



Application

93274 - FY2021 Montana Land Information Act Grant Application - Final Application

93523 - Map Missoula

MSL Montana Land Information Act Grant

Status:	Submitted	Original Submitted Date:	02/18/2020 4:45 PM	Submitted By:	Samuel Doyle Scott
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Applicant Information

Primary Contact:

Name:* Mr. Samuel Doyle Scott
Salutation First Name Middle Name Last Name

Title: Real Property Projects Coordinator

Email:* sdscott@missoulacounty.us

Alternate Email

Address:* 200 W Broadway

* Missoula Montana 59802
City State/Province Postal Code/Zip

Phone:* 406-258-3231
Phone ###-###-#### Ext.

Alternate Phone

Fax:

Comments:

Organization Information

Name:* Missoula County

Organization Type: County Government

Organization Website: www.co.missoula.mt.us

Address:* 200 W Broadway

* Missoula Montana 59802
City State/Province Postal Code/Zip

Phone:* 406-721-5700

Ext.

Alternate Phone

Fax:

Email address

Alternate Email

Comments:

Applicant Organization and Contact Information

Type of Governmental Entity:* Any city, county, or other division of local government

Name of Agency/Entity:* Missoula County

Department:* Clerk & Recorder

Division/Section (if applicable):

Mailing Address:* 200 W Broadway

City:* Missoula

County:* Missoula

Zip Code:* 59802

Organization's Main Phone Number:* 406-258-4758

Organization's Fax Number:

Primary Point of Contact

Salutation:* Mr.

Contact Name:* Sam Scott

Contact Title:* Real Property Projects Coordinator

What is the contact's defined role in the proposed project:* Secondary Project Manager
Max 250 characters

Before completing the MLIA Grant application, the designated point of contact must read and understand the fiscal year 2021 Montana Land Information Act Grant Packet in its entirety.

Has the primary point of contact read the fiscal year 2021 Montana Land Information Act Grant Packet in its entirety?* Yes

Authorization Letter

Please attached signed authorization letter here as a PDF document:* MLIA_2021_MissoulaCounty_AuthorizationLetter.pdf

Proposal Information

The applicant must identify one grant priority that the proposed project will address.

Identified Grant Priority:* 2.2. Development of Base Geographic Data Layers That Support Local Information Needs and Activities

Please indicate whether or not the proposed grant is part of a multi-year proposal. If it is, please identify the intended total number of years for the project and the current year of the project. After clicking "yes" below, you will see text boxes appear in which you can enter the required information about the multi-year project.

Multi-Year Proposal:* Yes

Please define the total number of years proposed for the multi-year project.

Total number of proposed project years: Approximately 5 years

Please indicate what year of the multi-year project this proposed grant would constitute. For example, enter "Year 2" if the proposed project would be the second year of a multi-year project.

Current year of the project: 1

Please list the person(s) who prepared this grant application.

Proposal Prepared By:* Sam Scott, Mike Snook, & Shyra Scott

Executive Summary:*

Please provide an executive summary of the proposed project.

There is a 3,000-character limit for the executive summary.

Missoula County is embarking on a multi-year, multi-stage project called "Map Missoula" which will provide comprehensive land information and increased public access to historical land records by enhancing cadastral data. The first stage of the project will establish the parcel fabric infrastructure, develop procedures for linking public documents to conveyable parcels on an online map, digitize tracts of record, and link historical deed records to the parcel fabric. This will be accomplished through an interdepartmental collaboration of the county's GIS Division and the Office of the Clerk & Recorder. Montana Land Information Act Grant funds will be used to support temporary employees for the time and effort needed to conduct the data linkages.

Missoula County currently hosts and maintains the Missoula County Property Information System. This system expands on the statewide cadastral by linking subdivisions, certificates of survey, some deeds, and other land records. The Property Information System provides a valuable tool to public agencies, the private sector, and individual landowners through the customizable display of additional layers and other land-use information.

