MONTANA LAND INFORMATION GRANT APPLICATION

STATE FISCAL YEAR 2019

CITY OF HARLEM

APPLICATION FOR MLIA GRANT FUNDING

SECTION 1 – APPLICANT, PARTNER, AND PROPOSAL INFORMATION

Primary Applicant Contact Information *(Please fill this section out in its entirety)*	
Name of Agency/Entity:	City of Harlem
Department:	
Division/Section:	
Street:	10 1st Avenue SW, PO Box 579
City:	Harlem
County:	Blaine
State:	Montana
Zip Code:	59526
Project Manager Contact Information:	
Name:	Kenneth M Hanson
Title:	Mayor
Email Address:	harlemmayor@outlook.com
Phone Number:	(406) 353-2361
Fax Number:	
Secondary Contact Information:	
Name:	
Title:	
Email Address	
Phone Number:	

MLIA Grant Funding Request & Match:	
Total Requested MLIA Funds:	$43,862
Total Matched Funds:	$9,443

Proposal Information	
Date Submitted:	February 15, 2018
Identified Grant Priority:	Development of Local and Tribal GIS
Annual or Multi-Year Proposal:	*Annual*
Proposal Prepared By:	Michele Turville
Short Title of Proposal:	Building the GIS Capacity of the City of Harlem, Montana

Executive Summary (*required – 250 maximum word count*):
This project will create a Geographic Information System (GIS) for the City of Harlem. The project will help the City address issues related to its municipal boundary and the location and operation of its infrastructure, primarily water and sewer. The work will include:

- Find monuments and collect survey data.
- Collecting GPS data for the City's infrastructure,
- Compiling AutoCAD and hardcopy infrastructure maps,
- Creating basic GIS layers, including an improved City boundary,
- Training the City staff on the use of GIS software, and
- Creating a set of electronic and hard copy maps that can easily be updated.

The project meets the purpose of the Montana Land Information Act (MLIA) by setting up a standardized process for the City to collect and maintain spatial data. Through coordination with the Montana State Library, the City staff will create GIS data using best practices and standards, thus giving the City a foundation for the further development of GIS.

List All Past Awarded MLIA Grants:

The City of Harlem has not received any previous MLIA Grants.

1

Funding Partners: *(required for each partner, copy box as needed)*	
Name of Contact:	
Name of Agency:	
Street:	
City:	
County:	
State:	
Zip Code:	
Contact Email Address:	
Contact Phone Number:	

[1] In order to avoid duplication of efforts, many portions of this application are based upon the narrative found in the 2017 MLIA grant application for the Town of Cascade. This duplication is due to the similarities of the two proposed projects.

SECTION 2 – RELEVANCE

300-WORD COUNT LIMIT FOR NARRATIVE

**In this section, applicants must describe how the proposal meets the purpose of the Montana Land Information Act: to* develop a standardized, sustainable method to collect, maintain, and disseminate information*; 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)*

The City of Harlem is proposing a project designed to meet the grant priority, Development of Local and Tribal GIS, as identified in the 2018 Montana Land Information Act grant application guidelines. Harlem is an incorporated municipality located in north-central Montana, which has approximately 808 residents.

The work proposed by the City will complete the following tasks:

- Finding survey monuments and collecting survey data,
- Collecting GPS data for the City infrastructure such as water and sew lines, valves etc.,
- Compiling AutoCAD and hardcopy infrastructure maps,
- Creating basic GIS layers, including an improved City boundary,
- Creating hard copy maps,
- Providing training to the City's staff on the use of GIS software.

The project will set up a standardized process for the City to collect and maintain spatial data. Working with the State Library, the City will create GIS data by using best practices and standards, thus giving the City a solid GIS foundation. The GIS data layers created will include an improved boundary for the City, and for water and sewer systems.

