

MONTANA LAND INFORMATION ACT GRANT APPLICATION PACKAGE FISCAL YEAR 2018



*Produced by
the Grant Review Subcommittee of the Montana Land Information
Advisory Council in cooperation with the Montana State Library*

Pursuant to Section 4 (c) of the Montana Land Information Act (Senate Bill 98) and Administrative Rule IV of the Montana Land Information Act.

January 14, 2017

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PURPOSE

“The purpose of the [Montana Land Information Act (MLIA)] 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. Land information changes continuously and is needed by businesses, citizens, governmental entities, and others in digital formats to be most effective and productive. [The MLIA] will ensure that digital land 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. [MLIA] prioritizes consistent collection, accurate maintenance, and common availability of land information to provide needed, standardized, and uniform land information in digital formats.” (Montana Code Annotated 2015, 90-1-402)

MLIA statute and administrative rule require that the Montana State Library (MSL), hereinafter referred to as the State Library, with advice from the Montana Land Information Advisory Council (MLIAC), establish a granting process. This document provides an overview of the MLIA granting process, instructions for grant applicants, and the grant application forms. The MSL provides state GIS coordination and oversight of MLIA 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 LAND INFORMATION PLAN

The MLIAC Grant Review Subcommittee, hereinafter referred to as the Subcommittee, establishes criteria for the MLIA granting process. Criteria are developed, based upon the original intent of the MLIA and the goals and objectives set forth in the Montana Land Information Plan.

The State Library, in coordination with the MLIAC, prepares this plan annually to describe the priority needs to collect, maintain, disseminate and steward land 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 MLIAC and approved by the Montana State Library Commission.

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

MLIA GRANT COMPLIANCE

FY2018 LAND INFORMATION PLAN GRANT CATEGORY PRIORITIES

MLIA Grants for FY2018 will be evaluated based on one of the following defined Land Plan Grant Category priorities. (see “Section 2 Relevance and Section 3 Public Benefit”) The priorities listed below do not follow an order of significance; all of these categories are considered of equal importance.

It is important for grant applicants to be aware that proposals contributing data or other resources to one of the MSDI Framework Themes must provide documentation that demonstrates a knowledge of the theme standards, best practices, and data models, and a strategy for coordination and partnership with the MSDI Theme Steward.

A. Development of Local and Tribal GIS:

Capacity building projects that leverage matching funds, in-kind time and talent from local, regional, state and tribal to build a strong Montana GIS federated enterprise. Particular emphasis is placed on:

- a. Explore opportunities to create regional GIS consortiums that leverage a multi-jurisdictional approach to problem solving using GIS analysis to demonstrate the value of GIS to policy makers; and,
- b. Encourage localized GIS solutions that demonstrate the value of GIS in improving the quality of life for Montana citizens and building grass roots support for location based services.

B. Land Records (MSDI)

- a. County Land Records: Data partners should apply for grant funding that enables them to collect local land records and control data that will develop and enhance administration of county records. Coordination with the Cadastral and/or the Mapping Control theme steward is critical to the development of successful grant applications under this priority.
- b. Next Generation 9-1-1 Data Standardization: Data partners should receive funding support and outreach that enables them to assess, improve and maintain required Next Generation 9-1-1 data, including road centerlines, address points and jurisdictional boundaries, according to the NENA standards. If you would like clarifications, please contact the State Library.

C. Natural Resource Data (MSDI)

- a. Montana Hydrography Dataset: Data partners are encouraged to apply for grant funds to support development of local-scale spatial data that can be added to the statewide dataset, such as canals and ditches, irrigation infrastructure, and storm water drainage systems. Coordination with the Hydrography theme steward is critical to the development of successful grant applications under this priority.

- b. Land Cover: Data partners are encouraged to apply for grant funds for the development of datasets or tools to support regular updates to the Land Cover dataset. Coordination with the Land Cover theme steward is critical to the development of successful grant applications under this priority.
- c. Wetlands: Data partners are encouraged to apply for grant funds to support a sustainable model for completing and maintaining the Wetlands dataset. Coordination with the Wetlands theme steward is critical to the development of successful grant applications under this priority.

ELIGIBILITY

Applicants must represent a form of government:

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

DATA AND METADATA

Data created/modified with a MLIA grant must meet the following expectations by the grant close-out:

- Data must be made publicly available and submitted to MSL,
- Data must meet state-adopted accuracy standards/best practices,
- Data must be registered with the Montana GIS Data List, unless it is incorporated into an existing registered dataset (i.e. MSDI layer), and have associated metadata records that comply adopted standards.

REPORTING

The following reports will be required from all award recipients:

- Quarterly reports as contractually negotiated and the Final Project Report due by August 15, 2018, or 45 days after grant end,
- For a detailed description of reporting please see Appendix D Statement of Work.
- Transfer of all electronic documents/deliverables of the grant will use the State of Montana File Transfer Service, see Appendix C.

