# MONTANA LAND INFORMATION GRANT APPLICATION
## STATE FISCAL YEAR 2019

## PONDERA COUNTY, MT



# E-911 & GPS/GIS Project

February 15, 2018
Pondera County Courthouse
20 SW 4th Ave
Conrad, MT 59425

## SECTION 1 – APPLICANT, PARTNER, AND PROPOSAL INFORMATION

| Primary Applicant Contact Information | |
|---|---|
| *(Please fill this section out in it entirety)* | |
| Name of Agency/Entity: | **Pondera County, MT** |
| Department: | **Pondera County Commissioners** |
| Division/Section: | **Commissioner Janice Hoppes** |
| Street: | **20 SW 4th Ave** |
| City: | **Conrad** |
| County: | **Pondera** |
| State: | **MT** |
| Zip Code: | **59425** |
| *Project Manager Contact Information:* | |
| Name: | **Le Ann Hermance** |
| Title: | **Disaster & Emergency Services (DES) Coordinator** |
| Email Address: | **pondes@3rivers.net** |
| Phone Number: | **406-271-4040** |
| Fax Number: | **406-271-4084** |
| *Secondary Contact Information:* | |
| Name: | **Kody Farkell** |
| Title: | **Pondera County Clerk and Recorder** |
| Email Address | **ponderaclerk@3rivers.net** |
| Phone Number: | **406-271-4001** |
| MLIA Grant Funding Request & Match: | |
| Total Requested MLIA Funds: | $26,515 |
| Total Matched Funds: | $3,480 |

## Proposal Information

| | |
|---|---|
| **Date Submitted:** | 02/28/18 |
| **Identified Grant Priority:** | Support Geographic Information System for Public Safety and Emergency Response |
| **Annual or Multi-Year Proposal:** | *N/A* |
| **Proposal Prepared By:** | Le Ann Hermance, Pondera County DES Coordinator |
| **Short Title of Proposal:** | Pondera County, MT – E-911 & GPS/GIS Project |

**Executive Summary** (*required – 250 maximum word count*):

Pondera County, MT (the County) has had an Enhanced 9-1-1 system based on GPS/GIS for over 15 years. Pondera County (the county) understands that they will eventually need to migrate their E-911 System to the NG9-1-1 platform. The county is applying for the MLIA funding to supplement, upgrade and update the county's existing enhanced 9-1-1 and GIS data to support local emergency response and Public Safety, as well as prep their datasets to readily transition to NG 9-1-1.

### List All Past Awarded MLIA Grants:

**N/A**

| 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: | |

# SECTION 2 – RELEVANCE

The County understands that they will eventually need to migrate their E-911 System - and its GIS - to NG9-1-1. MLIA funding is needed to supplement, upgrade and update the County's existing E9-1-1/GIS data to facilitate that transition.

DES assigns new physical addresses to residents needing mail delivery or utilities, but this process doesn't catch every new structure. The County doesn't have a residential building permits and relies solely on residents to declare new structures. The County also regularly examines electrical permit and phone service orders (adds/deletes/changes to landlines) to identify new structures. The County contracts for their GPS mapping 2-3 times a year. Since 2010, about 15 new structures a year were mapped. Additional development is often "stumbled into" afield, but every road isn't driven, nor is the entire County driven annually.

To ensure accuracy, ALI audits are done annually comparing landline addresses to the GIS. Landlines are decreasing steadily though, so the County's ability to keep the GIS data up-to-date also decreases annually. As cellular devices and coverage improve, landlines are dropped for wireless. Wireless 9-1-1 calls are increasing dramatically, but the County has no access to wireless records. The County manages 3,560 structures and 1,365 miles of road in the E-911/GIS. Most of this data, however, was collected 15+ years ago. Without a concerted effort to update the GIS now, the value of the information will keep diminishing.