Improving the accuracy of the City boundary will provide critical information to the Town, Blaine County, the State of Montana and the federal government. The accuracy of the City boundary affects the following:

- Annexation,
- Taxation,
- Provision of services,
- Elections,
- Gas tax, and
- Census data

It is important to note that the City staff has years of institutional knowledge regarding the City's infrastructure. This project will help to convert that knowledge into a digital format, so it will be available to the City long after any staff departures.

Ultimately, the City views this project as a means to help achieve its goals of providing better infrastructure planning and management.

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)*

The City of Harlem is a community of 808 people located in north-central Montana. Like many other small communities in Montana, the City faces a number of challenges that the development of a standardized and accurate GIS system could help address. For example, the jurisdictional boundaries of the City are not adequately known due to poor mapping through the years. This is a common issue from one municipality to another in the State, particularly the smaller ones. This issue can have ramifications for the City and Blaine County with regards to whom has jurisdiction over properties, the annexation of new properties, as well as taxation, voting and the provision of services. Also, this situation complicates the work of entities such as the State of Montana and United State Census Bureau on determining the allocation of gas tax revenue and identifying community demographics, respectively.

In addition, the City faces challenges directly related to the operation and management of infrastructure, which affects the provision of safe services to residents. Creating a standardized and accurate GIS database for the City will help improve the planning and maintenance of its infrastructure and services.

This project will allow the City to convert GPS data collected for infrastructure into an accurate GIS database, thus providing the City with relevant and accessible GIS mapping. Together these resources will allow the City to query and analyze their infrastructure in a spatial manner in relation to other features in the City.

Finally, the City Council has taken a proactive approach to community planning, including annual updates to the City's Capital Improvements Plan (CIP). In addition, an update to the City's Growth Policy in currently underway. Standardized, accurate GIS data and mapping will help the City to improve upon these planning processes.

SECTION 4 – PROJECT MANAGEMENT AND ORGANZIATIONAL 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; organization's capability to maintain the project; and adequate skills, qualifications and experience of the defined project manager, key personnel, and funding partners.*

If the applicant has an existing contract with a consultant or plans to hire a consultant the procurement process for acquiring professional services, this must be described in detail.

The applicant must demonstrate how the defined Project Manager (not hired consultant) will manage the entire project, including meeting the mandatory reporting requirements, communication with the State Library, fulfilling data requirements, and the management of all hired consultants.

(10% of the score)

<u>City of Harlem (Applicant)</u>
Mayor
Mayor Kenneth Hanson will be providing input on the project and will be consulted on decision-making, as appropriate.

City Public Works
Dale Cornell will facilitate compiling new and existing data on the Town's infrastructure. Dale will be trained in the use of GPS technology to collect data on the location of the Town's infrastructure. Dale will also be trained in the use of the ArcGIS Pro software. Dale has over ?? years of experience and is registered with the State of Montana as both a certified water and wastewater operator.

City Utility Clerk
Becky Schroeder will also facilitate compiling new and existing data on the City's infrastructure. Becky will also be trained on the use of GIS software. Also, Becky will schedule any meetings required for the successful completion of the project.

<u>Great West Engineering (Consultant)</u>

The City of Harlem has not yet procured on-call engineering services. However, 18-8-212 MCA allows the City to procure by direct negotiation engineering & surveying services costing $50,000 or less.

Project Manager
Bob Church, PE, will serve as the overall Project Manager and be responsible for the overall coordination and direction of the project. Bob will be responsible for project budget, schedule, and quality control. Bob has a long history of working with the City, has immense knowledge of the City's water and sewer infrastructure, and understands the challenges in organizing and maintaining the City's spatial data.

GIS Technician
Andrea Stanley will serve as the GIS Technician for this project. She has ten years of experience developing comprehensive GIS maps; including base maps showing surrounding areas, boundaries, road and street systems, public properties, streams, and floodplains/wetlands. Most recently, Andrea has used her GIS abilities to build spatial data libraries and produce map exhibits for engineering studies and reports, watershed assessments, utility infrastructure inventories, open cut mine planning, and stream permitting. In addition, Andrea is currently working on MLIA funded projects in Sheridan and Cascade.