It is the goal of Missoula County to increase accessibility of public records, improve government efficiency, and promote transparent policymaking by expanding the functionality of the Property Information System. The initial stage of Map Missoula which will establish procedures, build the parcel fabric of conveyable tracts of record, and link historical land records to conveyable tracts is paramount to accomplishing this goal. Additionally, the project will establish sustainable processes to connect all newly recorded documents to parcels in real-time.

Map Missoula is an initiative that meets the purpose of the Montana Land Information Act to "...develop a standardized, sustainable method to collect, maintain, and disseminate information in digital formats about the natural and artificial land characteristics of Montana...". Additional information about Map Missoula can be found here: <https://storymaps.arcgis.com/stories/649bd3e0729d4a3988c5c7fe7720cf73>.

Relevance

Relevance to the FY2021 Montana Land Information Plan:^{*}

In this section, please:

- 1.) 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; and
- 2.) Clearly demonstrate how the proposal meets the defined FY2021 Montana Land Information Plan Priority.

There is a 3,000-character limit for the relevance narrative.

The proposed project will satisfy the Tier 2 Grant Priority: "Development of geographic information systems that support on-going government workflows and build GIS capacity" with efforts focused on 2.2: "Development of base geographic data layers that support local information needs and support activities including but not limited to, land use planning, infrastructure, and asset management."

The Missoula County Property Information System (found here: <https://gis.missoulacounty.us/propertyinformation/>) uses the cadastral tax parcel fabric to display an array of land information including the layers defined in the MSDI Administrative Boundaries Theme. The Property Information System disseminates land information and records collected and maintained by a range of local agencies. For example, permits issued by local authorities are tied to parcels, zoning districts are displayed, and MS4 data is depicted.

The online availability of this data is crucial to the operation of government within Missoula County. The Property Information System provides a consistent and comprehensive view of all property so that land use decisions made by staff, elected officials, and landowners are based on accurate information. There are, however, challenges faced in the information provided by the Property Information System due to the fundamental reliance on parcel data being sourced from taxation information.

The historical nuances and logistics of maintaining the tax parcel fabric have resulted in situations where multiple tracts of record lie within a single tax parcel or, conversely, where multiple tax parcels represent a single tract of record. A common occurrence in Missoula County is the representation of single tracts of record as multiple tax parcels due to a boundary created by a levy district or aliquot part line.

The dynamic nature of the current tax parcel fabric and cadastral data allows for a relatively accurate representation of property ownership at the current moment in time. However, the alteration of a property boundary and subsequent change to the tax fabric does not necessarily mean that the prior boundaries have been expunged. Making this distinction and creating an accurate display of all boundaries that exist, regardless of current taxation, is critical to land use planning, development decisions, and transparency in public record.

Documents recorded with Clerk & Recorders such as deeds, mortgages, and easements, reference property as it exists in terms of transferable boundaries rather than as property exists for tax purposes. In other words, recorded documents reference property by the boundaries through which it can be bought and sold. For this reason, a parcel fabric which recognizes conveyable boundaries rather than tax boundaries is better suited to document linkages. An enhanced parcel fabric would also allow for real-time ownership and subdivision updates.

Public Benefit

Public Benefit:

In this section, please describe why and demonstrate how the grant project will:

- 1.) Benefit a specific MSDI theme;
- 2.) Enhance the land information needs of multiple agencies or jurisdictions; and
- 3.) Benefit the citizens of Montana.

There is a 3,000-character limit for the public benefit narrative.

Advances in the GIS capability of Missoula County are providing a significant benefit to governmental entities, businesses, and citizens. Usage statistics of the Missoula County Property Information System in 2019 indicate nearly 200,000 sessions of activity. Those sessions equated to over 1 million events (queries, map interactions, etc.) by users. Based on an average session of 9.3 minutes and the average Montana hourly wage of \$21.09, we measured the value of the time spent using the Property Information System at a minimum to be \$646,585. In terms of taxpayer savings and government efficiency, it would have required 15 full-time employees to fulfill the public information requests that the Property Information System completed in 2019. This measured value of the Property Information System has been increasing annually.