NG9-1-1, a more detailed approach to routing of 9-1-1 calls based on geographic location is imminent and relies heavily on accurate GIS data. For that eventual migration, the County needs accurate data. One valuable "piece" of the puzzle that the County doesn't have is digital structure photographs (e.g. image linked to the point for quick retrieval/display). As the saying goes, "A picture is worth 1,000 words." Up-to-date structure attributes (landline and/or mobile numbers, owner/resident name, structure type/description, etc.) and a color structure photo, paired with the map location, will give dispatchers, emergency responders, the DES office and other County offices that rely on the GIS a complete package - thereby enhancing the E-911 System and overall GIS. The County will be better positioned to readily transition to NG9-1-1.

## SECTION 3 – PUBLIC BENEFIT

The County has used GPS/GIS since 2001 to keep their GIS current by GPS-mapping new roads and structures using standardized and sustainable methods. These efforts have supported the State's MSDI Structures and Addresses, as well as the Transportation Theme. Until very recently, DES was the only GIS user. Dispatch relies on the GIS data to locate 9-1-1 callers, but other County offices relied solely on paper maps or atlases – without the benefit of details/attributes that digital access provides.

In 2017, the County applied for and received funds from Phillips 66 (their oil pipeline bisects the County) – for mobile GPS/GIS. Eighteen (18) tablet computers were loaded with GIS and provided to local emergency responders with basic GPS/GIS training to assist emergency response. GIS software was also installed in the Clerk & Recorder, Commissioners and Treasurer's Offices to support address verifications. The County understands "spreading the wealth" with GIS access to assist daily work flows. The County wants to improve the substantial GIS dataset they invested in with the E-911 System. This project will result in improved accuracy and augmented information – to be used now and in the future by subsequent County stewards.

This investment will take advantage of local, regional and state funding, using available expertise to strengthen Montana's GIS. The result will be improved quality of life for the communities of Conrad, Valier, Brady, Dupuyer, Heart Butte and Ledger, as well as the rural residents and tribal members in the County and Montana citizens. GIS fosters better land use decisions - and promotes and supports local and regional economic development. Accurate data improves emergency response and supports downstream effects. Improving GIS data also helps utility companies with exact locations for repairs, replacements and new projects.

Public and private use of GIS is growing. The availability of this kind of information is coming to be expected. Improving the County's Public Safety data creates a consistent, maintainable and accessible dataset serving the growing needs of public and private users. The basic need for accurate and up-to-date information to support accurate and efficient emergency response and disaster preparedness and mitigation efforts has not changed. As proposed, this project will result in better structure point data, support the increased number of GIS users in the County and support continued mobile use of the GIS to for current and future County needs.

# SECTION 4 – PROJECT MANAGEMENT AND ORGANZIATIONAL CAPABILITY

Janice Hoppes, Pondera County Commissioner will co-administer the grant for Pondera County along with Kody Farkell, Pondera County Clerk and Recorder. Janice served as the County's Clerk & Recorder for 18 years and was elected Commissioner in 2012. Prior to coming to work in public office, Janice worked for 11 years in a law firm, spent 4 years in the accounting department of the Pondera Medical Center and has shared ownership of a small business for many years. Janice attained a BA in Elementary Education from Carroll College and did post-graduate work in Paralegal Studies at the College of Great Falls (now the University of Great Falls). She trained and became a Certified Clerk & Recorder while in the Clerk & Recorder position and from 2004 to 2012, served as 1 of 10 Clerk & Recorders appointed to service on the MT Election Technology Advisor committee tasked with implementing the Statewide Voter Database. Janice chaired the MT Association of Clerk & Recorder's Legislative Committee and is a past President of the MT Association of Clerk & Recorders. Janice currently serves as a Board Member of Conrad Scholars, Pondera Medical Center; Northcentral Area Agency on Aging, Pondera County Agency on Aging, Opportunities, Inc., and Northern Transit. Janice is also a Member of the Montana Association of Counties (MACo). Janice is supported by the Local Emergency Planning Commission (LEPC)/9-1-1 Board and the other County Commissioners, regarding overall contractual and grant administration.

