

Montana Land Information Act Grant Program

Guide to MLIA Grant Management



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Overview

These slides are meant to be a high-level overview of the grant process. Please refer to your original fully executed SOW first and then contact the State Library for further clarification or technical questions.

The MLIA Grant Funds are made available by the Montana Land Information Act, these are not Federal monies. 90-1-409

All data products created or updated with MLIA Grant Funds must be made publicly available by the grant recipient and registered with the Montana GIS Data List (or portal).

The MLIA Grant is an agreement solely between the Montana State Library and the grantee.

Defining the Parties

“This Statement of Work (SOW) is made and entered by and between the Montana State Library (Agency) and “Entity Name” ([Contractor]).” ...*Standard MLIA Grant SOW language*

1. *MLIA* – Montana Land Information Act
2. *Grantee* – Agency the MLIA grant agreement is with
3. *Agency* – The Montana State Library
4. *Contractor’s Project Manager* – Representative from the Grantee’s agency – defined in each SOW
5. *Agency’s Project Manager* – Erin Fashoway, GIS Coordinator
6. *Invoicing* – Reimbursement for MLIA Granted funds
7. *MLIA Grant Number* – Defined in the SOW, i.e. MLIA_2020_xx

Grants Timeline

- Year long grant – Ending June 19, 2020, unless otherwise negotiated.
 - The grant SOW begins upon being fully executed (signed by both parties). This can begin no earlier than July 1, 2019.
- Quarterly progress reports:
 - October 10, 2019
 - January 10, 2020
 - April 10, 2020
- Monthly invoicing possible, not to exceed 80% of the total granted amount.
- Extension requests must be submitted by May 15, 2020.
- Data deliverables and Final Report June 19, 2020.
- Final Invoicing for remaining grant funds due upon approval of deliverables & final report.

Project Management

“The Contractor's defined Project Manager(s) are responsible for submitting quarterly progress reports, financial reports, invoices, final reports, final deliverables, overall communication, change requests, and contract management.” -*Standard MLIA Grant SOW language*

- The MLIA Grant SOW is an agreement between the Montana State Library and the Contractor. Therefore, all interaction and communication needs to take place between these two parties.
- Reports, invoices, technical support, and final data submissions must all be submitted by the Contractor's defined Project Manager to the Montana State Library.
- The Montana State Library works directly with the defined Project Manager and will not accept work from nor work directly with 3rd parties.



The Montana State Library's Data Collection and Submittal Requirements for the New Survey Control Data:

1. Contractor must submit the *MLIA Proposed Survey Control Point Collection* form maps or a shapefile of all proposed survey control points to the Agency for the review and approval by the Agency prior to survey control points being collected by a surveyor.
 - a. The Agency will review these proposed survey control points for relevance and optimal distribution for the enhancement of digital representation of the PLSS.
 - b. The Agency will work with the Contractor on any issues with the proposed survey control points.
 - c. Upon acceptance of all proposed control points the Contractor can start the project.
2. A digital copy of the Certified Corner Recordation document for all collected survey control points must be submitted in a digital format upon the closeout of this SOW.
3. The Agency requires Certified Corner Recordation documents for the enhancement of digital representation of the Public Land Survey System (PLSS).
 - a. If Certified Corner Record documents for the County are available in a digital format:
 - i. The Contractor will submit all digital corner record documents for the county upon the closeout of this SOW.
 - b. If Certified Corner Record documents for the County are not available in a digital format:
 - i. The Agency will work with the Contractor to obtain needed corner record documents for the county before closeout of this SOW.

Quarterly Reporting

- Quarterly Progress Reports should be submitted on your agency's formal letterhead.
- Reports may be submitted via email.
- What to include in Quarterly Reports:
 1. Relevant goals/objectives achieved. Please be specific and reference goals, tasks, and objectives in your project.
 2. Indication of any changes or delays that have arisen in schedule and reasons for these changes.
 3. Indication of how you are achieving your proposed timeline.
 4. Financial Report – including spending to date.
 1. Indication of any changes (or anticipated changes) to the budget.
 - Deviations from the approved budget must be approved by the Montana State Library for reimbursement.

Quarterly Reporting & Requests for Invoicing Must be Submitted Separately

Invoicing

“The Contractor may request reimbursement for approved project costs by submitting one invoice per month to the Agency's Project Manager.” -Standard MLIA Grant SOW language

To request granted MLIA funds, the grantee must invoice the Montana State Library for funds that have been expended. The MLIA Grant Program does not distribute funds in lump sum at the beginning of a project nor can funds be requested to prepay for an approved budget item.

