Fiscal Year 2025 Information Package & Grant Process Guidelines

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PURPOSE OF THE GEOSPATIAL INFORMATION ACT

> *"The purpose of this part is to develop a standardized, sustainable method to collect, maintain, and disseminate information in digital formats about the natural and artificial land characteristics of Montana. Geospatial information changes continuously and is needed by businesses, citizens, governmental entities, and others in digital formats to be most effective and productive. This part will ensure that digital geospatial information is collected consistently, maintained accurately in accordance with standards, and made available in common ways for all potential uses and users, both private and public. Through planning and grant making, this part prioritizes consistent collection, accurate maintenance, and common availability of geospatial information to provide needed, standardized, and uniform geospatial information in digital formats."* (Section 90-1-402, Montana Code Annotated (MCA))

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

MGIA statute and administrative rule require that the Montana State Library (MSL), hereinafter referred to as the State Library, with advice from the Montana Geographic Information Advisory Council (MGIAC), establish a granting process. This document provides an overview of the MGIA granting process, instructions for grant applicants, and the grant application forms. The State Library provides state GIS coordination and oversight of MGIA grants. Where appropriate, the products of the grants shall comply with general State information technology and geospatial data standards and/or best practices.

RELATIONSHIP TO THE GEOSPATIAL INFORMATION PLAN

The Montana Geographic Information Advisory Council, hereinafter referred to as the Subcommittee, establishes criteria for the MGIA granting process. Criteria are developed based upon the original intent of the MGIA and the goals and objectives set forth in the Montana Geospatial Information Plan.

The State Library, in coordination with the MGIAC, prepares this plan to describe the priority needs to collect, maintain, disseminate, and steward geospatial information. This includes the coordination, collection, maintenance, integration, or dissemination of Montana Spatial Data Infrastructure (MSDI) themes or other associated work. The plan is endorsed by the MGIAC and approved by the State Library Commission.

The Plan prioritizes geospatial information needs for Montana's citizens. Government and private sector entities or other stakeholder groups within Montana may implement portions of the Geospatial Information Plan. Entities applying for MGIA grants should implement strategies and initiatives that advance the priorities identified within the Plan.

PURPOSE OF THE GRANT PROGRAM

The purpose of the Montana Geospatial Information Act Grant Program is to assist state agencies, local governments, or Indian tribal governments with implementing the priorities of the Geospatial Information Plan. Collaboration is extremely important, and the granting process gives preference to interagency or intergovernmental grant requests whenever multiple state agencies, local governments or agencies, or Indian tribal governments or tribal entities have collaborated to meet a requirement of the Geospatial Information Plan.

All information and/or products created or updated through the MGIA Grant Program Funding must be made publicly available.

Applicants are required to read both the Geospatial Information Plan (Montana Land Information Plan FY2024) and the FY2025 MGIA Grant Program Priorities prior to starting the grant application process, in order to understand the defined Geospatial Information Priorities for the state of Montana.

MGIA GRANT COMPLIANCE

COMMUNICATION

For all questions about the MGIA Grant Program please email MGIAgrants@mt.gov. Please see the next subsection, Technical Questions, on the FY2025 MGIA Grant Registration and Application Submittal Process.

Sign up for email or TXT notifications about MSL's Geospatial Data Services & Applications, including the MGIA Grant program here: GovDelivery General GIS Coordination News & Updates.

TECHNICAL QUESTIONS

For all technical support or questions on the MGIA Grant Application and Submittal Process please file a support ticket to the Montana State Library: https://msl.mt.gov/geoinfo/Help/.

Submitting a support ticket requires a State of Montana Okta account, for information about how to create this account, please go to: MT Okta Account Creation.

Please see graphic to the left, depicting the form used to fill out a tech support ticket.

Graphic 1: Geographic Information Help & IT Assistance Ticket Instructions

PROGRAM ELIGIBILITY

Applicants must represent one of the following forms of government within Montana:

- Any department, agency, board, commission, or other division of state government.
  - The Montana University System
- Any city, county, or other division of local government.
- A tribal government within the state.

STANDARD & BEST PRACTICES

Upon award, all data, information, products, code, media, etc. created or updated through a Montana Geospatial Information Act Grant must be made publicly available.

- All deliverables created or updated are considered public information and can and will be freely used by the Montana State Library.
- All deliverables created or updated through an MGIA Grant must reference the Montana State Library and utilize the official Montana State Library logo.
- Sensitive or private information must not be collected through an MGIA Grant.
- Applicants purchasing GPS receivers/equipment with MGIA project funds are required to purchase devices that can leverage the Montana State Reference Network.

Where applicable, data must meet state-adopted accuracy standards/best practices, as follows:

A. Must meet state-adopted accuracy standards/best practices, as follows:
  1. Coordinate System and Reference Frame Requirements:
     a. Reference Frame
        i. Horizontal: NAD 1983 (2011)
        ii. Vertical (if needed): NAVD 1988
     b. Coordinate System
        i. Horizontal: Montana State Plane Meters
        ii. Vertical: Meters
     c. Mapping Control has differing requirements (*See Appendix B*).
  2. NG9-1-1 Standard for site/structure address points, road centerlines, service boundaries: NENA NG9-1-1 Data Model Standard (NENA-STA-006.2a-2022),
     a. Validate 9-1-1 Data against the Montana State Library's Data Validation & Aggregation Tool (See Appendix E).
  3. Boundaries should be created/edited to align with existing MSDI data layers: Cadastral and Administrative Boundaries Frameworks.
  4. Survey/Mapping Control – *See Appendix B.*
  5. Montana State Reference Network (http://www.mtsrn.org/):
     a. Requirements for installing a new station, see *Appendix D*.
     b. The MTSRN, the state's Real-Time Network (RTN), or other noncompeting RTN, should be used when collecting Survey Control Data and completing field data collection efforts.
  6. To promote interoperability and standardization with geospatial data collected with MGIA Grant funds we require that applicants use the Esri Local Government Information Model (LGIM) when collecting non-MSDI and non-NG9-1-1 data.
  7. Montana Hydrography is shifting towards elevation-derived hydrography in conjunction with the USGS 3D Hydrography Program. The development of data should follow USGS Elevation-Derived Hydrography Acquisition Specifications at: https://www.usgs.gov/ngp-standards-and-specifications/elevation-derived-hydrography-acquisition-specifications-table.