Kody Farkell, Pondera County Clerk and Recorder will co-administer the grant for Pondera County along with Janice Hoppes. Kody was appointed Clerk and Recorder in 2013 and elected to the position in 2014. Kody attained a BS in Agricultural Business Management from Montana State University. Prior to being Clerk and Recorder, Kody worked in personal and real estate loans and for the Pondera County Conservation District as District Administrator. A large part of the position was administering grants awarded to the District from the Department of Natural Resources and Department of Environmental Quality. Kody is currently the MT Association of Clerk and Recorder's Secretary and is a member of the Association's Legislative committee. Kody is also a Board Member of the Conrad Scholars, a member of the church finance council, and along with her husband owns a small local chemical business and for the past 10 years served as bookkeeper for that company. Kody will work with Janice and Le Ann to make sure all documentation and reports are completed correctly and on time. Kody is supported by the Local Emergency Planning Commission (LEPC) 9-1-1 Board and the Pondera County Commissioners regarding contractual and grant administration.

The proposed project will be managed by the Disaster and Emergency Services (DES) Coordinator, LeAnn Hermance. LeAnn is a lifelong resident of Pondera County and attended the University of Montana. After college, LeAnn worked for the family business for 25 years and then worked on the homeland security grant for Pondera Co in 2002 through 2005. When this grant ended, LeAnn went to work for the Natural Resources Conservation District for Pondera County. In 2007, LeAnn was asked to return as the County Coordinator for DES, Flood Plain, 911 Rural Addressing and Fire Wardens. She is responsible for working with (on the phone and in person) County landowners and residents on the assignment of all new structure/physical addresses, including road naming. LeAnn works with Mapping and Planning Specialists, Inc. (MaPS, Inc.) to maintain the current GIS, including the structure points/address database, and the E-911 system (e.g. the Master Street Address Guide or MSAG, hosted by CenturyLink). She has worked extensively with MaPS, Inc. for the past 10 years in improving the current GIS mapping data for the County. There have been two Presidential Disaster Declaration for Pondera County during her tenure and continues to work with State, Federal and local officials to create a disaster resilient community. LeAnn also chairs the LEPC, is a member of the District II Continuity of Operations/Continuity of Government networking group, Safe Kids, Safe Community Program, Pondera County Recycling Coalition and is treasurer of the East Slope Back Country Horsemen. LeAnn is supported by Commissioner Janice Hoppes, Kody Farkell, Clerk and Recorder, the Local Emergency Planning Commission (LEPC) and the other County Commissioners regarding overall project management.

This project will be managed by the County and contracted to MaPS, Inc. The County has an ongoing contract with MaPS, Inc. for GPS/GIS services and anticipates signing a Letter of Agreement (LOA) with MaPS, Inc., including this project's Scope of Work as an attachment, to cover the proposed project. LeAnn will communicate with the State Library staff, coordinate the on-site field work, including scheduling, and monitor the project's progress, reporting to Janice and Kody. LeAnn will also review all the resulting project data as the project develops, meet the grant reporting requirements and coordinate the submittal of the final dataset(s).

MaPS, Inc. successfully implemented the County's E-911 System and has completed multiple E-911 & GPS/GIS contracts with other County and City agencies in Montana and the region. MaPS, Inc.'s personnel have extensive experience in GPS field data collection, GIS development and E-911 implementation and have worked on over fifty projects in many states across the nation. MaPS, Inc. has successfully completed previous GPS/GIS projects of similar scope and has demonstrated a thorough understanding of the required services. The County believes that MaPS, Inc. has provided a reliable and fair project cost that is a good use of MLIA grant funding. MaPS, Inc. is managed by Matthew Pearce, it's President and company

Founder. Matt earned a B.S. in Geography with GIS/Cartography emphasis at the University of MN. His geography career has spanned 24 years and h e is a certified Emergency Numbering Professional (ENP) and a member of the National Emergency Numbering Association (NENA). MaPS, Inc. is currently providing E-911 and GPS/GIS consulting services for a number of MT counties, including Pondera, Toole, Chouteau, Valley, Granite, Mineral and Sanders. MaPS, Inc. specializes in GPS field data collection and GIS processing, including on-site project coordination and training and has a hard-earned reputation of providing clients with high quality data and excellent customer service.