GRANT PERIOD AND EXTENSION POLICY

MLIA grants run for a one-year term, usually starting on July 1 of the fiscal year, unless otherwise negotiated. Extensions may be granted if the applicant demonstrates adequate circumstances that prevents the grant from being completed on time. If operating under a MLIA grant extension, an applicant may apply for, but not receive, additional MLIA funding until the initial project is completed.

MLIA GRANT PARTNERS

A funding partner from the MLIA grant perspective is a project participant that is either a **funding source** or a **funding recipient**. The value of geospatial data holdings is not considered appropriate for in-kind matches; therefore, data providers are not considered funding partners. Data providers may be listed as project partners, because they contribute to the relevance and public benefit of the project. These partnerships must be documented in the Relevance and Public Benefit Sections.

FUNDING INFORMATION

The amount of funds available to grant, guided by Administrative Rule 10.102.9102(1) - "Available grant funds," is defined as follows: the balance of the Montana Land Information account on March 31, 2016 added to an estimate of not-yet-deposited state funds held by counties as of that date, less the state library's budget associated with duties and responsibilities defined in 90-1-404, MCA, for the fiscal year and any funds committed to grants.

- **Identified available grant funds for FY2018: \$230,000.** Grant proposals requesting MLIA funding that exceeds the amount available will not be considered.
- No applicant may pass granted funds back to a MSDI stewarding agency for work on MSDI themes.
- Funds are only dispersed to the awarded MLIA Grant Applicants; funds are not dispersed directly to contractors or other 3rd parties.

TECHNICAL QUESTIONS

Erin Fashoway State GIS Coordinator, Montana State Library 406-444-9013 efashoway@mt.gov

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 Land Information Act, references a priority grant category in the Land Information Plan, and clearly demonstrates how the grant project will further the land plan objectives for the defined category. (15%)
- 2. Public Benefit**– the proposal demonstrates how the grant project will benefit a specific MSDI theme; enhance the land information needs of multiple agencies and across jurisdictions; and/or how the benefits to the citizens of Montana. (25%)
- 3. Scope of Work** - the proposal demonstrates adequate research and preparation; knowledge of existing data standards/best practices and existing data models; clearly and concisely describes how the proposed grant activities and products will accomplish goals and objectives of the identified grant category; and includes a complete project timeline of defined project tasks and outlines their interdependencies. (25%)
- 4. Project Management and Organization 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; and adequate skills, qualifications and experience of the project manager, key personnel, project partners, and contractors to complete the project. (10%)
- 5. Budget** – the proposal clearly demonstrates that the project can be completed within the proposed budget; fully justifies all project expenditures reported on the budget form; can leverage outside funding; and includes a plan for long term funding and future enhancements. Budget tables must be consistent with the budget narrative and include all funding partners. (25%)

Applications are considered based on the completeness of documentation, meeting of stated basic eligibility, and merit in meeting the goals and strategies as stated in the Montana Land Information Plan for Fiscal Year 2018. Budget information is evaluated for reasonableness and appropriateness to the purpose of MLIA as well as to applicant 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 MLIAC, and the Montana State Library Commission for final review and decision.

GRANT TIMELINE

The granting process, guided by administrative rule, “Establishing the Grant Application and Granting Process,” timeline is as follows:

Pre-Award Phase - Funding Opportunities and Application Review

- **Announcement**: By **January 15**, the State Library and the Subcommittee, shall develop and publish the grant materials for the following fiscal year, beginning July 1.
- **Submittal**: Grant applications received, by the MSL, before **5:00 p.m. MST** on **February 15th** will be considered for evaluation.
- **Application Review and Resubmittal**: Upon receipt, the State Library will screen the application for completeness. Complete applications will be evaluated by the Subcommittee.
- Applicants that have submitted incomplete applications will be notified and have the opportunity to resubmit the application by **March 1**.

Award Phase - Award Decisions and Notifications

- **MLIAC Review and Award Decision**: By **May 1** of each fiscal year, the State Library, with advice of the grant review subcommittee, shall rank the applications in priority order. The results shall be presented to, additional comments considered, and approved by the MLIAC.
- **Montana State Library Commission Award Decision**: By **May 15** of each fiscal year, the Montana State Library Commission, will approve the finalized prioritized order of grants. The State Library shall award available MLIA Grant funds to applicants in the order of priority.
- **Notification**: Upon the approval of the prioritized list of grant recipients, the State Library will notify all applicants: after **May 15th**.
- **Term**: The grant year starts on **July 1**, coinciding with the State of Montana fiscal year.

Post Award Phase – Implementation, Reporting, and Closeout

- **Reporting**: Award recipients submit quarterly reports and a final project report.
- **Request for Grant Funds**: Grant funds can only be requested as soon as the grant year begins, the SOW is in place, and the proof for reimbursement can be documented. Request for grant funds will require an invoice report, including the invoice from applicant and supporting documentation for the expenditures.
- **Award Closeout**: Award recipients submit the final grant project report, data products and final financial requests to the State Library, 45 days after the grant ends. MSL and the applicant 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 from the grant lifecycle ends.