8. Grantees are required to submit a final copy of all data created with MGIS Grant Funds to the MSL. These serve as a record of work completed, MSL does not disseminate project data on behalf of grantees.
9. All applicable data collected through an MGIA Grant must have standardized metadata and be registered with MSL's open data portal, unless it is incorporated into an existing registered dataset (i.e., MSDI layer).

FY2025 MGIA GRANT PRIORITIES

MGIA Grants for FY2025 will be evaluated based on <u>one</u> of the following defined Grant Category priorities (see Grant Evaluation Criteria: Relevance and Public Benefit sections). Applicants are required to identify one priority when developing grant proposals. Please see [Montana Geospatial Information Act Grant Program Priorities State Fiscal Year 2025)](#) for the full grant categories.

The grant priorities are broken into two priority tiers. Tier 1 Priorities align with the development, maintenance, and standardization of a select group of Montana Spatial Data Infrastructure Framework data layers. Tier 2 Priorities are to assist local, tribal, and state governments with implementing geospatial programs and GIS data collection efforts, apart from the information prioritized in Tier 1, in their government planning, business practices, and asset management.

Funding Tier 1 Grant Priorities can be prioritized over Tier 2 Grant Priorities, depending upon available funding, application scoring, and grantee's record of MGIA/MLIA Grant Project Performance.

MGIA GRANT PROJECT MANAGER

The defined MGIA Grant Project Manager (PM) serves as the primary point of contact to the Montana State Library throughout the life of the MGIA Grant Project. For the purposes of the MGIA Grant Program, if awarded, the defined PM must meet the following requirements or expectations:

1. Must be an employee of the eligible grant applicant's organization.
2. Is responsible for coordinating the negotiation of the MGIA Statement of Work (contract).
3. Is responsible for the success of the MGIA Grant Project.
4. Is required to attend an in-person project kick-off meeting with MSL staff. Mandatory Grant 2-day Kick-Off Meeting and Training in Helena: Week of July 22, 2024.
5. The PM, not the grantee's hired consultant, is expected to manage the entire project from start to completion.
6. Is required to submit invoices, financial reports, quarterly progress reports, data deliverables, submit written requests for contract amendments, and a final project report.

7. When submitting quarterly/final report(s), the PM is expected to present an original report from the perspective of the grantee's organization, not a hired consultant's perspective.
8. Is responsible for oversight of the publishing of all metadata in the GIS Data List.
9. Acts as the primary point of contact for all related technical issues.
10. Is responsible for communication with the Montana State Library's Grant Project Manager. It is the policy of the State Library to communicate only with the grantee regarding MGIA Grant Projects, not with hired contractors or consultants.
11. Delivers presentations about the grant project to the Montana Geospatial Information Advisory Council, the Montana State Library Commission, or the Montana Association of Geographic Information Professionals Annual Conference.

The designated Project Manager must be willing and able to perform all aspects of managing the grant project and must have the necessary expertise to ensure the successful completion of the project.

REPORTING REQUIREMENTS

The MSL uses Survey123 and ArcGIS Online (AGOL) for quarterly/final reporting. Grantee PMs will need to have an active AGOL username and coordinate with MSL staff to authenticate for access to reporting tools. If the grantee's organization does not have access to AGOL Accounts, the MSL will train & provide PMs with accounts.

- Quarterly Reports: Summary of the project, achievements, schedule, and budget.

- Final Status Report: Due by the project closeout, the report includes:

  - Summary of project,
  - Financial report,
  - Description of methods for data creation/collection,
  - Data and its associated metadata,
  - Proof data has been published to the Montana GIS Data List (if applicable),
  - Map depicting the project, and
  - All negotiated project deliverables.

GRANT PERIOD & EXTENSION POLICY

Awarded FY2025 MGIA Grant Projects will follow the state fiscal year, for one-year term, starting no earlier than July 1, 2024, and ending June 30, 2025, unless otherwise negotiated. Extensions requests must be submitted, in writing, by the identified Grant Project Manager. Extension requests will be considered based on reasons due to legitimate circumstances encountered beyond the grantee's control and project performance to date.

COLLABORATION & COORDINATION

Collaboration, coordination, and partnership are important when creating and maintaining geographic information.

Delays and duplication of work can be costly, both for MSL and Grantees. To avoid these issues, this program requires close cooperation with the grantee to ensure that the projects meet the requirements of the Land Information Plan, that any data collected in compliant with industry standards, and not duplicative. Additionally, good, consistent communication between Grantees and MSL PMs will ensure that project deliverables are completed on-time.

MULTIYEAR, PILOT, OR GIS PROJECT PLANNING

Multiyear, pilot, or planning projects are acceptable under this grant program. Geospatial data conversion or implementation projects are broad in scope and can take numerous years to complete. The MGIA Grant Program is an annual program, intended for a grant recipient to receive funding for a project that must be fully completed and fully reported in only one year. GIS data-conversion projects can experience "scope creep" and can sometimes take more than one year to complete.