The infrastructure of the Property Information System is a catalyst to increasing the availability of land records. Key to increasing the accessibility of records, however, is the addition of conveyable tracts of record and the ability to examine property boundaries over time. Aside from the inherent benefits of more accurate parcel representation, the combination of these two attributes, conveyability and change over time, enables the accurate linkage of all recorded documents to parcels at a moment in time. This capability provides substantial benefit to stakeholders in property decisions.

To illustrate, a developer who is looking at a property will be able to select the parcel and examine its history. Developers will be able to view all documents which reference that parcel in any of its prior configurations to determine what governing instruments must be considered.

These features would also prove vital in informing government decisions. For instance, all facets of a parcel and the surrounding area's history must factor into the agency staff's review of subdivision or exemption applications before rendering their recommendation to the governing body.

The addition of a parcel fabric made up of tracts of record will increase the value of all MSDI frameworks through increased accuracy and specificity. The enhanced fabric will identify parcels which have been improperly bisected by districts included in the MSDI Administrative Theme (i.e. school, weed, TIF, fire) and assist jurisdictions in correcting misapplied taxation attributes.

Demonstrated by the usage statistics above, the Property Information System presents land information in a way that is accessible by industry professionals and the general public. Enhancement of the data displayed will provide a wide range of increased benefits to stakeholders across the region. In planning for this project, Missoula County sought input from other jurisdictions and community organizations. Letters of support have been submitted to the State GIS Coordinator.

Primary Project Manager Contact Information

Salutation:* Mr.
 Name:* Mike Snook
 Title:* Missoula County GIS Manager
 Email Address:* msnook@missoulacounty.us
 Phone Number:* 406-258-3275

Secondary Project Manager Contact Information

Salutation:* Mr.
 Name:* Sam Scott
 Title:* Missoula County Real Property Projects Coordinator
 Email Address:* sdscott@missoulacounty.us
 Phone Number:* 406-258-3231

Organizational Capability

Organizational Capability:*

There is a 4,000-character limit for the organizational capability narrative.

The proposed project will be undertaken collaboratively by two Missoula County departments: the GIS Division and the Office of the Clerk & Recorder, each of which contributes pertinent knowledge, skills and equipment necessary to support and sustain the project.

The GIS Division of the Technology Department provides GIS services throughout Missoula County while also supporting the spatial data needs of other local jurisdictions and agencies. Of particular importance to the implementation of this project is the success that Missoula County GIS has shown in maintaining the parcel data geometry of the Cadastral theme. Missoula County is one of seven counties in Montana that maintains the cadastral parcel geometry within their own boundaries in place of the MT Department of Revenue.

Mike Snook will serve as the primary project manager. Mike has held the position of GIS Manager for Missoula County since 2013 and has personally directed the development and maturation of the Property Information System and dozens of other GIS projects, data collection and distribution tasks, and interdepartmental and interjurisdictional spatial information efforts.

The Office of the Missoula County Clerk & Recorder, the other key project partner, is well-suited to undertake the creation and maintenance of document-parcel linkages. Led by Tyler Gernant, first elected in 2014, the Office of the Clerk & Recorder is responsible for maintaining and providing accessibility to the public record. Sam Scott will serve as the secondary project manager. Sam works as the department's Real Property Project Coordinator, a position created in 2018 which represents a concerted dedication of resources and effort towards projects which further the accessibility of records while promoting intradepartmental collaboration to improve efficiency and reduce the duplication of efforts across Missoula County. Shyra Scott, the Office's Recording Director for over six years, provides significant experience with the specifics of Missoula County records as well as database and project management.

In 2013, the Clerk & Recorder digitized most land records that had been recorded in Missoula County and three years later, the next step to format the images for public access began. All digitized documents are now available, free of charge, on the Property Information System and the Missoula County Land Records Research Page (found here: <https://gis.missoulacounty.us/Research/>). In addition to the availability of these records via Book & Page search, the Clerk & Recorder has indexed the grantor, grantee, legal description, related documents, and other document data. The indexed information is undergoing verification and project completion is expected in the spring of 2020.