STEPS FOR COMPLETING THIS GRANT APPLICATION

- Read the MLIA FY2018 Grant Application Package in its entirety.
- Applicants are advised to read the Montana Land Information Plan, the Montana Land Information Act and its associated Administrative Rules. Access to these documents can be found online—see Appendix D for a list of websites.
- Complete all required and applicable sections of the grant application: Sections 1-7. Follow all guidelines on page/word limits.
- Complete Section 8 by obtaining signature from the director/head or authorized signatory of organization/agency.
- Review entire grant and complete and sign/initial Section 9, acknowledging the sections have been completed. All applications will be reviewed for completeness.
- Submit the grant application:
 - Applications received, by the MSL, before **5:00 p.m. MST** on **February 15th** will be considered for evaluation
 - Files to be submitted:
 - One signed copy of the application; hard copy or scanned copy.
 - One Microsoft Word Version of the application.
 - These files can be sent via mail on a CD/DVD or submitted digitally, using the State of Montana File Transfer Service (MFTS).
 - To submit an application digitally, via the internet, applicants are required to use to the MFTS, <http://transfer.mt.gov/>, and choose Erin Fashoway as the recipient.
 - See Appendix B or the site's help menu for instructions.
 - To submit an application by mail, send to:
 - Erin Fashoway
 - State GIS Coordinator
 - Montana State Library
 - 1515 E. 6th Ave
 - PO Box 201800
 - Helena, MT 59620-1800

MONTANA LAND INFORMATION GRANT APPLICATION

STATE FISCAL YEAR 2018

APPLICATION MLIA GRANT FUNDING

SECTION 1 – APPLICANT, PARTNER, AND PROPOSAL INFORMATION

Primary Applicant:	
Name of principle individual:	Erica Hoffman, GIS/IT Manager
Name of agency/entity:	Park County, Montana – Local Government
Street:	414 East Callendar St
City:	Livingston
County:	Park
State:	Montana
Zip Code:	59047
Contact email address:	ehoffman@parkcounty.org
Contact fax address:	(406)222-4109
Contact phone:	(406)222-4197
Department:	GIS/IT
Division:	

Funding Partners: <i>(required for each partner, copy box as needed)</i>	
Name of contact:	Lisa Lowy, Interim City Manager
Name of Agency:	City of Livingston, Montana
Street:	414 Callender St
City:	Livingston
County:	Park
State:	Montana

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Zip Code:	59047
Contact email address:	lloy@livingstonmontana.org
Contact phone:	(406)823-6000

Project Partners: <i>(required for each partner, copy box as needed)</i>	
Name of contact:	Erin Fashoway – State GIS Coordinator
Name of Agency:	Montana State Library
Street:	1515 E. 6 th Ave
City:	Helena
County:	Lewis and Clark
State:	Montana
Zip Code:	59620
Contact email address:	efashoway@mt.gov
Contact phone:	(406)444-9013

Proposal Information	
Date Submitted:	February 2, 2017
Date Received by State:	
Short Title of Proposal: Enhancement of the Public Land Survey System (PLSS) in Park County, Montana	
Executive Summary <i>(required – 200 maximum word count)</i> : Enhancement of the Public Land Survey System (PLSS) through Control Surveys, supplementing the Geodetic Control Theme as a means for adjusting the Cadastral Theme and the Administrative Boundary Theme within Park County, Montana and Southwestern Montana. This Geodetic Control Theme Project is year 6 of a 10 year phased project that builds upon previously	

collected statewide control and FY 2013, FY 2014, FY 2015, FY 2016 Park County Control Points collected and submitted to the GCDB and/or PLSS/CadNSDI. Collection of FY 2017 control points are currently underway. The FY 2018 Control Points collected will be submitted to the PLSS/CadNSDI upon approval.

List All Past Awarded MLIA Grants:

**MLIA FY 2013
MLIA FY 2014
MLIA FY 2015
MLIA FY 2016
MLIA FY 2017**

SECTION 2 – RELEVANCE

300-WORD COUNT LIMIT FOR NARRATIVE

**In this section, applicants must describe how (do not just say it does) the proposal meets the purpose of the Montana Land Information Act; references the defined grant category priority of the Land Information Plan; and clearly demonstrates how the grant project will further the land plan objectives for the defined category. (15% of the total score)*

This project aligns with the following Land Plan Priority listed in the 2017/2018 Montana Land Information Plan:

County Land Records

Enhancement of geodetic control within Montana began in the 1990's with a core group of Federal, State, Local, Tribal and private partners. With significant effort, the Montana Control Point Database (MCDB) became publicly available online in 2006-2009. This provided Montana's land surveyors with a means to store and manage their geodetic and mapping control that is not part of the National Geodetic Survey's (NGS) database, and to provide the public with free access to reliable, current geodetic and mapping control points.

In Park County, ten townships had 111 control points collected in 2008. The BLM incorporated this data into the GCDB and adjusted the PLSS. In 2009, Park County parcel data was adjusted to the GCDB. Unfortunately, the anticipated adjustment of the additional control points provided was not sufficient. The Parcel Layer as adjusted to the GCDB is still off by 100+ feet in many areas, including populated areas. In 2010, the BLM, through ARRA funding, attempted to locate 70 additional corners. Of those 70, they were successful in collecting 46. Prior to receiving the MLIA grants, these geodetic adjustments were not significant enough to meet Park County goals, and cadastral adjustments based on the GCDB continued to have substantial positional error.