Multiyear – MGIA grant projects must be identified and approved as multiyear projects. Being an approved multiyear project does not guarantee future funding, nor does it bypass the application process. Previously approved multiyear projects that meet the grant criteria and warrant approval may be given preference.

GIS Project Planning Grants – MGIA GIS Project Planning Grants are intended to help potential applicants clearly identify their current GIS resources/needs and develop realistic project scope of work, budget, and schedule to achieve a future MGIA Grant Project. For example, a planning grant may be used to determine if GIS training and equipment is an essential first step for an applicant versus the collection of data and creation GIS databases.

Planning grants can provide potential project grantees with the time and resources to travel to Helena to meet with State Library Staff to either develop a project or to review and prepare for an identified project more fully.

Planning grants can be used to cover the following costs:

- Vehicle mileage at the current State of Montana rate;
- Lodging in Helena;
- Per Diem (meals);
- Travel time from the applicant's main place of business (county seat or city); and
- Time spent meeting with State Library staff.

<u>Planning grants cannot exceed $1,500.00 and will be pro-rated depending upon the distance of the applicant from Helena</u>. There is a 50 percent match requirement for the grant. Thus, if an applicant is awarded a $1,000 grant, they must provide $500 in matching funds. Matching funds can be provided as in-kind in the form of the applicant paying for travel, staff time, etc. Documentation must be provided to the State Library to verify a match; this can include receipts or payroll records. A required deliverable for this type of project would be a well-developed GIS Project Plan to be used for a future MGIA Grant Project.

MGIA GRANT FUNDING PARTNERS

A <u>funding partner</u> from the MGIA Grant Program perspective is either a **funding source** or a **funding recipient**.

- A **funding source** is an entity providing anything of value (in-kind or cash).
- A **funding recipient** is an entity that is directly receiving MGIA Grant dollars. All funding recipients must be eligible grant recipients.

The value of geospatial data holdings is not considered appropriate for in-kind matches; therefore, data providers are not considered funding partners. Data providers and other project participants should not be treated as funding partners; however, their role should be documented in the Relevance and Public Benefit sections of the application.

MGIA FUNDING INFORMATION

- MGIA Grant Funds are established as state special revenue funds from recordation fees.
    - *These are not federal funds*.
- Projected available MGIA Grant funds for FY2025: $250,000.
    - Grant proposals requesting MGIA funding that exceeds the amount available will not be considered.
- Requests for MGIA grant funds may include reasonable administrative costs, see Appendix A – Grant Administrative Costs Guidelines.
- Applicants/Grantees cannot pass granted funds back to an MSDI stewarding agency for work on MSDI themes.
- MGIA Grant Funds are only dispersed to the awarded MGIA Grant applicants; funds are not dispersed directly to contractors or other third parties.
- The grantee may request up to 80% of the total awarded grant funds, and the final 20% of the awarded grant funds will be withheld until approval of the project's completion.
- Grantees awarded funding for travel costs to attend the in-person kick-off meeting. Travel expenses will be reimbursed in accordance with Title 2, Chapter 18, Part 5**,** Montana Code Annotated (MCA).

MONTANA REAL-TIME NETWORK (MTSRN) BUILDOUT

Applicants interested in submitting a FY2025 MGIA Grant Application request for MTSRN Buildout should immediately contact the Montana RTN Coordinator to discuss potential projects and assistance with technical requirements:

- Kazi Arifuzzaman, Montana RTN Coordinator: karifuzzaman@mt.gov

Buildout of MTSRN is a *Tier 2 Priority* of the FY2025 MGIA Grant Program. Priority for funding these projects will be given based on the following general requirements:

A. There is a lack of coverage within the current RTN **AND** a proposed reference station site location has been established.
B. Each proposed site location must have a stable place to mount an antenna:
    o   bedrock,
    o   non-alluvial stable ground on which to construct a pillar, or
    o   drill brace mount or a solid structure preferably a single-story building.
C. The proposed site location could be your government location, a local school, or other facility. Site location photos/coordinates will be required in the application process. Three requirements at each potential site locations also include:
    o   legal access (or the ability to secure legal access),
    o   reliable power (120V 5A is sufficient), and
    o   internet connection.
D. Budget proposals
    o   Must include Nodes costs and the additional cost for non-Trimble nodes.
    o   Project Budgets may include infrastructure costs (e.g. electrical, ISP, etc.) for the grant period only and are capped at 10% of the total equipment cost. These costs must be recorded as in-kind costs.

AUTHORIZING STATEMENT

Upon registration, applicants will be asked to provide the contact information for an individual responsible for signing an FY2025 MGIA Grant Application authorizing statement; see Appendix G. Upon submittal and approval of a completed grant application, the submitted Authorizing Contact will be required to sign an authorizing agreement with the Montana State Library.

The State of Montana uses DocuSign to execute electronic signatures. Accommodations can be made for those eligible applicants that are unable to execute digital signatures through the DocuSign tool.

GRANT EVALUATION CRITERIA

Complete grant applications will be evaluated based on the following five parts:

1. **Relevance*** – The proposal meets the purpose of the Montana Geospatial Information Act; references a grant category priority in the Geospatial Information Plan; and clearly demonstrates how the grant project will further the Geospatial Information Plan objectives for the defined category. (15%)
   This section is not required for applicants with the sole purpose of collecting new survey control data or MTSRN Buildout.