# SECTION 5 – SCOPE OF WORK

**Goal A: GPS/GIS Field Audit**

The Fiscal Year grant cycle and the County's location along the Rocky Mountain front (and its often sudden/extreme weather patterns) mean the optimal time for conducting fieldwork is during warmer/drier late summer/early Fall months. Therefore, the fieldwork is slated to be first.

Objective A.1: July 15, 2017 – Develop & deliver postcards for the GPS/GIS field audit.

Task A.1: The County has an Emergency Notification System (ENS) used to communicate with residents during disasters or large-scale emergencies (e.g. wildland fires, floods, school lockdowns, weather events, etc.). The ENS relies on GIS data and updated owner or resident info (particularly cell phone #'s and emails) from the proposed field audit would be invaluable during such events. Based on an adjacent County's success updating their current data and gathering new contact info to support emergency communications (especially wireless phone numbers), a tear-off/mail back postcard will be developed based on their model. Postcards will be delivered to each structure - to explain the project - and solicit info. A unique Geo_ID# will be written on each card during delivery (e.g. handed to the occupant or attached to the front door). A weblink/URL to the County's website will be included on the card to allow online/confidential data submittal via a Webform. Cards will ask for contact info (e.g. owner/resident names, landline and/or wireless phone #'s, medical conditions, etc.). To facilitate responses/compliance, postage will be included – and the DES office will draft and distribute a supporting PSA or press release urging residents to respond.

Objective A.2: Aug. to Oct. 2018 - Start a multi-year GPS/GIS field audit.

Task A.2: The County will begin a multi-year GPS/GIS field audit using Consultant's Field Data Collection System (e.g. wireless sub-meter GPS receiver & Collector software loaded onto a tablet computer). The County has 3,559 structure records - 70% are urban (2,493) and 30% are rural (1,066). Municipal and rural collection areas covering the 1,360 road miles will be determined. These manageable spatial chunks will be audited over the next four (4) years. Communities will be completed before the rural areas (denser structures = greatest benefit/least cost). As proposed, the County will verify 900 structures per year. Previous/similar MLIA grants were approved at a per structure cost (includes labor, fuel, vehicle, per diem, etc.). DES

staff will assist fieldwork 2 days afield to gain firsthand knowledge of field procedures/methods and software/hardware.

Each area will be verified – structure x structure, street x street. Collector will be set-up to display existing road centerlines/points, structure/access points, driveways, etc., including 2017 NAIP aerial imagery as a basemap. Each structures GIS attribution will be directly reviewed and updated afield and a digital structure photo will be captured and attached. Attribution will include owner name, resident name, structure type/description, remarks, etc.

*Note: Due to the low development volume (average of 15 new structures per year since 2010) compared to the costs of the software, equipment and training, the County has opted to not pursue development of an ArcGIS Online/Collector approach (at this time) for internal ongoing E-911 maintenance mapping. The County will continue to rely on their current Contractor to perform these tasks and to ensure the resulting data dovetails with the County's current GIS data and dispatch mapping software requirements.

Objective A.3: Nov. 2018 - Process digital structure photos.

Task A.3: For dispatch to access the digital structure photographs (via the GeoComm mapped ALI software), photos captured in the field as attachments will also be stored locally/renamed with each structure's Geo_ID# and hot-linked for easy access.

Objective A.4: Nov. 2018 - Feb. 2019 - Validate resident feedback and update the GIS.

Task A.4: As detailed in Task A.2, solicited responses received – whether from the County's website/Webform, reported in person, mailed- or called-in - will be validated by the DES Coordinator based on Geo_ID#'s. Landline records, E-911 data, parcel data, etc. will be contrasted against the GIS. Structure attribution will be revised accordingly. Similar County efforts (original E-911 project) with tear-off, mail-back postcards left as each structure was mapped yielded a response rate of about 60%.

After initial fieldwork has commenced and responses (in whatever form they come in) are received, the DES Coordinator will receive supplemental ArcGIS editing training (4 hours on-site) to support response processing. DES will use ArcGIS Pro for GIS editing. Consultant will periodically publish data to AGOL for the County to edit via ArcGIS Pro. Once complete, Consultant will download the data and package back with the remaining County data. This workflow will allow for efficient editing by the DES and Consultant taking turns editing. Consultant will also provide

the DES Coordinator with more Tech Support/training as needed (4 hours of remote/phone support included in this proposal).