Through MLIA Grant funding beginning in 2013, Park County collected 283 control points in 30 Townships. Park County anticipates that FY2017 collection points will be collected and submitted for review and processing before June 30, 2017. The recent years of MLIA funding has considerably increased the accuracy of parcel data throughout Livingston and Park County.

SECTION 3 – PUBLIC BENEFIT

300-WORD COUNT LIMIT FOR NARRATIVE

**In this section, applicants must describe why and demonstrate how the grant project will benefit a specific MSDI theme; enhance the land information needs of multiple agencies or jurisdictions; and benefit the citizens of Montana. (25% of the total score)*

Park County is committed to the Cadastral Registration and Geodetic Control refinement with the goal to meet an accuracy level of 5-10 feet (3-5 meters) countywide within the 10-year project. Park County will continue to work with other counties on the collection process. The project deliverables consist of coordinate collection within Park County, Montana, that will refine the accuracy of the Cadastral Theme for Federal, State, Local and Private interests (stakeholders).

The project will address the following items, which benefit stakeholders:

- Advance the collection of the Geodetic Control Theme throughout Park County
 - Collection of coordinate data for the PLSS/CadNSDI
 - Locate, collect, photograph, document and preserve control points
 - Data is collected in a method that validates accuracy and integrity by Registered Land Surveyors
 - State and Federal data collection standards strictly followed
- Refine the accuracy of the Cadastral Theme for stakeholders
 - Adjust a completed and maintained cadastral layer to useful levels of accuracy
 - Leverage existing funds and personnel in Park County
 - Prioritize collection areas based on population, degree of error, and needs
 - Work with the Montana Base Map Service Center to integrate updates
- Refine the accuracy of the Administrative Boundaries Theme for stakeholders
 - Maintain administrative boundaries for public and private consumption
 - Provide updated Administrative Boundaries to the US Census Bureau
 - Research and modify Themes based on public and private feedback.
- Establish partnerships between the GIS and Surveying Communities in Montana
 - Make data available to all coordinate reference users
 - Enhance the usefulness of GIS data to the non-GIS professional

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- Demonstrate the connectivity of Geodetic Control from local surveyors with GIS and Cadastral data
- Engage municipalities and private entities in the collection and refinement of control data
- Develop and upload control to the Montana Control Point Database

SECTION 4 – SCOPE OF WORK

4-PAGE LIMIT FOR NARRATIVE

Park County has developed a long-term strategic plan that will leverage MLIA funds and establish the internal and external partnerships necessary to enhance the Geodetic Control Theme. This will be accomplished by working with internal departments, Registered Land Surveyors, ESRI, the Theme Steward, and the City of Livingston in a joint PLSS Accuracy Enhancement Plan.

Park County GIS is committed to maintaining adjustments to the Cadastral and Administrative Boundaries themes as new PLSS/CadNSDI Control Surveys are completed and integrated into the Geodetic Control Theme.

Phase I- Year 1 work began in Fiscal Year 2013 and will be completed in Phase 1- Year 6, Fiscal Year 2018. Phase II (Fiscal Years 2019-2023) will target areas that need additional control due to unacceptable control shift, collecting points that may, due to terrain or other circumstances, be more difficult to obtain, or require complete re-monumentation. Prioritization will be in areas of greater population and/or development. The Phase II collection prioritization will depend heavily on the results of Phase I correction.

Phase II will also leverage public and private partnerships that are created through Phase I, and will include, if possible, any USDA Forest Service, National Park Service or other data that have been discovered through the partnership process.

GOALS AND OBJECTIVES

Goal 1: Involve Local Surveyors in the Process and Generate Project Buy-In

The objective of this goal is to work closely with our pre-qualified and selected surveying firms to plan and implement collection of control points during the summer of 2018. This will be done by assisting the surveyors in obtaining permission to collect control points on private property, develop an efficient plan to collect control points, and identify Townships in which control points will be collected. Park County released a Request for Qualifications (RFQ) for Land Surveying Services in June 2012 in order to develop a pre-qualified list for Land Surveying Services. Park County utilized guidelines and SOP's developed by Park County, Montana during the pre-qualification process in order to 1) maintain consistency with Park County collection standards that have a proven track record, and 2) to eliminate dual standards and requirements, where possible, on the surveying community.

Evaluation of Responses, Ranking of Firm, and Selection of two firms took place on August 2, 2012. This pre-qualified list is expected to last throughout the remainder of Phase I of the overall project plan. Park County does, however, reserve the right to release additional RFQ's if need arises. For Phase II, Park County will re-evaluate the County's SOP's, determine the availability of the two pre-qualified firms, and make a determination whether there is need to re-release an RFQ.