2. **Public Benefit*** – The proposal demonstrates how the grant project will benefit a specific MSDI theme; enhance the Geospatial information needs of multiple agencies and across jurisdictions; and/or benefit the citizens of Montana. (15%)
   This section is not required for GIS Project Planning applicants, MTSRN Buildout applicants, and applicants with the sole purpose of collecting new survey control data.

3. **Project Management and Organizational Capability** – The proposal demonstrates the applicant's past record of performance with similar projects; the ability to implement the methodology described in the scope of work; the organization's capability to maintain the project; and adequate skills, qualifications, and experience of the Project Manager, key personnel, funding partners, and consultants to complete the project. (10%)

4. **Scope of Work** – The proposal demonstrates adequate research and preparation; ensures the completion of the project within the one-year requirement; demonstrates knowledge and use of existing data standards/best practices and existing data models; and includes a complete project timeline of defined project tasks, including equipment purchases, and outlines their interdependencies. The proposal must clearly and concisely describe how the proposed grant activities and products will accomplish goals and objectives of the identified grant category priority. Proposal must clearly define all project deliverables. (25%)

5. **Budget** – The proposal clearly demonstrates that the project can be completed within the proposed budget; fully justifies all project expenditures reported in the budget tables and equipment purchases outlined in the scope of work; clearly outlines the costs of all identified scope of work tasks/activities; and demonstrates that the organization can leverage outside funding. A letter of support must be submitted for each identified Funding Partner. (25%)

6. **Sustainability** – The proposal demonstrates future project sustainability and includes a plan for long-term funding and future enhancements. (10%)

Applications are considered based on the completeness of documentation, ability to follow directions, meeting of stated basic eligibility, well written narratives, performance on past MGIA

Grants, and merit in meeting the goals and strategies as stated in the Montana Geospatial Information Plan for Fiscal Year 2025 and the purpose of the Montana Geospatial Information Act. Budget information is evaluated for reasonableness and appropriateness to the purpose of the MGIA as well as to the applicant's project goals.

The Subcommittee members will review and rank every complete grant application according to scoring procedures based on the criteria percentages. The scored and ranked proposals and supporting documentation will be provided to the MGIAC and the Montana State Library Commission for final review and decision.

MGIA GRANT APPLICATION & AWARD TIMELINE

The granting process timeline, guided by Administrative Rules of Montana (ARM) 10.102.9105, "Establishing the Grant Application and Granting Process," is as follows:

Pre-Award Phase - Funding Opportunities and Application Review

- **Announcement**: By **January 15**, **2024,** the State Library shall publish the FY2025 MGIA Grant Program materials.
- **Registration**: Eligible applicants must register through the State Library MGIA Grant Application Process & Tool before **12:00 p.m**. MST on **February 29, 2024.**
- **Submittal**: Grant applications received by the State Library before **5:00 p.m**. MST on **February 29, 2024,** will be considered for evaluation.

Award Phase - Award Decisions and Notifications

- **MGIAC Review and Award Decision**: "(4) By **May 1** of each fiscal year, the state library, 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." (ARM 10.102.9105)
- **Montana State Library Commission Award Decision**: "(5) By **May 15** of each fiscal year, the state library commission, with advice of the grant review subcommittee, shall finalize the priority order of the grants. (6) The state library shall disburse available grant funds to grant applicants in the order of priority set forth under (5)." (ARM 10.102.9105)
- **Notification of Award**: Upon the approval of the prioritized list of grant applications, the State Library will notify all applicants after **May 15**.
- **Term**: The grant year starts on **July 1**, coinciding with the State of Montana fiscal year, and concludes on **June 30** the following calendar year. Exact closeout dates for deliverables and final request for grant funds will be negotiated in the statement of work.

Post-Award Phase – Implementation, Reporting, and Closeout

- **Mandatory Grant Kick-Off Meeting and Training in Helena**: This will be a two day event that will take place the week of July 22, 2024. More information about these meetings will be shared after grants are awarded.
- **Reporting**: Award recipients submit quarterly reports and a final project report.
- **Request for Grant Funds**: Grant funds can only be requested upon the initiation of the grant year, after the signed statement of work (SOW) is in place, and when the proof for reimbursement can be documented. The grantee may request up to 80% of the total awarded grant funds, and the final 20% of the awarded grant funds will be withheld until approval of the project's completion. Work performed or purchases made prior to the grant year and/or before a SOW has been fully executed cannot be reimbursed. Request for grant funds will require an invoice, including the invoice from the applicant and supporting documentation for the expenditures.
- **Grant Closeout**: Grant recipients submit the final grant project report, financial report, data products, and final financial requests to the State Library. The State Library and the grantee must review and ensure that all requirements of the grant project have been met. Upon completing all the closeout requirements, including a review of the final financial and technical reports, the grant lifecycle ends.

MGIA GRANT REGISTRATION & APPLICATION SUBMITTAL

The Montana State Library application submittal process uses Microsoft Office Documents, Microsoft Forms, Microsoft SharePoint, and DocuSign.

All applicants are required to complete and submit applications using this process and system. Any applications submitted in any other format will not be considered for funding.

Access and documentation for the grant registration is posted on the Montana State Library website here: msl.mt.gov/MGIAGrants.

Sign up for email or TXT notifications about the release of the MGIA grant registration and application process here: GovDelivery General GIS Coordination News & Updates.