Objective A.5: Mar. 2019 – Submit updated GIS data to the County's vendors.

Task A.5: Updated shapefiles of the County's recently verified roads and structure points will be supplied to/coordinated with the County's ENS and mapped ALI vendors. Spatial coordinates (e.g. lat/lon values) or other required fields/values will be included (as needed).

## Goal B: Adapt the GIS to better reflect the current NENA NG9-1-1 model

Objective B.1: Mar. 2019 – Transform E-911 data to NG9-1-1 file GDB framework.

Task B.1: Review the current NENA standards, consult with State theme stewards and GeoComm (the County's mapped ALI software vendor) to establish proper field names, field types, field widths, etc. for the NENA NG9-1-1 model. A new file GDB will be created with appropriate feature classes to which E-911 data can be loaded to by March 1, 2019.

Objective B.2: Mar. – Apr. 2019 – Migrate the GIS data into the NG9-1-1 framework.

Task B.2: Existing GIS data (e.g. structure points, road centerlines and emergency services boundaries, etc.) will be migrated into Objective B.1's framework. Cadastral data will be relied on as control (to ensure there are no gaps/slivers) to create new administrative boundaries, such as ESZs, or polygon areas defined by specific combinations of law, fire and EMS providers. The road network will be reviewed closely ensuring accurate intersections/splits at zone boundaries. Intersecting road arc attribution will be adjusted (e.g. updating From-Address/To-Address values, as well as ESN Left/ESN Right values). NG9-1-1 required fields, such as MSAG Community Name L/R, Postal Code L/R, Parity L/R, etc. will also be filled in.

Objective B.3: May 2019 – Test dispatch mapping software with updated dataset.

Task B.3: The County's mapped ALI vendor will be provided with the updated data and revised map document(s), for testing the revised formats. The E-911 System will need to function with the new NG9-1-1 data (e.g. landline 9-1-1 calls trigger correct map locations). Based on resulting error flagging/resolution, the data will be updated to meet accuracy standards prior to dispatch load. Testing and discrepancy resolution through May 1, 2019.

Objective B.4: May - June 2019 – Audit the existing MSAG/ESZ data against the GIS.

Task B.4: MT has not yet implemented NG9-1-1. The County is awaiting the State's direction in that regard. Since the legacy/existing Master Street Address Guide (MSAG) listings and Emergency Service Zone (ESZ) boundaries were less stringent

than the NG9-1-1 data requirements, the current MSAG will be closely reviewed and reconciled against the updated GIS data. The accuracy, integrity and functionality of the County's E-911 System must be preserved until NG9-1-1 becomes a reality for MT.

## Goal C: Broaden the County's GIS opportunities

Objective C.1: July 2018 – Establish an ESRI ArcGIS Online (AGOL) account.

Task C.1: County will set-up an AGOL account (e.g. using the DES ArcGIS Desktop license & corresponding Online subscription) for data management and collection (see Goal A.2). The DES office will be the Administrator – managing access, content and privileges/security. An AGOL account allows maps and data to be created/shared with multiple County GIS users (e.g. DES, Sheriff's Office, Commissioners, Roads Dept., etc.). The DES Office's ArcGIS Desktop license comes with 100 online credits. As the County's data grows, more credits may be needed. The AGOL account will serve a collector/editor role initially. GIS data can be shared to a broader audience/the public by sharing certain data and maps to "Everyone." In the future, the County may need more user licenses to provide viewer roles/access to other users (e.g. other County offices), while not over-sharing to the broader public. Some County users could transition into collector/editor roles as new GIS opportunities evolve.

Objective C.2: Mar. 2019 – Update the County's website to include digital maps/data accessible via web links published via AGOL.

Task C.2: County maps will be published to AGOL and links from the County's website to these publications will be tested by February 1, 2019. The published maps/data will be stripped of sensitive info (e.g. names, phone #'s, medical conditions, etc.) as they are intended for use by the general public. The website will also detail instructions for use via the Explorer App (for both Apple and Android users).