Goal 2: Develop an Overall Geographic Plan

The objective of this goal is to evaluate existing control points and identify areas with large boundary shifts and collect additional control points in these areas. Park County contains 82 Townships (or partial Townships), with roughly 24 Townships comprised of Federal Land. In 2008, control points were collected in 10 Townships, primarily in the I-90 and U.S. Highway 89 corridor. (Figure1). The 2010 BLM ARRA funded control point collection project provided an additional 46 corners located in 12 Townships (Figure 2). The 2008 PLSS adjustment netted only minor geodetic corrections in Park County. The 2010 GCDB data and adjusted PLSS was released in 2012 and while some positive adjustment was expected, Park County requires additional control point acquisition in order to achieve the desired accuracy level of 3-5 meters.

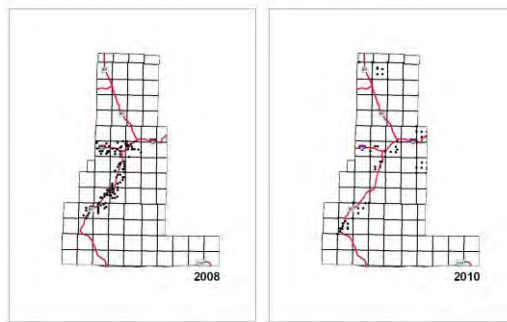


Figure 1.

Figure 2.

Figure 3 displays the Phase I Geodetic Control Theme Project geographic areas that were proposed for Fiscal Years 2013 through 2018. Geographic areas are color coded by the Fiscal Years projected for the duration of this Phase. Figure 4 indicates the geographic areas that have historically proven to exhibit the largest Cadastral Theme errors in the past. Again, the geographic areas are color coded by Fiscal Year. These, coincidentally, are the most populated and developed areas. Areas scheduled for the Phase II Geodetic Control Theme Project have been selected based on the need to further refine geodetic control in these developed areas. Phase II project areas may be adjusted after Phase I is completed and reviewed. Park County will ensure that Phase II data collection will reflect needs based on discovery during Phase I.

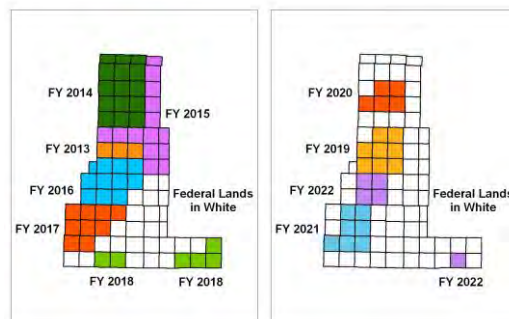


Figure 3.

Figure 4.

Jurisdictional areas impacted by this project include land administered by the Gallatin National Forest, BLM, National Park Service, State of Montana and Park County, as well as the Cities of Livingston and Clyde Park and communities of Wilsall, Emigrant, Pray, Gardiner and Cooke City.

FY 2017 (Figure 7) in Phase 1 of the overall Geodetic Control Theme Project, which is part 5 of the 6-year Project in the overall 10-year life cycle, is currently underway. It will focus on the southwestern portion of Park County that borders Gallatin County and townships covering the southern portions of Paradise Valley and the entirety of Yankee Jim Canyon. These townships contain a wide range of ownership types and sizes. The significance of this FY collection is to tighten up the Park County/Gallatin County boundary, and the correction of some of Park County's more complex and expansive subdivisions.

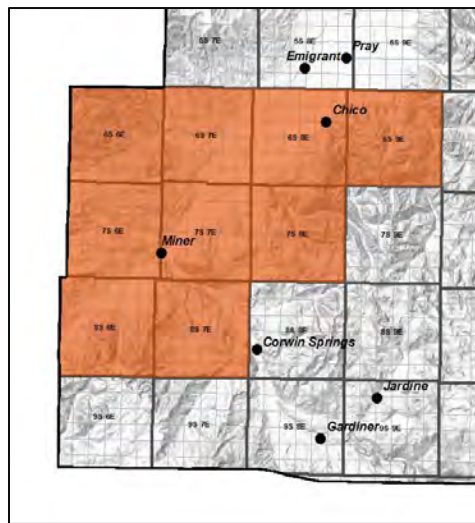


Figure 7.

FY 2018 (Figure 8) will focus on the southern portion of Park County. This region borders Yellowstone National Park and includes townships that cover the south and southwest portions of Park County. These townships contain the remote towns of Cooke City and Silver Gate as well as the community of Gardiner. The significance of this FY collection is to tighten up the Park County/Yellowstone National Park boundary, and correction of some of Park County's more remote and historical parcels.

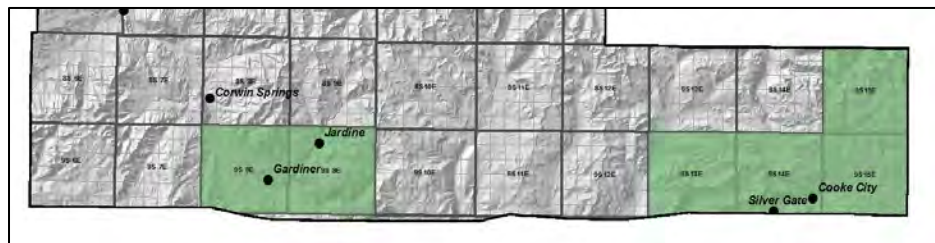


Figure 8.