Missoula County already operates the data storage capacity and infrastructure necessary for a project of this scope. The Clerk & Recorder maintains all recorded documents on an independent server in Tyler Technologies Eagle Recorder software. Missoula County currently has an Enterprise License Agreement with GIS Software vendor ESRI so no additional licenses for the necessary ArcGIS software are anticipated.

Contributing to Missoula County's capability is the support for the project that has been gathered across county departments as well as throughout the community. Departments regularly working with property, specifically the Missoula City-County Health Department, Public Works, County Surveyor, Community & Planning Services, Treasurer, County Attorney, and the Board of County Commissioners have all participated in defining the scope and goals of the Map Missoula project. Many of these departments employ their own GIS staff or have institutional knowledge that may prove beneficial as the processes and procedures are established. Community support for the project is demonstrated through the attached letters of support.

Project Management

Project Management:*

There is a 10,000-character limit for the project management narrative.

PROJECT MANAGERS

=> Primary

Mike Snook, GIS Manager, Missoula County Technology Department

msnook@missoulacounty.us (406) 258-3275

=> Secondary

Sam Scott, Real Property Projects Coordinator, Missoula County Clerk & Recorder

sdscott@missoulacounty.us (406) 258-3231

Mike Snook, GIS Manager for Missoula County, will serve as the project manager. Mike has extensive knowledge of both the GIS and land record components of this project. Mike's expertise is exhibited by the

current functionality of the Property Information System. Related to this project, features of note include the maintenance of the current parcel fabric as well as an application programming interface (API) which connects documents recorded with the Clerk & Recorder to cadastral parcels. Mike has directed or assisted an array of state and local government agencies in the development and maintenance of their GIS infrastructures including Missoula County, the City of Missoula, Ravalli County, and the Montana Department of Revenue.

Sam Scott, the secondary project manager, serves as the Real Property Projects Coordinator for the Missoula County Clerk & Recorder. In this capacity, Sam reviews recorded documents including subdivisions, certificates of survey, and deeds for compliance with MCA and Missoula County Subdivision Regulations. With a GIS background, Sam also provides mapping support to county departments and the public as needed. Additionally, Sam undertakes projects that further the accessibility and transparency of Clerk & Recorder records. Sam will provide GIS support to the primary project manager and will direct the corresponding land record digitization, indexing, and organization to facilitate the spatial connections. Sam received his GIS certificate from the University of Montana as well as bachelor's degrees in community & environmental planning and political science and will complete a master's degree in public administration in Spring 2020. Sam has worked in the Office of the Clerk & Recorder since 2016, gaining extensive insight into historical and current recording processes.

As the primary project manager, Mike will be responsible for communicating and reporting with the State Library as well as fulfilling the data requirements and publishing data to the GIS Data List. Specifically, with the support of the secondary project manager, the project manager will submit the required quarterly reports providing updates on the project timeline and budget as well as the final status report upon closeout of the project. The hired interns and their day to day operations will be directly supervised by Sam.

KEY PERSONNEL

=> Tyler Gernant, Missoula County Clerk & Treasurer

=> Shyra Scott, Recording Director, Missoula County Clerk & Recorder

Tyler Gernant, first elected in 2014, is the Clerk & Treasurer of Missoula County and is the official custodian of the land records to be included. He is also a valuable legal resource regarding the specifics of public records and accessibility. Prior to his election, Tyler was an attorney in private practice focusing on small business development, real estate, taxation, securities, and contracts. Tyler graduated from the University of Montana School of Law in 2007, with a focus in federal taxation law after receiving his undergraduate degree from Georgetown University.

Shyra Scott, Recording Director for the Missoula County Clerk & Recorder, will support this project through assisting the document linkages and sustainability regarding future document indexing and database management. In 2018, Shyra earned her master's in public administration from the University of Montana. Shyra has been with Missoula County since 2013 and is the individual with the most comprehensive understanding of Missoula County records. Shyra also has experience in the private sector with title insurance and has a proven record of success with projects that increase the accessibility of public record. Shyra has independently managed the digitization and indexing of Missoula County historical land records —the same records that are now to be linked to parcels.