Senior CADD Specialist
Brett Anderson will assist the GIS specialist and City with collecting CADD data. Brett will provide CADD technical assistance as needed.

Information Technology Manager
Jamey Bronson will assist the City with installing necessary software and training on GPS software and units.

<u>Bear Paw Development Corporation (Consultant)</u>
Michele Turville, Director of Community Development for Bear Paw, will assist the City with the overall project management and assure compliance with applicable federal, State and program requirements. The City has been a member of Bear Paw Development Economic District since 1968.

SECTION 5 – SCOPE OF WORK

4-PAGE LIMIT FOR NARRATIVE

Grant projects must be completed within the one year timeframe, starting July 1 and ending June 30 of the following calendar year.

Please refer to all potential or hired consultants/contractors as "Consultant". Do not use individual or company names.

**In this section, applicants must demonstrate adequate research and preparation; knowledge of existing data standards/best practices and existing data models; and includes a complete project timeline of defined project tasks and outlines their interdependencies. The proposal must also clearly and concisely describe how the proposed grant activities and products will accomplish goals and objectives of the identified grant category within the proposed project timeline. The proposal must describe quality control/quality assurance procedures for data (features/attributes) collected and/or edited by any identified consultants and the applicant. (25% of the score)*

Provide a detailed narrative of the work that needs to be accomplished in order to complete a successful project. The statement must include:

1. *Goals and Objectives - List the project goal or goals and objectives. Goals are separate and distinct from objectives. Project goals should be broad and provide a general statement of the project purpose. Each goal should have at least one measurable objective. The objective should describe a specific outcome of the project and when this outcome will be achieved:*
    a. *Example: A project goal to build a county address database.*
        i. *The goal's objective would be to collect 500 of structure points with GPS by a December 1st.*
        ii. *The goal's second objective is to apply a physical address to each point by March 30th.*
2. *Tasks or Activities - Describe in chronological order the individual tasks or activities necessary to accomplish the work under each objective. This description must provide sufficient detail to show that the project is technically feasible and will accomplish the objectives stated in the application. The description also should provide detail concerning the specific results of each task or activity and when these results should be expected.*
    a. *Equipment – Equipment purchases should be listed as tasks or activities. Identify and describe any equipment that would be purchased. Provide*

specific justification for all acquisitions and describe in detail how the acquisition helps achieve the applicant's goals and objectives.

i. *Equipment purchases must comply with section 90-1-411 (1) of MCA - "Money in the account may be used only for the purposes of this part, including purchasing technology to assist in collecting, maintaining, or disseminating land information and funding the budget required under 90-1-410."*

3. *Project Schedule – The grant project must be completed within one year. Provide a realistic project time timeline. The format may be either a list of activities and dates or a detailed bar chart. The schedule should provide a time frame for the project from the starting date through project completion. Tasks or activities should be listed in the expected start-up sequence. All task dependencies this should be indicated. Dates for advertising for bids, requests for proposals, contract award dates and start/end dates for each task or activity must be defined.*

GOAL 1: IMPROVE CONTROL POINT DATA IN THE CITY OF HARLEM

Like many Montana communities there are a limited number of survey monuments within the City. This situation makes accurate property surveying difficult. A consultant will search for existing survey control points and property pins within the City and collect GPS coordinates for each. Harlem will send the gathered coordinates to the Montana State Library for inclusion in the State's Public Land Survey System (PLSS) database.