Tasks or Activities

1. **Prioritize Target Control** – Devise a 1st, 2nd, and 3rd choices for control points for the field. Meetings between representatives from Montana State Library, City of Livingston, the Surveyor, and Park County will examine existing cadastral shifting in the project area and weigh that against existing control already collected for the PLSS. This pre-planning is intended to select areas that will need additional control to make the most effective use of existing points and provide the necessary adjustment nodes, consequently, pulling the PLSS into better alignment.
2. **Create Project Maps** – Provide corner record maps and control point plan maps for surveyors. Previous survey points and existing PLSS/CadNSDI points will be compiled into an acceptable format that can be used to create detailed township map pages. These individual map pages will be reviewed for correctness by the project representatives and used by the contractor to provide cost estimates.
3. **Create a Contractor Scope of Work** – Obtain legal contract(s) between surveyor(s) and Park County. Following the legal process of contracting, Park County will negotiate fees and services with the selected surveying contractor and submit for approval through a County Commission public meeting.

Emphasis will be placed on efficiency and accuracy in the field and collecting the maximum number of points for the budget dollars. A hard cost estimate will be reviewed by the selected contractor and the best price selected with a not to exceed amount specified.

4. **Conduct Field Geodetic Control Surveys** – Perform field control point collection throughout the project. This will be performed by a Registered Land Surveyor using Geodetic Control Processing with a positional accuracy statement for each point. Field notes and Corner Records re-established where applicable will be submitted, with any necessary corner records recorded with the Clerk and Recorder. Standards and Guidelines for Cadastral Surveying from the Theme Steward will be followed. Control points will be entered into the State Survey and Mapping Control (SUMAC) database template and submitted to the Montana Control Point Database.

PROJECT SCHEDULE

Each Fiscal Year Control Survey overlaps calendar years, however, the Fiscal Year in which the first Task begins is considered the Fiscal Year for that Control Survey. The Timeline for each Fiscal Year Project within Phase I and Phase II, will likely follow the same schedule barring any unforeseen weather situations.

SECTION 5 – PROJECT MANAGEMENT AND ORGANIZATIONAL CAPABILITY

2-PAGE LIMIT FOR NARRATIVE

**In this section, the applicant must demonstrate their past record of performance with similar projects; the ability to implement the methodology described in the scope of work; and adequate skills, qualifications and experience of the project manager, key personnel, project partners, and contractors to complete the project. If subcontractors are to be used the procurement process for acquiring professional services, this must be described in detail. (10% of the score)*

The mission statement of the Park County and City of Livingston GIS Department reads as follows:

“The goal of the GIS department is to provide City and County officials, departments, local businesses, other agencies, and the public, accurate and reliable geographic information through responsive and innovative GIS services. Create and maintain current, consistent and complete geospatial data supporting efficient operations and informed decision making.”

Erica Hoffman, GIS/IT Manager– Mrs. Hoffman will oversee all activities conducted on this project and will provide the direct management of other staff from Park County and City of Livingston. Mrs. Hoffman has 9 years of GIS experience and a BS from Montana State University in Geography. Mrs. Hoffman is Park County and City of Livingston’s IT Manager as well and will be in charge of all deliverables to the Theme Steward and the Montana State Library.

Steven Jay, GIS Analyst – Steven will assist Mrs. Hoffman in coordinating and implementing activities performed on this project. Mr. Jay has over 10 years’ experience working with GIS and has a B.S. and M.S. from Montana State University in Land Resource Management and Environmental Science. His experience and expertise with all aspects of GIS will ensure that the project is completed efficiently and thoroughly.

Registered Land Surveyors - CTA Architects Engineers was selected from a released Call for Land Surveying Services RFQ in June, 2012.

SECTION 6 – BUDGET JUSTIFICATION AND BUDGET TABLE

2-PAGE LIMIT FOR NARRATIVE

**In this section, applicants must demonstrate that the project can be completed within the proposed budget, fully justifies all project expenditures, leverages existing funds, and explains long term funding plans.*

The budget narrative should clearly state the assumptions used to develop the proposed budget including all sources of subcontracted cost estimates. If the applicant's share is to be considered in-kind, the source of those in-kind must be documented. Matching in-kind funds must be specific to the project and be fully justified. They may be monetary or in other forms such as staffing, infrastructure or technology support. All funding sources listed in the budget table must be fully explained. If grant funds are to be distributed to project partners through contractual agreements or other means those must be explained in the narrative. Explain how this project will be maintained in the long term including staffing and funding plans, including reducing dependencies on MLIA funding. Explain any projected future enhancements that may require additional third party funding.