MGIA Grant Program Registration:

1. Applicants are required to first submit an initial registration requesting access to the FY2025 MGIA Grant Program's Application System.
   a. FY2025 MGIA Grant Program - Application Registration Form
   b. Required registration information: Organization, Primary/Secondary Contact Information, Basic Project Description, Authorizing Signer Contact Information

2. Following submission of *the Registration Form*, the applicant will be notified via email that MSL received the registration request.
3. MSL will review all requests for registration. Only eligible grant recipients shall be approved: see the *MGIA Grant Compliance Grant Eligibility* section.
4. If approved, applicants will be notified via email. Both the primary and secondary contacts will receive an *Invitation* email to submit an FY2025 MGIA Grant Application.
   a. This email will include instructions on how to use a provided "SharePoint" folder link.

Application Submittal Process:

1. Applicants will be required to use Microsoft SharePoint folder to store, finalize, add content, and submit all application materials.
2. System Verification – A system email will be sent to the registered primary/secondary contacts allowing access to their FY2025 MGIA Grant Application Microsoft SharePoint folder.
   a. This folder will contain all necessary documents and instructions to complete a grant application: 2025 MGIA Grant Application Template, Budget Table, MGIA Program information, PLSS Template, and the Realtime Network Templates.
   b. The Microsoft SharePoint folder is intended for use by the approved primary and secondary contacts only!

3. When the applicant is ready to submit the grant application. All required materials must be uploaded to the "*Final Submission*" subfolder, located in their assigned FY2025 MGIA Grant Application Microsoft SharePoint folder.
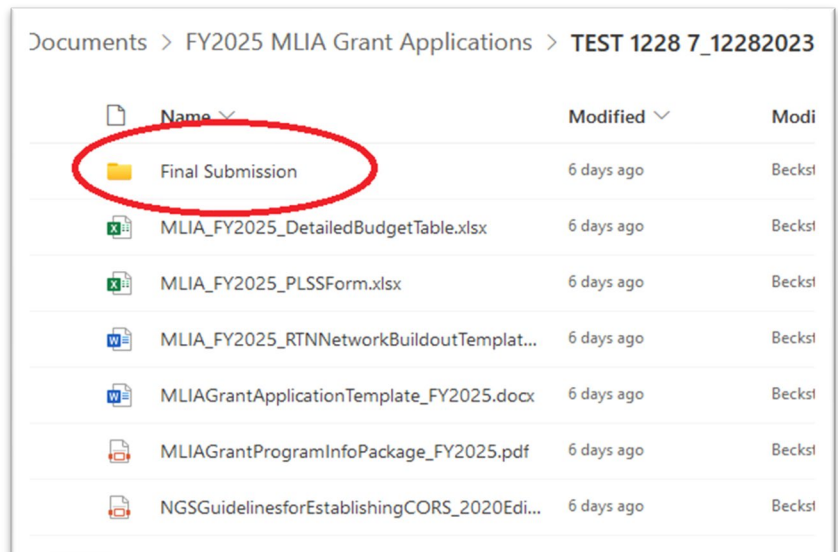
Graphic 2 – Image of Folder Structure for the MGIA Grant Process

4. We ***strongly*** encourage applicants to direct any and all questions about the application process to MGIAgrants@mt.gov. Staff are available to answer any procedural questions, troubleshoot issues, etc.
   a. Incomplete applications will not be considered for grant funding, so we encourage you to make use of MSL staff guidance to ensure completeness.

MGIA GRANT APPLICATION SECTIONS AND INSTRUCTIONS

Applicants are required to fill out the official FY2025 MGIA Grant Application Registration form and submit all required application documents. Upon registration these materials will be distributed. Applicants are required to use the defined method described in the MGIA Grant Registration & Application Submittal Section.

ORGANIZATION, PARTNER, AND PROPOSAL INFORMATION

1. Information about the government organization.
2. MGIA Grant Funding Request & Match information.
3. Proposal Information
   o Define the FY2025 MGIA Grant Program Priority the proposed grant project addresses.
   o Identify if the proposed project is one or multiple years.
   o Write an executive summary for the proposed project.
     ▪ 400-word limit.
4. Identify all funding partners.
   o Funding Partners are *not* contractors who may be hired to complete the project.

RELEVANCE | 15% OF TOTAL SCORE

1. Describe how the proposal meets the purpose of the Montana Geospatial Information Act: to develop a standardized, sustainable method to collect, maintain, and disseminate information.
2. Clearly demonstrate how the proposal meets the defined FY2025 Montana Geospatial Information Plan Priority.
3. 300-word limit.
   This section is not required for applicants with the sole purpose of collecting new survey control data or RTN Buildout Projects.

PUBLIC BENEFIT | 15% OF TOTAL SCORE

Describe why and demonstrate how the proposal will:

1. Benefit a specific MSDI theme.
2. Enhance the Geospatial information needs of multiple agencies or jurisdictions.
3. Benefit the citizens of Montana.
4. 300-word limit.

   This section is not required for GIS Project Planning applicants and applicants with the sole purpose of collecting new survey control data or RTN Buildout Projects.

PROJECT MANAGEMENT & ORGANIZATIONAL CAPABILITY
10% OF TOTAL SCORE

Organizational Capability – The applicant must demonstrate the organization's past record of performance with similar projects; the ability to implement the methodology described in the scope of work; and the organization's capability to support and sustain the project. All players in this proposed project must be identified: project managers, key personnel, and funding partners.

> **Invoicing Methodology** – In order for the MSL to distribute awarded grant funds for incurred authorized project costs, the MGIA Grant Award Recipient must invoice MSL for reimbursement. The applicant must provide a sample, in PDF format, of the applicant's official invoice document and cover memo.