OBJECTIVE 1A: FIND MONUMENTS AND COLLECT SURVEY DATA

A licensed surveyor will spend up to 3 days in the field finding monuments. The surveyor will review databases of existing control points to make sure the proposed efforts are not redundant with existing data. Located monuments will be referenced with other survey markers, and if needed GPS coordinates will be collected. Survey data will be submitted to the State Library via the Multi-State Control Point Data (MCDP) Submission Spreadsheet. Collected Mapping Control must be submitted as follows:

A. Coordinate Systems:
    i. Coordinate System: NAD 1983 (2011) HARN State Plane Montana (Meters)
    ii. Vertical Coordinate System: NAVD 1988 (Meters)
B. With a digital copy of the Certified Corner Recordation document for all collected survey control

GOAL 2: CREATE BASIC GIS LAYERS FOR THE CITY OF HARLEM

Harlem will organize GIS layers into a geodatabase format. The coordinate system to be used is the NAD 1983 HARN State Plane Montana (Meters). Metadata will be generated for each layer in compliance with the Montana GIS Data List Metadata Standards. All data layers will be submitted to the State Library to be published on the Montana GIS Portal. The City will work with its consultant and the Montana State Library to ensure that the data layers created for the City align with the MSDI CADNSDI. This goal is dependent on completion of survey and GPS data collection and updates to the MSDI Cadastral Data.

OBJECTIVE 2A: CREATE A CITY LIMITS GIS LAYER AND METADATA

City staff will compile records documenting the City's jurisdictional boundaries, including Blaine County Clerk and Recorder data, legal descriptions, annexation records, and how properties are being taxed. An improved digital boundary of the City's incorporated limits will be created from these sources. This step could take several months for record compiling and potential meetings between City officials, landowners, Blaine County and the Montana Department of Revenue. This objective is slated to begin in September of 2018, with completion in November of 2018.

OBJECTIVE 2B: SUBMIT CITY LIMIT TO MONTANA STATE LIBRARY

The updated City boundary layer will be submitted to the Montana State Library for inclusion in the MSDI Administrative Boundaries Data in December of 2018.

GOAL 3: ENABLE THE CITY TO COLLECT AND MAINTAIN THEIR GIS

A major component of this project will involve providing the City of Harlem with the tools and knowledge to participate in the development of their GIS and further improvement and maintenance of their GIS in the future. This goal will net a cost savings in project

implementation and give the City the opportunity to practice their capacity in GIS building, maintenance, and use.

OBJECTIVE 3A: INSTALL GIS SOFTWARE ON CITY COMPUTER

City staff will work with its consultant to purchase a PC that can run ArcGIS Pro and purchase and install ArcGIS Pro software on the new computer. Maintaining the City's GIS layers and maps will require access to GIS software. Installation will take place in February of 2019.

OBJECTIVE 3B: GIS STRATEGIZATION WITH CITY STAFF

City staff will meet with its consultant to discuss data collection schema and strategy. Setting up a schema will streamline data collection and post-processing and will ensure that the end-product GIS is aligned with City expectations and expected use.

OBJECTIVE 3C: DATA COLLECTION INSTURMENTATION

The City will purchase its own GPS/GNSS unit. For sub-meter accuracy, the City will purchase a GNSS Receiver such as the Trimble R1 with range pole and pouch. This unit is compatible with ArcGIS-Pro field data collection software and can be operated using an android smartphone with Bluetooth.

OBJECTIVE 3D: GIS DATA COLLECTION TRAINING FOR CITY STAFF

The City's consultant will provide the City Public Works Director and Utility Clerk with training on the use of a data collection unit in the collection of spatial data for the City's infrastructure. This objective will be completed in September of 2018. The Public Works Director will collect GPS coordinates for applicable infrastructure in the City.

OBJECTIVE 3E: CITY STAFF COLLECT INFRASTRUCTURE DATA

City staff will collect point data of infrastructure to be used for GIS layers of City infrastructure. This task will include several site visits and phone meetings between City staff and its consultant to answer questions and troubleshoot.

OBJECTIVE 3F: CREATE INFRASTRUCTURE GIS LAYERS AND METADATA

GIS layers will be created for the City infrastructure and will include drinking water mains, valves and curb stops as well as wastewater collection mains and valves. City staff will work with its consultant to compile information on infrastructure from data sources such as GPS data, AutoCAD data, and hard copy maps. This work will include creating metadata for all new layers.