PROJECT ROLES

The Missoula County GIS Division and the Office of the Clerk & Recorder, through the leadership of Mike Snook and Sam Scott, will work jointly to develop thorough and sustainable processes that link newly recorded documents with parcels in real-time while also ensuring that all historical recorded documents are accounted for and linked to parcels or designated as a non-spatial reference.

Once the infrastructure and procedures have been established, the next step will be to hire temporary employees or interns to assist with the final stages of linking historical deed records (beginning in 1864) to parcels. Specifically, the project looks to employ one temporary employee during the 2020 Fall semester and two employees during the 2021 Spring semester. In total, this project seeks 510 hours of labor from temporary employees or interns. It is the workstations, salaries, and benefits of these temporary employees for which MLIA grant funds are being requested.

The employees will be overseen by the secondary project manager and will work within the Office of the Clerk & Recorder. Priority will be given to students from the University of Montana GIS Certificate program. The secondary project manager will work with educational institutions to satisfy any internship or credit requirements of interns. For all internship purposes, the University liaison will be Professor David Shively, Chair of the Department of Geography. A statement of support from Professor Shively has been submitted to the State GIS Coordinator.

Contractual Services

Does the applicant intend to hire a consultant to perform work on the proposed project? No

Invoicing Methodology

Please Attach Sample Invoicing Documents:*

MLIA_2021_MissoulaCounty_InvoiceSample.pdf

Scope of Work

Scope of Work:*

Please observe the following requirements and guidelines for completing the scope of work narrative:

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

1. Refer to all hired or potential consultants/contractors as "consultant." Do not use individual or company names, e.g., Raster & Vector GIS Firm.
2. The following format is required for labeling goals, objectives, and tasks:
 - a. All goals must be numbered, e.g.: Goal 1: Improve GIS for County XYZ.
 - b. All objectives must be numbered in order and include their overarching goal, e.g., Objective 1.1: Complete an MLIA Grant Application.
 - c. All tasks must be numbered in order and include their overarching goal and objective, e.g., Task 1.1.1: Create a Web Grants User Profile.
3. Collecting Survey Control – Applicant must submit the "MLIA Proposed Survey Control Point Collection" form, provided in the MLIA Grant Application Packet, to identify the proposed collection.
4. The applicant is required to submit the "MLIA Grant Project Timeline." Please use the template provided below to complete the timeline.

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

Tasks – Tasks must be described in chronological order necessary to accomplish the work under each objective. This description must provide sufficient detail to show that the tasks are achievable and will accomplish the objectives stated in the application. The description also should provide detail concerning the specific results of each task.

1. All equipment purchases must be listed as separate tasks. Each equipment purchase must be clearly described and include specific justification how the purchase will help achieve the applicant's goals and objectives.
 - a. Equipment purchases must comply with section 90-1-411 (1), MCA: "Money in the account may be used only for the purposes of this part, including purchasing technology to assist in collecting, maintaining, or disseminating land information and funding the budget required under 90-1-410."
2. Please refer to the MLIA Grant Compliance Section of the MLIA Grant Application Packet for GIS Project Planning Grants eligible expenditures and activities.
3. Please refer to Appendix B of the Montana Land Information Act Grant Packet for requirements for collecting survey control.

There is a 15,000-character limit for the scope of work narrative.

Project Goal: Build a parcel fabric of conveyable tracts of record and link recorded documents to parcels.

Objective 1: Build parcel fabric infrastructure and establish procedures for linking documents. Complete by August 31st, 2020.