Project Management – The applicant must identify both a primary and a secondary project manager and provide contact information for each. The applicant must demonstrate the defined project managers', key personnel's, and funding partners' adequate skills, qualifications, and experience for the defined project. (*2-page limit*)

1. **Management Plan** – The applicant must demonstrate how the defined project manager—not the hired consultant—will manage the entire project, including meeting the mandatory reporting requirements, communicating with the State Library, fulfilling data requirements, and managing all hired consultants.
2. **Past Record of Performance** – The applicant must demonstrate the defined project managers' GIS project management experience, grant management experience, ***and*** (if applicable) consultant management experience. The applicant must provide concrete examples of each and explain how the experience gained in those projects relates to the current proposal.
3. **Hiring a Consultant (if applicable)** – If the applicant has an existing contract with a consultant or plans to hire a consultant, the procurement process for acquiring professional services must be described in detail.

     a. If a consultant has been hired, please identify the consultant, define the amount of time, identify key personnel, and the consultant's procured services and work completed relevant to the proposal.

SCOPE OF WORK | 25% OF TOTAL SCORE

In this section, applicants must demonstrate adequate research and preparation; demonstrate knowledge of existing data standards/best practices and existing data models; and include a complete project timeline of defined project tasks and outline their interdependencies. The proposal must include how the applicant will apply quality control/quality assurance procedures for data (features/attributes) collected and/or edited by any identified consultants and the applicant.

Formatting, Writing, and Mandatory Form Requirements for this Section –

1. Refer to all hired or potential consultants/contractors as "consultant." Do not use individual or company names, e.g., Raster & Vector GIS Firm.
2. The following format is required for labeling goals, objectives, and tasks:
   a. All goals must be numbered, e.g., Goal 1: Improve GIS for County XYZ.
   b. All objectives must be numbered in order and include their overarching goal, e.g.: Objective 1.1: Complete an MGIA Grant Application.
   c. All tasks must be numbered in order and include their overarching goal and objective, e.g., Task 1.1.1: Register for new MGIA Grant Application Process.
   d. All tasks must have an associated Completion Data listed: Month/Date/Year.
3. Collecting Survey Control – Applicant must submit the "FY2025 MGIA Grant Application - Proposed Survey Control Point Collection" form, provided with application materials when registered, to identify the proposed collection.
4. RTN Buildout – Applicant must submit the "FY2025 MGIA Grant Application Support the buildout of the RTN Realtime Network Requirements for Establishing RTN Station Template" form, provided in this application, to identify the proposed collection.
5. 4 page-limit.

Goals and Objectives – List the project goal or goals and objectives. Goals are separate and distinct from objectives. Project goals should be broad and provide a general statement of the project purpose. Each goal should have at least one measurable objective. Each objective should describe a specific outcome of the project and when this outcome will be achieved.

Tasks – Tasks must be described in chronological order necessary to accomplish the work under each objective. This description must provide sufficient detail to show that the tasks are

achievable and will accomplish the objectives stated in the application. The description also should provide detail concerning the specific results of each task.

1. All tasks must list a completion date.
2. All equipment purchases must be listed as separate tasks. Each equipment purchase must be clearly described and include specific justification for how the purchase will help achieve the applicant's goals and objectives.
   a. Equipment purchases must comply with section 90-1-411 (1), MCA: "Money in the account may be used only for the purposes of this part, including purchasing technology to assist in collecting, maintaining, or disseminating geographic information systems, geospatial information, or geospatial technologies, and funding the budget required under 90-1-410."
3. Please refer to the MGIA Grant Compliance Section for *GIS Project Planning Grants* eligible expenditures and activities.
4. Please refer to *Appendix B* for requirements for collecting survey control.
5. Please refer to *MGIA Grant Compliance Section: RTN Buildout* and *Appendix D* for requirements for MTSRN Buildout.

Deliverables – Provide complete list of all project deliverables: i.e., data sets, scripting code, maps, training materials, photographs, written workflows, video. Assure that this information aligns with the tasks identified in the Goals, Objectives & Tasks.

BUDGET JUSTIFICATION & BUDGET TABLES | 25% OF TOTAL SCORE

Applicants must demonstrate that the project can be completed within the proposed budget, fully justify all project expenditures, leverage existing funds, and explain long-term funding plans. The applicant must present a clear financial picture of all funds used for the purposes of successfully completing this proposed project. Refer to all hired or potential consultants/contractors as "consultant." Do not use individual or company names, e.g., Raster & Vector GIS Firm.

Budget Narrative – Applicant must clearly state the assumptions used to develop the proposed budget, including all sources of contracted and subcontracted cost estimates. If the applicant's share is to be considered in-kind funds, the source of those in-kind funds must be documented. Matching in-kind funds must be specific to the project and be fully justified. They may be monetary or in other forms such as staffing, infrastructure, or technology support. All funding sources listed in the subsequent budget forms must be fully explained. If grant funds are to be distributed to multiple funding recipients through contractual agreements or other means, those must be explained in the narrative. (*2 page-limit*)

Budget Tables – Applicants must complete the provided table (excel) "MGIA Grant Detailed Budget," to define the budget, complete instructions can be found within the provided excel document.

Funding Partner and Required Statements of Support – All funding partners, funding sources/recipients, must be identified. Statements of support are required for each identified funding partner. Any funds pledged to this proposal must be reflected in the statements of support. See MGIA Grant Compliance – MGIA Grant Funding Partners section for the definition of a funding partner. Please attach a PDF version of each statement of support to the grant application.

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

PROJECT SUSTAINABILITY | 10% OF TOTAL SCORE

Sustainability is one of the key pillars of the Montana Geospatial Information Act's purpose. In this section, the applicant must demonstrate future project sustainability and include a plan for long-term funding and future enhancements.