Objective C.3: Apr. 2019 – Educate potential County AGOL users.

Task B.3: County staff users, on a "need-to-know" basis (e.g. Roads, Sheriff, Weeds etc.), will be offered greater access via the purchase of a named user on the AGOL account. These County users could have full access to the data (e.g. via account credentials, with a specific user name/password). Maps/data with greater content enabled would be published/shared with these users. The County has included two (2) named AGOL users/subscriptions in this Task (e.g. VIEWER1/VIEWER2). Consultant will provide an on-site, half day (up to 5 hours) AGOL training session to cover set-up/log-in info and use of Collector and/or Explorer to view/navigate (vs. ArcReader, which is what is currently in use).

## Goal D: MSDI Theme Steward Data Submittal

Objective D.1: June 2019 - Submit an interim set of GIS data to the State.

Task D.1: Structure points and road centerlines (results of the data transition to the NG9-1-1 model and Year 1's partial field audit/verification efforts) will be submitted to the appropriate MSDI theme stewards. To promote consistency and accuracy, the digital dataset will include valid metadata for the geodatabase and feature classes developed during the successful completion of this phase of the multi-year project.

### Project Schedule

The p r o p o s e d schedule for this project is as follows (contingent upon an MLIA grant award):

| PONDERA COUNTY, MT - MLIA GRANT APPLICATION (FY2019) | Role | JULY | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUNE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Grant Award Notification | | ▓ | | | | | | | | | | | |
| SOW & Contractor Agreements | | ▓ | | | | | | | | | | | |
| Overall Grant Admin/Coordntn/Train'g | | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ |
| | | | | | | | | | | | | | |
| **A. GPS/GIS field audit (Year 1 of 4)** | | | | | | | | | | | | | |
| A.1 Develop & print form letters | VNDR | ▓ | | | | | | | | | | | |
| A.2 Field audit 900 structures | VNDR | | ▓ | ▓ | ▓ | | | | | | | | |
| A.2 Assist 2 days afield | DES | | ▓ | | | | | | | | | | |
| A.3 Process 900 structure photos | VNDR | | | | | ▓ | | | | | | | |
| A.4 ArcGIS Pro trainer | VNDR | | | | | ▓ | | | | | | | |
| A.4 ArcGIS Pro trainee | DES | | | | | ▓ | | | | | | | |
| A.4 Prcs resident feedback rcv'd | DES | | | | | ▓ | ▓ | ▓ | | | | | |
| A.4 Ongo'g Tech support/train'g | VNDR | | | | | ▓ | ▓ | ▓ | ▓ | | | | |
| A.5 PANS vendor update/coordntn | VNDR | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| **B. E-911 data transition to NG9-1-1** | | | | | | | | | | | | | |
| B.1 NG9-1-1 GDB development | VNDR | | | | | | | | | ▓ | | | |
| B.2 E-911 to NG9-1-1 data transition | VNDR | | | | | | | | | ▓ | ▓ | | |
| B.3 Map doc updt, vendor coordntn/ test'g | VNDR | | | | | | | | | | | ▓ | |
| B.4 MSAG review /reconcile | VNDR | | | | | | | | | | | ▓ | ▓ |
| | | | | | | | | | | | | | |
| **C. Expanding GIS user base** | | | | | | | | | | | | | |
| C.1 ArcGIS Online acct. set-up | VNDR | ▓ | | | | | | | | | | | |
| C.2 On-line map dvlmntt, publish'g/test'g | VNDR | | | | | | | | | ▓ | | | |
| C.3 Addt'l AGOL users/on-site training | DES | | | | | | | | | | ▓ | | |
| C.3 Addt'l AGOL users/on-site training | VNDR | | | | | | | | | | ▓ | | |
| | | | | | | | | | | | | | |
| **D. State Data Submittal** | | | | | | | | | | | | | |
| D.1 Submit digital data, include'g metadata | VNDR | | | | | | | | | | | | ▓ |

### *Statements of Support*

The County does not have other funding partners for the proposed project.

The County does not have other funding partners for the proposed project.