Tasks:

- 1.1 Establish the parcel fabric. The project will utilize the current parcel fabric and the Local Government Information Model that is being maintained by the Missoula County GIS Division. The project managers are currently testing the existing parcel fabric to determine the appropriate method of integrating historical parcels and documents.
- 1.2 Troubleshoot parcel fabric and parcel editing workflows. The process of linking all recorded documents to parcels will require designations for conveyance types, ownership rights, and expiry logic that is not yet enabled in the Local Government Information Model. Troubleshooting and customization of the fabric and workflow is required and will be conducted jointly by the project managers.
- 1.3 Create workflow and parcel designators in Eagle Recorder. Customization of the Eagle Recorder indexing presentation is required to include the fields necessary to enable parcel linkages through the established API. The secondary project manager will manage these alterations.
- 1.4 Supplement current API. To link Eagle Recorder and ArcGIS Online based on parcel designation attribute(s), the API that is already operating will be expanded by the primary project manager.
- 1.5 Complete procedural manual. In coordination with the primary project manager, the secondary project manager will create a procedural manual of the procedures required to create document linkages and when necessary, edit the parcel fabric.

Objective 2: Purchase and set up workstations compatible with ArcGIS & Eagle Recorder. Complete by August 31st, 2020.

Tasks:

- 2.1 Purchase one personal computer capable of running ArcGIS Pro, ArcGIS Online, & Eagle Recorder. The workstation purchase will be the standard Missoula County purchase of HP EliteDesk 800 Desktop Mini PC with HP EliteDisplay monitors.
- 2.2 Establish permissions for Missoula County licenses to ESRI products & Eagle Recorder on these stations. Missoula County has an Enterprise License Agreement with ESRI, so no additional licenses for the ArcGIS software are anticipated. Similarly, Missoula County has available user profiles for Eagle Recorder Software. This task consists only of establishing program permissions and user profiles.

Objective 3: Hire and train temporary employees. Complete phase one in Autumn 2020. Complete phase two in Spring 2021 (detailed deadlines attached).

Tasks:

3.1 Temporary employee position advertisement. Open positions will be advertised through standard Missoula County avenues as well as through the University liaison. Job descriptions will be written and made available before the beginning of FY 2021.

3.2 Hire interns/temporary employees. Qualified applicants will be interviewed, positions will be offered, and individuals will be hired.

3.3 On-board and train interns/temporary employees. The first week of employment will include training to ensure comprehension with Eagle Recorder workflows and ArcGIS parcel fabric editing.

Objective 4: Link historical documents and digitize tracts of record

Tasks:

4.1 Link recorded documents to parcel fabric and when necessary, digitize new parcels in the fabric. Property within Missoula County encompasses 84 townships. Within those townships, there is an assortment of densities and ownership patterns. This stage of the project will link all documents within three townships to the parcel fabric. The three townships will be selected to provide a proof of concept and troubleshooting of all parcel, ownership, and encumbrance types. Specifically, one township will contain high density development, one will be of medium density, and one of low density.

Objective 5: Submit quarterly and final report to the Montana State Library and publish data as required.

Tasks:

- 5.1 Submit quarterly reports to the Montana State Library's Grant project manager.
- 5.2 Submit final project report to the Montana State Library's Grant project manager.
- 5.3 Publish required data and metadata to the Montana GIS Data List and submit all other required or negotiated deliverables.

Project Schedule and Timeline

Project Timeline:* MLIA_2021_MissoulaCounty_Timeline.pdf

Proposed PLSS Collection

Is the proposed project for the sole purpose of collecting new survey control data?* No