Please explain how the project will be maintained in the long term, including staffing and funding plans and reducing dependencies on MGIA funding. If the grant proposal has identified improving an existing MSDI data layer, please explain how the applicant will coordinate with the Montana State Library to ensure the information will be made available. Explain any projected future enhancements that may require additional third-party funding. (300-word limit)

RENEWABLE GRANT ACCOUNTABILITY

The applicant must identify all awarded MLIA/MGIA Grants to their organization. All MLIA/MGIA grants awarded to the applicant's governmental entity/agency must be accounted for. State government applicants must only report for their respective agency. Performance on previously awarded MLIA/MGIA grant projects will be taken into consideration in the final prioritization. This section is not scored, but past performance will be considered in prioritization of funds.

Please use this [MGIA/MLIA (FY2020-2024) Grants History Dashboard](#) to research and identify past awarded Montana Geospatial Information Act (MGIA) Grants.

Applicants awarded MLIA/MGIA Grants within the past five years, must include the following reporting:

- <u>FY2024 MGIA Grantees</u>: Report on the progress made toward meeting the requirements of the grant. The report must include the status of the project timeline, tasks, and deliverables. (*300-word limit*)

- <u>FY2023 - FY2020 MLIA Grantees</u>: Provide a written narrative for each grant awarded, outlining the successes and failures of the grant. Explain how tasks, timelines, and deliverables of the project were or were not met. Demonstrate how past project failures will ensure future successes. (*200-word limit*).

APPENDIX A – GRANT ADMINISTRATIVE COST GUIDELINES

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

Therefore, the State Library and the MGIA Council will consider any administrative costs up to 10%[1] of the total MGIA funds requested "reasonable" upon their face value. If the MGIA administrative costs funds requested exceed 10%, the grant requestor must detail and individually justify each administrative cost. When evaluating the "above 10%" submissions, the Subcommittee and the State Library will consider the:

- Ratio of the total MGIA funded administrative costs to the total MGIA 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 MGIA Geospatial Information Plan.
- The mix of current grant submissions and the relative value of this submission to the short and long-term goals of the MGIA Council.

The State Library and the Subcommittee have the following options:

- Reject the grant,
- Ask the grant requestor to modify the administrative costs,
- Rate the grant lower in the MGIA grant funding priority list, and/or
- Accept the administrative costs as submitted.

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[1] Indirect costs are defined in CFR 200.414v. For the sake of consistency, the MT State Library utilizes the Federal de minimis rate of 10% of total direct costs.

APPENDIX B – COLLECTING MAPPING/SURVEY CONTROL

Data collection and submittal requirements for survey control.

Technical Requirements

A. Survey Control must be collected by a land surveyor licensed to practice in Montana.
B. The Global Positioning System (GPS) will be used for data collection.
C. Surveyors will submit the original observation and an OPUS Rapid Static Solution for each observation.
D. Survey Control must be collected and submitted as follows:
   1. Minimum fifteen-minute occupation time
   2. Reference Frame:
      a. Horizontal: NAD 1983 (2011) Epoch 2010.0
      b. Vertical: NAVD 1988 GEOID18
   3. Units:
      a. Northing and Easting: Montana State Plane Meters
      b. Ellipsoidal, Orthometric, and Antenna Reference Point (ARP) Height: Meters
   4. Reporting Requirements:
      a. Surveyor will report Latitude, Longitude, Northing, Easting, Ellipsoid Height, Orthometric Height,, Antenna Reference Point (ARP) Height, Local Horizontal Accuracy, Network Horizontal Accuracy, Local Vertical Accuracy, Network Vertical Accuracy.
         i. A corresponding RINEX or receiver file will be submitted for each corner.
   5. Data must be submitted using the Montana Control Point Database (MCPD) spreadsheet:
E. If in the surveyor's judgement GPS cannot be used for an observation, another surveying method preferably a total station solution, will be used.

Additional Information Submittal and Collection Requirements

A. Applicant must submit the MGIA Proposed Survey Control Point Collection, with the MGIA Grant Application, form and list all proposed Survey Control points.
   1. The Montana State Library will review proposed Survey Control points for relevance and optimal distribution for the enhancement of digital representation of the PLSS. If awarded, the MSL will work with MGIA Grant Award Recipient to ensure the best plan for collection, considering cost and the overall improvement to the PLSS.
B. A digital copy of the certified corner recordation document for all collected Survey Control points must be submitted in a digital format.
C. The MSL requires certified corner records documents for the enhancement of the digital representation of the Public Land Survey System (PLSS).

1. If certified corner record documents for the county(s) are available in a digital format: the grantee will submit all digital corner record documents for the county.
2. If certified corner record documents for the county(s) are not available in a digital format: MSL will work with the grantee to obtain needed corner record documents for the county.