The maps that result from this project will be created from a combination of field surveys and existing digital and hardcopy sources. Existing digital and hardcopy sources will be used more to inform the properties of the buried infrastructure. Generally, field-collected point data will be used to ensure data in the GIS has a uniform accuracy. The City will also consider requiring future residential and commercial developers to provide digital files (GIS layers in the NAD 1983 HARN State Plane Montana (Meters)) of plats, including water and sewer infrastructure. This practice would make it easier for City staff to update their water and sewer GIS layers. The data will be submitted to the State Library.

All information (data) created/modified under this SOW must meet the following expectations prior to closing out this SOW:

A. Must will state-adopted accuracy standards/best practices
    1. Coordinate System Requirements*: NAD 1983 HARN State Plane Montana (Meters)

   a. *Note: Mapping Control has differing requirements (see below: 4.b.),
2. NG 911 Standard for site/structure address points, road centerlines, emergency service boundaries: DRAFT NENA NG911 Data Model Standard (Public Review version),
3. Boundaries should be created/edited to align with existing MSDI data layers, where possible: PLSS, Cadastral, Administrative Boundaries.
4. To promote interoperability and standardization with data collected with MLIA Grant funds:
   a. Use the ESRI Local Government Information Model (LGIM) when collecting non-MSDI and non-NG 911 data

B. Data will be made publicly available and submitted to MSL,

Data will be registered with Montana GIS Data List, unless it is incorporated into an existing registered dataset (i.e. MSDI layer), and have associated metadata records that comply with adopted standards. If data is modified under this SOW, and already registered at the Data List, the Data List metadata record shall be modified appropriately.

GOAL 4: GENERATE A HARD COPY MAPS FOR THE CITY STAFF

The City's consultant will create ArcGIS project files (.mxd) for each of the following maps, as well as one set of hard copy maps and .pdf files for making additional copies. City staff will be trained on how to update maps in the future (See Goal 5).

OBJECTIVE 4A: CREATE MAPS OF IMPROVED CITY LIMITS

OBJECTIVE 4B: CREATE MAPS OF DRINKING WATER AND WASTEWATER INFRASTRUCTURE

GOAL 5: TRAIN THE CITY STAFF ON HOW TO USE GIS

Training will consist of developing a user's manual, installation of GIS software, and on-site staff training.

OBJECTIVE 5A: CONSULTANT CREATES CUSTOM MANUAL FOR COLLECTING DATA, UPDATING GIS LAYERS, AND UPDATING MAPS

The City's consultant will provide a custom manual on how to update the GIS layers and maps. The manual will include step by step directions in non-technical terms. The manual will be drafted throughout the project, but completed in January of 2019.

OBJECTIVE 5B: CONSULTANT PROVIDES ON-SITE TRAINING WITH CITY STAFF ON HOW TO USE MANUAL, UPDATE GIS LAYERS, AND PRODUCE MAPS

The City's consultant will provide training to the City staff on the use of GIS. One training will be a half-day in Harlem and the other will be a remote training. The best way to learn GIS is to have the City staff learn to update the GIS layers and maps while a qualified consultant provides guidance. The training will be completed in February of 2019.

DELIVERABLES

- Survey point GPS coordinates,
- Improved City limits GIS layer,

- GPS data collected for City infrastructure,
- Infrastructure GIS layers for drinking water and wastewater systems,
- .MXD files (ArcMap project files), one set of hard copy maps, and .pdf files for the associated maps,
- GIS capable computer,
- ArcGIS Pro software, and
- Custom manual on how to update GIS layers and maps

