

Complete Grant Application package Received by:

Erin Fashoway

Erin Fashoway, MSL

DocuSigned by:  
*Erin Fashoway*  
898149F544564A6

Signature

Montana GIS Coordinator

Title

3/8/2024

Date

**Certificate Of Completion**

Envelope Id: B94AFC93C8E74251BF9B70EE2548BD5C	Status: Completed
Subject: Complete with DocuSign: MGIA_FY25_Application_LincolnCounty.pdf	
Source Envelope:	
Document Pages: 28	Signatures: 2
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Sean Anderson
Time Zone: (UTC-07:00) Mountain Time (US & Canada)	PO Box 201800
	Helena, MT 59620-1800
	sanderson@mt.gov
	IP Address: 161.7.39.7

**Record Tracking**

Status: Original	Holder: Sean Anderson	Location: DocuSign
3/5/2024 12:04:30 PM	sanderson@mt.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Montana State Library	Location: DocuSign

**Signer Events**

Melanie Howell  
 mhowell@libby.org  
 Election Administrator  
 Security Level: Email, Account Authentication (None)

**Signature**

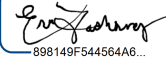
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 3382D5ED085E467...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 107.191.164.150

**Timestamp**

Sent: 3/8/2024 2:46:52 PM  
 Viewed: 3/8/2024 2:47:32 PM  
 Signed: 3/8/2024 2:48:22 PM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Erin Fashoway  
 efashoway@mt.gov  
 Montana GIS Coordinator  
 State of Montana  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 898149F544564A6...  
 Signature Adoption: Drawn on Device  
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Sent: 3/8/2024 2:48:23 PM  
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 Signed: 3/8/2024 3:53:04 PM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

Melanie Howell  
 mhowell@libby.org  
 Election Administrator  
 Security Level: Email, Account Authentication (None)

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**Electronic Record and Signature Disclosure:**  
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Carbon Copy Events	Status	Timestamp
MLIA Grants mliagrants@mt.gov Security Level: Email, Account Authentication (None)	<b>COPIED</b>	Sent: 3/8/2024 3:53:06 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	3/8/2024 2:46:52 PM
Certified Delivered	Security Checked	3/8/2024 3:52:58 PM
Signing Complete	Security Checked	3/8/2024 3:53:04 PM
Completed	Security Checked	3/8/2024 3:53:06 PM

Payment Events	Status	Timestamps
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