APPENDIX C – REFERENCED DOCUMENTS & WEBSITES

Montana Geospatial Information Act – Statutes and Administrative Rules:
https://msl.mt.gov/about/commission_councils/montana_land_information_advisory_council/statutes

Montana Geospatial Information Plan:
https://msl.mt.gov/geoinfo/GIS_Community/GIS_Coordination/Land_Information_Plans

Montana Geospatial Information Act Grant Program Priorities State Fiscal Year 2025:
https://docs.msl.mt.gov/MGIA/grants/fy2025/MGIAFY2025_GrantProgramPriorities.pdf

Montana Geospatial Information Advisory Council:
https://msl.mt.gov/about/commission_councils/montana_land_information_advisory_council/

Montana State Library Commission:
https://msl.mt.gov/about/commission_councils/commission/

Montana Spatial Data Infrastructure Theme Stewards:
http://msl.mt.gov/GIS/msdi

MGIA Grant Information:
http:/msl.mt.gov/MGIAGrant

MGIA/MLIA (FY2020-2024) Grants History Dashboard:
https://arcg.is/11bfP

Montana GIS Data List:
http://msl.mt.gov/GIS/DataList

Montana Control Point Database Submission Spreadsheet:
https://ftpgeoinfo.msl.mt.gov/Data/Spatial/MSDI/GeodeticControl/MCPD_MASTER_TEMPLATE.zip

APPENDIX D – RTN REQUIREMENTS

New MTSRN Stations must follow these requirements:

A. Cannot exist within 30 miles (50 km) of existing station:
   a. [Existing RTN Map](#).
B. Station locations must have legal access (or the ability to secure legal access), adequate access to both reliable power source (120V 5A is sufficient) and an internet connection.
C. Site locations must follow NGS Standard. Please see the National Geodetic Survey (NGS) Guidelines for New and Existing Continuously Operating Reference Stations (CORS): *NGSGuidelinesforEstablishingCORS_2020Edition.*
D. Each proposed site location must have a stable place to mount an antenna:
   o bedrock,
   o non-alluvial stable ground on which to construct a pillar, or
   o drill brace mount or a solid structure preferably a single-story building.
E. Proposals should include costs for Trimble nodes and the additional cost for non-traditional nodes.
F. Project Budgets may include infrastructure costs (e.g. electrical, ISP, etc.) for the grant period only. These costs must be recorded as in-kind costs.
G. Applicant Organization must be willing to sign an MOU with the MSL and agree to maintenance requirements.

Interested applicants should immediately contact the Montana RTN Coordinator to discuss potential projects and assistance with technical requirements:

* Kazi Arifuzzaman, Montana RTN Coordinator
   o karifuzzaman@mt.gov

APPENDIX E – NG9-1-1 DATA VALIDATION & AGGREGATION TOOL

Grants awarded under the Tier 1.a. - Develop GIS Information to Support Next Generation 9-1-1 (NG9-1-1) will be required to use the MSL GIS Data Validation and Aggregation Portal (https://mt911-1dg.1spatial.com/). The MSL GIS Data Validation and Aggregation Portal (Portal) is a web-based service that registered 9-1-1 GIS data providers, either local/tribal governments or their contracted GIS data vendors, can use to validate that the required GIS data meet NG9-1-1 standards and requirements for geospatial call routing. Additionally, the Portal is the means GIS data providers will use to submit their GIS data for aggregation to statewide datasets and provision their required GIS data for use in the State's eventual NG9-1-1 system.

A high-level workflow for validating NG9-1-1 GIS data:

A. GIS data providers submit data that is compliant with the NENA Standard for NG9-1-1 GIS Data Model (NENA-STA-006.2a-2022) to one of 37 total assignments to validate that a given dataset(s) meets NG9-1-1 standards and requirements.
B. Users can download markup GIS datasets that provide feedback on potential issues with the data and enable the user to zoom to the feature.
C. After fixing issues, the user can submit the dataset again to validate the issue has been fixed.
D. When some minimum requirements are met, users have the ability to submit their datasets for aggregation to statewide datasets.
E. As changes are made to the local data, users repeat steps a.-d., as needed.

APPENDIX F – MSDI HYDROGRPAHY FY25 PILOT PROJECT

MSDI Hydrography is transitioning to elevation-derived hydrography (EDH) in conjunction with the USGS 3D Hydrography Program to improve data accuracy, resolution, and consistency.   Currently, there are limited EDH datasets developed within Montana, and a better understanding of the resources (staff and dollars), value (compared to the current National Hydrography Dataset), and effort (time) needed to develop statewide EDH is desired.

The purpose of the MSDI Hydrography FY2025 Project is to develop an EDH dataset for a watershed (approximately 10-digit HUC) and, ideally, leverage additional funding opportunities, such as the USGS's FY25 3D Hydrography Program Data Collaboration Announcement (DCA), to increase the project area of interest to several watersheds or larger. For more information about the USGS 3D Hydrography Program and data acquisition partnership opportunities please visit: https://www.usgs.gov/3DHP

Hydrography data developed through MGIA grants must follow Elevation-Derived Hydrography Specifications, with a goal of contributing the data to the USGS for inclusion in the 3DHP model. The Specifications are available here: https://www.usgs.gov/ngp-standards-and-specifications/elevation-derived-hydrography-specifications

APPENDIX G – AUTHORIZING STATEMENT LANGUAGE:

I, [INSERT AUTHORIZING CONTACT HERE], on behalf of [INSERT ENTITY/AGENCY HERE] hereby certify that I have read the FY2025 MGIA Grant Application in its entirety and that all statements in the application are true, complete, and accurate to the best of my knowledge. I further certify that the proposed project, should it be approved for MGIA funding, will comply with all applicable state, local, and federal laws, regulations, and standards.

By signing this authorization, [INSERT ENTITY/AGENCY HERE] is obligated to fund its portion of the project, including both pledged applicant cash and applicant in-kind funds as stated in the proposed project budget. [INSERT ENTITY/AGENCY HERE] also authorizes the Montana State Library to publish the contents of this application and to use the contents of this application for training, promotional, or other purposes.

Finally, I, [INSERT AUTHORIZING CONTACT], certify that I am authorized to enter into a binding agreement with the Montana State Library to obtain a grant if this application receives approval.