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# SECTION 6 – BUDGET JUSTIFICATION AND BUDGET TABLE

The following costs include software licenses/subscriptions, contracted services, in-kind labor, etc., for the proposed project:

A) GPS/GIS Field Audit; (182 hours).

    A.1) Field verification of 900 structures (Year 1 of 4) x $9/ea.; $8,100; 95 hrs. DES to support audit 2 days afield; 16 hrs.

    A.2) Develop and print (900) post-card style form letters ($112), including adhesive postcard stamps ($306), rubberbands ($8) and shipping ($19); $450.

    A.3) Process structure point photo attachments as hyperlinks/weblinks; 12 hours.

    A.4) ArcGIS Pro training provided to DES; 4 hours - On-site Trainer & Trainee(s) for response processing (45 hours) with ongoing Tech Support (4 hours); 57 hours total.

    A.5) Submit updated GIS data to the County's PANS vendors (2 hours).

B) E-911 data transition to the NENA NG9-1-1 model (124 hours).

    B.1) NG9-1-1 GDB framework development; 8 hours.

    B.2) E-911 to NG9-1-1 data transition; 40 hours.

    B.3) Map document update, dispatch software vendor coordination, testing; 36 hours.

    B.4) MSAG/ESZ audit; 40 hours.

C) Expanding GIS user base; (54 hours).

    C.1) ArcGIS On-line account set-up; 14 hours.

    C.2) On-line map development, map publishing, testing, website linking; 30 hours.

    C.3) Adding two (2) named AGOL Users; 5 hours - On-site Trainer & Trainee(s).

D) MSDI Theme Steward Data Submittal (15 hours).

    D.1) Digital dataset submitted to the State with valid metadata (15 hours).

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COUNTY (IN-KIND) CONTRIBUTIONS

The County expects to provide a considerable contribution of project labor, including contractual and grant administration from Commissioner Janice Hoppes, Clerk and Recorder Kody Farkell, and project management, coordination and structure point data validation by LeAnn Hermance.

Commissioner Hoppes anticipates providing at least 20 hours over the course of the project for contractual/grant administration, including Clerk and Recorder, DES and Consultant coordination, State progress reporting and AGOL training. Janice's annualized hourly rate (salary and benefits) is $29/hr., so her estimated 20 hours of labor contribution to the project is **$580.** Supplies/copies are also anticipated at **$50.00** during the project period.

Clerk and Recorder Kody Farkell anticipates providing 20 hours over the course of the project for contractual/grant administration working with Commissioner Hoppes, DES and the Consultant, State progress reporting and AGOL training. Kody's annualized hourly rate (salary and benefits) is $28.50/hr., so the estimated 20 hours of labor and training contribution to the project is **$570**.

LeAnn Hermance (DES) will support grant administration and State progress reporting with at least 10 hours for. DES will also be the primary point of contact for coordination with the Consultant (10 hours) for the field audit and structure point validation (2 days or 16 hours afield) and between the Consultant and the other County staff for training and technical support (10 hours). DES will be trained on intermediate AGOL editing (4 hours) as well as the coordination of and participation in the AGOL named user training (5 hours). DES will also provide the validation of the structure point postcard or other responses, which is estimated to require approximately 45 hours of labor. DES's estimated labor contribution will be approximately 100 hours. At a labor rate of $24/hr., DES's estimated contribution will cost **$2,424**.

The detailed tasks are listed below with the hours/costs and the assigned partner for the task.