Use the included table to define the project budget. (25% of the score)

Park County and City of Livingston has estimated 10 years for completion of Phase I and Phase II of this project. In-kind contributions consist of staff time and budgeted contract funds for this project. Costs associated with the project are mainly personnel needed to plan, research and review fieldwork, as well as the analytical GIS adjustment of the dependent GIS themes. Current hourly rates for salaries and fringe benefits were adjusted upward by about 4% annually to account for the probable salaries that would be in effect at the time each forecasted project Phase begins. A detailed budget table by Fiscal Year showing the estimated costs for all categories is provided in this section.

Salaries and Wages: Personnel from the Park County and City of Livingston Geographic Information Systems Department will be the only staff required for these project phases.

Fringe Benefits: The amount assigned to fringe benefits is 45% of the salaries and wages of County employees. These include health and unemployment insurance, workers compensation, FICA and Medicare and retirement.

Fiscal Year 2018 Montana Land Information Act Grant Application Package

Travel: No travel costs are anticipated. Travel costs by Montana State Library staff will be considered in-kind.

Equipment: No equipment costs are anticipated. Existing hardware/software will be utilized.

Supplies: Supplies include minor office incidentals and plotting supplies for field Survey plots, and Certified Mail postage costs.

Contracted Services: Professional contract services provided by Registered Land Surveyors will be paid for the Control Surveys. Contracts will be written and administered by Park County based on a submitted Scope of Work with a not to exceed amount for time and materials.

Other: These funds are being provided as matching funds and will help ensure adequate grant reporting for Federal, State and Park County administrative requirements. Also included in 'Other' are charges for public notices in the newspaper as required for County Requests for Qualifications.

Fiscal Year 2018 Montana Land Information Act Grant Application Package

Category	MLIA Share	Applicant Cash	Other Cash	In-kind	Applicant Subtotal	Partner 1	Partner 2	Partner 3	Partner Subtotal	Total
a. Personnel				1761		1761				3522
a. 1. Fringe Benefits				558		558				1116
b. Travel										
c. Equipment										
d. Supplies		90.5				90.5				181
e. Contractual	20000	5000								25000
f. Other		90.5				90.5				181
Total	20000	5181		2319		2500				30000

**See Page MLIA Grant Compliance section for the definition of a project partner.*

SECTION 7 – STATEMENTS OF SUPPORT

**In this section, applicants must include statements of support are required for each party listed as a funding partner—see MLIA Grant Compliance – MLIA Grant Partners section for the definition of a funding partner. Do not include other statements of support as they will not be evaluated.*

Statement of support attached at end of proposal.

SECTION 8 – RENEWABLE GRANT ACCOUNTABILITY

**In this section, applicants awarded a FY2017 MLIA Grant for the same project or purpose, must submit a report on the progress made toward meeting the requirements of that grant: the report must include the status of all tasks or deliverables outlined in the grant.*

To date, we have been working on reviewing all of the Certified Corner Records for the nine 2017 Townships which include T6S, R6-9E; T7S, R6-8E; and T8S, 6-7E. We are looking for those corner records which indicate that there is a found corner at the location which is an original stone or has the historical provenance to the original stone. We are also evaluating the corners for ease of access and favorable topography.

Park County is currently working with the Surveyor on corner selection and fieldwork planning. Obtaining landowner permission for control points located on private property will begin at the end of February and control point collection will begin as soon as weather permits. The project is proceeding well, we have not had any changes or delays, and at this time expect to have the project completed according to schedule and within the specified budget.

SECTION 8 – Sign the Application

Authorizing Statement

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

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

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

Erica Hoffman

Erica Hoffman

Name (print or type)



GIS/IT Manager

GIS/IT Manager

Title (print or type)



Bill Boy

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

2/9/17

Date

SECTION 9 – CHECKLIST – SIGNATURES REQUIRED

Initial or mark n/a	Completed Required Task
CS	Section 1 – Applicant, Partner, and Proposal Information
	Primary Applicant Information
	Funding Partner <i>(if applicable)</i>
	Project Partner <i>(if applicable)</i>
	Proposal Information
	List All Past Awarded MLIA Grants
CS	Section 2 – Relevance <i>(300 max word limit)</i>
CS	Section 3 – Public Benefit
CS	Section 4 – Scope of Work Narrative <i>(4-page limit)</i>
CS	Section 5 – Project Management and Organizational Capability Narrative
CS	Section 6 – Budget Justification Narrative and Table
	Budget Justification Narrative
	Complete Budget Table
CS	Section 7 – Statements of Support <i>(if applicable)</i>
	Section 8 – Renewable Grant Accountability Narrative <i>(if applicable)</i>

APPENDIX A – GRANT ADMINISTRATIVE COST GUIDELINES

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

Therefore, State Library and the Subcommittee will consider any administrative costs up to 5% of the total MLIA funds requested “reasonable” upon their face value. If the MLIA administrative costs funds requested exceed 5%, the grant requestor must detail and individually justify each administrative cost. When evaluating the “above 5%” submissions, the Subcommittee and the State Library will consider the:

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

The 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 MLIA grant funding priority list; and/or accept the administrative costs as submitted.