Here are some of the requirements for invoicing:

1. Requests must come on organization's official Invoice document.
2. Requests can be made monthly and cannot exceed 80% of total requested funds.
3. Please reference the MLIA Grant Number.
4. For each line item there is supporting documentation.*
5. Categories for the reimbursement request need to be defined.
6. Invoices will be reviewed, and Grantee will be notified if there are discrepancies or further documentation is needed.
7. “Upon approval of the most recent quarterly report and quarterly financial report, the Contractor may continue to monthly invoices.” ...*Standard MLIA Grant SOW language*

**See next few slides for supporting documentation*

Invoicing Documentation – Personnel & Travel

Category:

- a. Personnel – Submit documentation describing the following:
 - Employee Title
 - Dates of work completed
 - Hours worked
 - Hourly Rate
 - Short description of work completed
- b. Travel – Receipts for travel expenditures

Employee Title	Dates Worked	Short Description	Hours Worked	Hourly Rate	Total Requested
Dept of Parks - GIS Analyst 1	June 1 - 15, 2018	Digitized playgrounds in Montana	40	15	600
Dept of Parks - GIS Analyst 2	June 1 - 15, 2018	Digitized gumball machine locations in Montana	80	12	960

** This is only an example, please work with your internal finance departments.*

Invoicing Documentation – Equipment, Supplies, Contractual, & Other

Category:

- a. Equipment – Receipts for equipment purchased.
- b. Supplies – Receipts for supplies purchased.
- c. Contractual – Invoices from consultant for work completed.
- d. Other – Submit documentation for purchases. These will depend on each negotiated SOW.

Entity Name

Planning Department

Entity address & Contact information

This is an example of a real local government invoice submitted to request MLIA Grant funds.

INVOICE

Number: 05
October 1,

Bill To:
State of Montana Montana State Library Conservation 1515 E. Sixth Ave. Helena, MT 59620

Date	Number	Item	Unit Price	Amount
09.30.18		MLIA Share of Personnel Costs for Applicant		\$2,727.00
02.12.18	93418950	Supplies Cost: ESRI ArcGIS Online Level 1 License	\$500	\$500.00
Please remit to address below:			Total:	\$3,227.00

Request for Personnel Funds

Request for Supplies Funds
Supporting documentation proving purchase of AGOL Online Level License was provided. Not shown here

Goal Number	Objective Letter	Professional Title	Hours	Rate	Fringe Costs	Billed Amount
Goal 1 - Improve the accuracy of required NG9-1-1 GIS Data Layers						
	Objective A: Improve the accuracy of 1,000 addresses and structures in					
		Administrative Assistant	50	25	177	1427
		Planning Director	30	35	250	1300
Total Billed:						2,727.00

Supporting Documentation for Personnel Funds

Make Checks Payable To: County Planning Department
Entity address & Contact information

Direct Any Questions To: Project Manager or Responsible Party

Project Changes - SOW Changes

- Any major changes from the original SOW must be requested in a formal letter. The letter must document the request and reasons for the request.
- The Montana State Library will consider for approval if...
 - the request is reasonable,
 - aligns with the Land Information Plan Priorities,
 - follows MSL policy/state law,
 - aligns with the original intent and goals/objectives of the original grant request.

Approved Project Changes - Amendment

- If a request is approved an amendment must be drafted and signed by the grantee and the Montana State Library.
- Example of a SOW Amendments:
 - Budget Change
 - Timeline extension - Extension requests must be submitted by May 15, 2020.
 - Extensions will not be granted, unless the Contractor can prove legitimate circumstances encountered beyond the Contractor's control.

Project Close Out

The project will be considered complete when the final report has been approved by the Agency, deliverables have been approved by the Agency, all data created under this grant has been registered in the Montana Data List, and all data created under this grant has been made publicly available. Upon completion of the project the Contractor may submit the final request for reimbursement, pursuant to Section 8.

Standard FY2020 Contract Language

Closing Out a Project

Time

- Project has completed – early or on time.
- Project SOW end date has passed, Grantee does not request extension.
- Grantee has requested and is approved for an extension.

Funds

- Upon approval of final reports and project deliverables, grantees can request, through invoice, the remaining grant funds.
 - 20% of grant funds will be distributed upon approval of final grant deliverables.
- All invoices must be submitted before the end of the negotiated SOW end date.

Final Report

- Final Report due upon closeout of grant - either the originally negotiated end date or extended end date.
- Pictures or other media are highly encouraged.

Submitting Deliverables

- All deliverables under this project must be made publicly available by the grantee.
- All deliverables must be submitted by the end of the negotiated SOW end date.
- Please work with Agency Project Manager for data submittal.
- All data must be posted to the Montana GIS Data [List](#)

Presenting Your Project

- Montana Land Information Advisory Council (MLIAC) Meetings
- Montana State Library Commission Meetings
- Montana Association of Geographic Information Professionals (MAGIP) Conferences



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Successful Grant Projects

- Keep Good Documentation
- Partnership is important
- If an issue arises, don't wait
- Keep in touch, communication is key!
- We can be of help.

Your success is our success!



This is an overview of the grant process, individual grant projects will have negotiated grant agreements.



Thank You!

Please contact [Erin Fashoway](#) for questions or further clarification.