TIMELINE

Task	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19
Goal #1 – Improve Control Point Data in the City of Harlem												
Objective 1A: Find Monuments & Collect Survey Data			X									
Goal #2 – Create Basic GIS Layers for the City of Harlem												
Objective 2A: Create a City Limits GIS Layer and Metadata							X					
Objective 2B: Submit City Limits Layer to Montana State Library								X				
Goal #3 – Enable the City of Harlem to Collect and Maintain Their GIS												
Objective 3A: GIS Software Installed on Harlem Staff Computer							X					
Objective 3B: GIS Strategy with City Staff			X									
Objective 3C: Data Collection Instrumentation			X									
Objective 3D: GIS Data Collection Training for City Staff			X									
Objective 3E: City Staff Collect Infrastructure Data			X	X	X							
Objective 3F: Create Infrastructure GIS Layers & Metadata						X	X	X				
Goal #4 – Generate Hard Copy Maps for the City Staff												
Objective 4A: Create Maps Showing City Limits										X	X	
Objective 4B: Create Maps of Drinking Water and Wastewater Infrastructure										X	X	
Goal #5 – Train the City Staff on How to Use GIS												
Objective 5A: Consultant Creates Custom Manual for Collecting Data, Updating GIS Layers, & Updating Maps							X	X				
Objective 5B: Consultant Provides On-Site Training with City Staff on How to Use Manual, Update GIS Layers, & Produce Maps								X	X			

SECTION 6 – BUDGET JUSTIFICATION AND BUDGET TABLE

3-PAGE LIMIT FOR TABLES AND 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. Applicants must provide a clear financial picture of all funds used for this project.*

Please identify all funding partners.

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 funding 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; project sustainability of time is important. Explain any projected future enhancements that may require additional third-party funding.

Applicants must use the included table, MLIA Grant Budget Summary Table, in this section to define the budget, additional tables can be used to describe the project budget in greater detail.

Please do not make named references to potential or hired consultants/contractors.

(25% of the score)

STATEMENTS OF SUPPORT (IF APPLICABLE)

**Statements of support are required for each listed 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.*

The estimated total cost of this project is $53,305. This application is requesting $43,862 from MLIA grant funding. The City of Harlem will purchase a GPS unit to collect data, a new computer that will run ArcGIS Pro software and the associated license and maintenance contract. The Harlem City Council will include $9,443 in the City's 2019 annual budget. Following is a description of each budget item:

PERSONNEL

The City of Harlem Public Works Director and City Utility Clerk will be involved in the following tasks: researching City limits records; compiling hard copy maps, digital files, and local knowledge on the locations of water and wastewater systems, collecting GPS field data on water and wastewater systems, compiling existing information on parks and trails and GIS training.

Estimated hours for the Public Works Director are 50 hours. Personnel costs for the Public Works Director are estimated at $1,375 and fringe benefits are estimated at $206.

Estimated hours for the Utility Clerk are 50 hours. Personnel costs for the City Clerk are estimated at $750 and fringe benefits are estimated at $112.

TRAVEL

No travel is anticipated for City staff. The consultant's travel time is included under the contractual section.

EQUIPMENT

The City will purchase its own GPS/GNSS unit. For sub-meter accuracy, the City will purchase a GNSS Receiver such as the Trimble R1 with range pole and pouch. This equipment would cost approximately $3,000. This equipment is compatible with ArcGIS-Pro field data collection software and can be operated using an android smartphone with Bluetooth.

The City will also purchase a new computer that is capable of running ArcGIS Pro software. The estimated cost for the computer and accessories is $2,000. A single use license for ArcGIS Pro is estimated to cost $1,500. The City anticipates that funds from the grant will allow them to purchase GIS software. The City will include the $500 per year maintenance cost in their future budgets to keep the software up to date.

SUPPLIES

No major supplies will be needed.

CONTRACTUAL

The City of Harlem has not yet procured on-call engineering services. However, 18-8-212 MCA allows the City to procure by direct negotiation engineering & surveying services costing $50,000 or less. The City's contracted surveyor will spend up to three days in the field searching for monuments and collecting survey data and another two to three days preparing and submitting the data to the Montana State Library. The total surveying cost is estimated at $5,452.00.

The City's consulting GIS Specialist will spend 279 hours, including travel, to create GIS layers, create .mxd files, create metadata, print hard copy maps, draft a training manual, and provide on-site training to City staff. The total cost, including labor, travel, and lodging costs from Missoula to Harlem for creating GIS layers, providing the staff training, is estimated at $29,454.60

The City's consulting project manager will provide 14 hours of review and oversight of the project, including one from Helena to Harlem, at an estimated total cost of $2,767.20. It is anticipated that the City's consulting grant administrator will provide 10 hours to for project administration at an estimated total cost of $1,150.00. City's consulting senior planner will work closely with the City and consulting GIS Specialist, for a total of 12 hours and cost of $1,380.