APPENDIX B – USING THE STATE FILE TRANSFER SERVICE

In order to submit grants digitally, applicants are required to use to the State of Montana File Transfer Service (MFTS) for submitting grants digitally: <http://transfer.mt.gov/>.

Steps for using the State of Montana File Transfer Service:

1. Navigate and login to the MFTS website.
 - a. Choose to login with an existing ePass account or create a new ePass account.
 - i. HINT:
 1. All state employees, by default, have an ePass account. Click login with existing ePass account and Login with State Employee Account.
 2. If you have an account to publish to the Montana Data List, you already have an ePass account. Click login with existing ePass account and use your existing account to login.
2. Send a file.
 - a. Click the **+ Send a New File(s)** (blue) button.
 - b. Drag and drop files into or click anywhere in the gray box on the page to select your files.
 - i. Add more files by clicking in the gray area or dragging and dropping.
 - ii. Click the "Remove File" button, to remove a file.
 - c. Click the **Continue** button.
 - d. Select the recipient(s) of the files:
 - e. In the General section under Recipient Options > Click **State Employee or ePass Montana Customer** link.
 - i. Search for and choose Erin Fashoway within the **find a state employee** tab.
 - f. Review the files being sent.
 - g. Compose a message.
 - h. Click Send.
3. Review and print a copy of the sent receipt for your records.
4. Check the status of files at the home page in the MFTS.

APPENDIX C – STATEMENT OF WORK

The State Library will write the MLIA Grant Application Statement of Work for each awarded grant proposal. The SOW defines the contractual terms of the grant. The information about the project will be taken directly from the applicant's grant application. Funds cannot be distributed until the SOW has been signed by all parties.

SOW Reporting Requirements:

Transfer of all electronic documents/deliverables of the grant must be submitted using the State of Montana File Transfer Service, see Appendix D.

- Quarterly reports: Summary of the project, timeline, and budget.
- Financial Status Report: due by August 15, 2018 or 45 days after the project closeout the report includes:
 - summary of Project,
 - financial Status Report,
 - description of Methods for data creation/collection,
 - data and its associated metadata,
 - proof data has been published to Data List (if applicable),
 - map depicting the project,
 - media describing the grant, with a release state for use of the State of Montana for supporting the Montana Land Information Act: photos, video clips, sound bites, graphics/images.

APPENDIX D – REFERENCED DOCUMENTS OR WEBSITES

Montana Land Information Act:

<http://msl.mt.gov/MLIAC>

Montana Land Information Act Administrative Rule:

<http://www.mtrules.org/gateway/Subchapterhome.asp?scn=10%2E102.91>

Montana Land Information Plan:

<http://msl.mt.gov/MLIAC/LandPlans>

Montana Land Information Advisory Council:

<http://msl.mt.gov/MLIAC>

Montana Library Commission:

http://about.msl.mt.gov/commission_councils/commission.aspx

Montana Spatial Data Infrastructure Theme Stewards:

<http://msl.mt.gov/GIS/msdi>

MLIA Grant Information:

http://geoinfo.msl.mt.gov/GIS_Community/GIS_Coordination/MLIA_Grants

Montana GIS Data List:

<http://msl.mt.gov/GIS/DataList>

Montana State File Transfer Service:

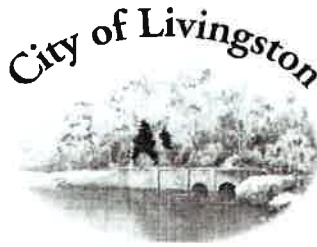
<http://transfer.mt.gov/>

Interim City Manager

Lisa L. Lowy

citymanager@livingstonmontana.org

(406) 823-6000 Phone



Chairman

James Bennett

Vice Chairman

Dorel Hoglund

Commissioners

Mel Friedman

Sarah Sandberg

Quentin Schwarz

February 9, 2017

Erica Hoffman, Manager

IT / GIS Park County Montana

414 E Callender Street

Livingston, MT 59047

Dear Erica,

The City of Livingston is pleased to provide a letter in support of your grant application under the Montana Land Information Act, in order to continue the efforts around Geographic Coordinate Database enhancement. The City of Livingston and Park County governments have worked very collaboratively together on this project and have seen tremendous value add from the information gathered. We continue to have an overarching agreement in our City-County Compact which addresses the continued partnership of our governments.

Through this program to date we have been able to enhance the detailed information used by all of our Public Safety Entities, including 911 Dispatch, Fire, Emergency Medical, Police and Public Works. The information we have added includes utility specific locations and has aided tremendously in our response time to utility outages such as water and sewer main breaks.

This technology has greatly enhanced our community and our responsiveness to their current and emerging needs. Further through enhancing our own internal data analysis abilities we, as an organization, are better equipped and prepared to plan for future infrastructure needs of our community and prioritize as well as budget for them more effectively.

Very truly yours,

A handwritten signature in blue ink that reads "Lisa L. Lowy". The signature is fluid and cursive.

Lisa L. Lowy, MHA

Interim City Manager

LIVINGSTON
Montana

GO BEYOND YELLOWSTONE

414 East Callender Street
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