| PONDERA COUNTY, MT - MLIA GRANT APPLICATION (FY2019) | | | | | | |
|---|---|---|---|---|---|---|
| TASK | ROLE | VNDR HRS | CO HRS | HRLY RATE | AMT | |
| Overall Grant Administration/Coordination/Training | COMM | | 20 | 29 | 580.00 | |
| Overall Grant Administration/Coordination/Training | C&R | | 20 | 28.5 | 570.00 | |
| Overall Grant Administration/Coordination/Training | DES | | 30 | 24 | 720.00 | |
| General supplies/copies | | | | | 50.00 | |
| | | | 70 | | 1,920.00 | |
| **A. GPS/GIS field audit (Year 1 = 900 structures)** | | | | | | |
| A.1 Field audit 900 points x $9/ea. (fee covers all labor/expenses) | VNDR | 95 | | 85 | 8,100.00 | |
| A.1 Assist 2 days afield | DES | | 16 | 24 | 384.00 | |
| A.2 Develop & print form letters | VNDR | | | | 445.00 | |
| A.3 Process 900 structure point photo attachments as hyperlinks | VNDR | 12 | | 85 | 1,020.00 | |
| A.4 ArcGIS Pro trainer | VNDR | 4 | | 85 | 340.00 | |
| A.4 ArcGIS Pro trainee | DES | | 4 | 24 | 96.00 | |
| A.4 Process resident feedback received | DES | | 45 | 24 | 1,080.00 | |
| A.4 Tech support/training | VNDR | 4 | | 85 | 340.00 | |
| A.5 PANS vendor data update/coordination | VNDR | 2 | | 85 | 170.00 | |
| | | 117 | 65 | | 11,975.00 | A. |
| **B. E-911 data transition to NG9-1-1** | | | | | | |
| B.1 NG9-1-1 GDB framework development | VNDR | 8 | | 85 | 680.00 | |
| B.2 E-911 to NG9-1-1 data transition | VNDR | 40 | | 85 | 3,400.00 | |
| B.3 Map doc update, vendor coordination, testing | VNDR | 36 | | 85 | 3,060.00 | |
| B.4 MSAG review/reconcile | VNDR | 40 | | 85 | 3,400.00 | |
| | | 124 | | | 10,540.00 | B. |
| **C. Expanding GIS user base** | | | | | | |
| C.1 ArcGIS Online acct. set-up | VNDR | 14 | | 85 | 1,190.00 | |
| C.2 On-line map development, publishing, testing | VNDR | 30 | | 85 | 2,550.00 | |
| C.3 Addt'l (2) named AGOL users/on-site training | DES | | 5 | 24 | 120.00 | |
| C.3 Addt'l (2) named AGOL users/on-site training | VNDR | 5 | | 85 | 425.00 | |
| | | 49 | 5 | | 4,285.00 | C. |
| **D. MSDI Theme Steward Data Submittal** | | | | | | |
| D.1 Submit digital data, including metadata | VNDR | 15 | | 85 | 1,275.00 | D. |
| | VNDR Hrs.> | 305 | 100 | <DES Hrs. | $29,995.00 | |
| | | | 140 | <Total CNTY Hrs. | | |

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## STATEMENTS OF SUPPORT (IF APPLICABLE)

The County does not have other funding partners for the proposed project.

## MLIA GRANT BUDGET SUMMARY

| Category | MLIA Summary | Applicant Summary | | | Total: |
| | MLIA Share | Applicant Cash | Applicant In-kind | Applicant Subtotal | *MLIA Share, Applicant Subtotal, Partner Subtotal* |
|---|---|---|---|---|---|
| a. Personnel | | | | | |
|   a. 1. County Labor | | | $3,430 | $3,430 | $3,430 |
| b. Travel | | | | | |
| c. Equipment | | | | | |
| d. Supplies & Materials | $445 | | 50 | 50 | 495 |
| e. Contractual | 26,070 | | | | 26,070 |
| f. Other | | | | | |
| Total | $26,515 | | $3,480 | $3,480 | $29,995 |

# SECTION 7 – RENEWABLE GRANT ACCOUNTABILITY

This section is not applicable to this Application.

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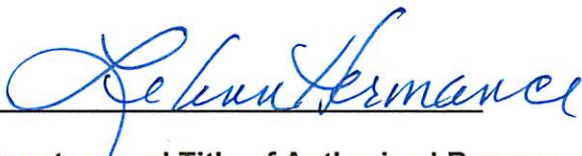
I further certify that I am (by my signature) authorized to enter into a binding agreement with the Montana State Library to obtain a grant if this application receives approval.

LeAnn Hermance

**Name (print or type)**

Pondera County DES Coordinator

**Title (print or type**

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

02/28/18

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