The City's consulting CADD specialist will provide 30 hours of support for an estimated total cost of $3,330.00. In addition, the City's consulting information technology manager will provide 4 hours of computer and software support for a cost of $328.00. Based on past MLIA projects, CADD and Information Technology support is critical to the success of the project. The total for all consulting services is $43,862.

MLIA GRANT BUDGET SUMMARY TABLE

MLIA GRANT BUDGET SUMMARY								
	MLIA Summary	***Applicant Summary***			*Funding Partner Summary**			**Total:**
Category	MLIA Share	Applicant Cash	Applicant In-kind	Applicant Subtotal	Funding Partner 1	Funding Partner 2	Partner Subtotal	***MLIA Share, Applicant Subtotal, Partner Subtotal***
a. Personnel			$2,125	$2,125				$2,125
a. 1. Fringe Benefits			$318	$318				$318
b. Travel								
c. Equipment		$7,000		$7,000				$7,000
d. Supplies & Materials								
e. Contractual	$43,862							$43,862
f. Other								
Total	$43,862	$7,000	$2,443	$53,305				$53,305

Modify, add, or remove the funding partners column(s) as needed to define a clear budget

SECTION 7 – RENEWABLE GRANT ACCOUNTABILITY

**In this section, applicants must outline past MLIA projects and project management accountability. Previous MLIA grant projects will be taken into consideration in final prioritization.*

If the applicant received a grant in the past five years, then the following items are needed.

1. *Applicants awarded a FY2018 MLIA Grant must submit a report on the progress made toward meeting the requirements of that grant. The report must include the status of the project timeline, tasks, and deliverables.*
    a. ***1-page limit***
2. *Applicant must write a narrative, outlining the successes and the failures, of each grant received. Applicant must explain how tasks, timelines, and deliverables of the project were or were not met. The applicant must demonstrate how past projects failures will ensure future projects successes.*
    a. *Each narrative has a **250-word** count limit*

SECTION 8 – AUTHORIZING STATEMENT

Authorizing Statement

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

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

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

Kenneth M. Hanson

Name (print or type)

Mayor

Title (print or type

K. M. Hanson Mayor

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

February 15, 2018

Date

SECTION 9 – CHECKLIST – SIGNATURES REQUIRED

Applicant's Project Manager, defined Section 1, must initial in ink or mark 'n/a' if a section is not applicable.

Initial or mark n/a	Completed Required Task
N/A KMH	**Proposal Prepared by an outside party – I have read this document in its entirety.** *(if applicable)*
K.MH. MT	**Section 1 – Applicant, Partner, and Proposal Information**
K.MH. MT	Primary Applicant Information
N/A KMH.	Funding Partner *(if applicable)*
K.MH MT	Proposal Information
K.MH MT	List All Past Awarded MLIA Grants
KMH MT	**Section 2 – Relevance** *(300 max word limit)*
KMH MT	**Section 3 – Public Benefit**
KMH MT	**Section 4 – Project Management**
KMH MT	**Section 5 – Scope of Work Narrative** *(4-page limit)*
KMH MT	**Section 6 – Budget Justification Narrative and Table** *(3-page limit)*
K.MH. MT	Budget Justification Narrative
K.MH MT	Complete Budget Table
N/A K.MH	**Section 7 – Funding Partner Statements of Support** *(if applicable)*
N/A KMH	**Section 8 – Renewable Grant Accountability Narrative** *(if applicable)*
N/A KMH	FY2018 Grantee Report *(if applicable)*
N/A KMH	Past MLIA Grant Project Narrative *(if applicable)*
KMH. MT	**Section 9 – A Signed Authorizing Statement**