Project Deliverables

Deliverable:	Deliverable Type:	Explanation:	Related Project Task:	Completion Date:
Final Report	Final Report	The Final Report will be submitted by June 15, 2021. This report will include a narrative of the project that covers the full grant term, including any alterations to the original project timeline & budget. The report will highlight the achievement of objectives and tasks listed in the scope of work and draw ties between the narrative and the final data deliverable. The final report will also include lessons learned and next steps with the intention of providing a model for other jurisdictions.	1.5.2 - Final Project Report Submittal	06/15/2021
Quarterly Report #1	Quarterly Report	Quarterly Report #1 will be submitted by October 10th, 2020. This quarterly report will include a summary of the project to date, including any alterations to the project timeline or budget. The report will also include updates and progress reports relating to the creation of document linkages and parcel digitization. Specifically, the report will highlight the achievement of objectives and tasks listed in the scope of work as well as overall spending on the project to date.	1.5.1 - Quarterly report submittal	10/10/2020
Quarterly Report #2	Quarterly Report	Quarterly Report #2 will be submitted by January 10th, 2021. This quarterly report will include a summary of the project to date, including any alterations to the project timeline or budget. The report will also include updates and progress reports relating to the creation of document linkages and parcel digitization. Specifically, the report will highlight the achievement of objectives and tasks listed in the scope of work as well as overall spending on the project to date.	1.5.1 - Quarterly report submittal	01/10/2020
Quarterly Report #3	Quarterly Report	Quarterly Report #3 will be submitted by April 10th, 2021. This quarterly report will include a summary of the project to date, including any alterations to the project timeline or budget. The report will also	1.5.1 - Quarterly	04/10/2020

		include updates and progress reports relating to the creation of document linkages and parcel digitization. Specifically, the report will highlight the achievement of objectives and tasks listed in the scope of work as well as overall spending on the project to date.	report submittal	
Data Deliverable	Spatial Data	The final data deliverable will be submitted by the SOW end date (predicted June 15th, 2021). The project manager will work with the Agency Project Manager to ensure a smooth submission of all data and to make it publicly available. Data will be posted to the Montana GIS Data List. Final form of this data deliverable will be negotiated in the SOW.	1.5.3 - Data Publication & Final Deliverable Sub.	06/15/2020

Budget Narrative

Budget Justification Narrative:

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

Funding Partners and Required Statements of Support -- All funding partners, funding sources/recipients, must be identified. Statements of support are required for each identified funding partner. Any funds pledged to this proposal must be reflected in the statements of support. Statements of support must be provided in the Funding Partners form of the application.

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

There is an 8,000-character limit for the budget narrative.

Missoula County is requesting \$11,720.05 of MLIA grant funds to complete the initial stage of Map Missoula. This phase is anticipated to cost \$29,781.67. Personnel expenditures comprise the majority of the requested resources at \$29,082.42. Missoula County's in-kind contribution to Map Missoula consists of personnel expenditures of \$18,061.62 with the remaining \$11,020.80 requested in MLIA grant funds. An additional MLIA grant fund investment of \$699.25 is necessary for computer equipment to support additional staff.

PERSONNEL

MLIA Grant

The University of Montana's Academic Calendar allows for three internship opportunities: Autumn Semester, Spring Semester, and an abbreviated Summer Semester. The respective semester lengths are 14 weeks, 15 weeks, and 6 weeks. One intern will be recruited for Autumn Semester and two interns will be hired for both Spring and Summer Semesters. Each intern will work 10 hours per week for a total of 560 total internship hours.

Autumn: 14 weeks * 1 intern * 10 hours = 140 hours

Spring: 15 weeks * 2 interns * 10 hours = 300 hours

Summer: 6 weeks * 2 interns * 10 hours = 120 hours

560 hours

Montana Code Annotated 2-18-101 classifies paid interns working more than 90 consecutive days as temporary employees. Wages for temporary employees are determined by a Human Resource review of position requirements and classification within the Missoula County pay scale. Missoula County has historically paid interns between \$15 and \$18 per hour. The Montana Department of Labor and Industry 2019 *Informational Wage Rates by Occupation* publication (http://lmi.mt.gov/Portals/193/Publications/LMI-Pubs/Labor%20Market%20Publications/OES-Pub_2018.pdf) identifies a \$16.06 hourly wage as the low end of mid-range pay for Missoula surveying and mapping technicians; a position with duties similar to those we will require. Personnel wage expenses for 560 hours at \$16 per hour amount to \$8,960.00.

Autumn: 14 weeks * 1 intern * 10 hours = 140 hours * \$16 = \$2,240

Spring: 15 weeks * 2 interns * 10 hours = 300 hours * \$16 = \$4,800

Summer: 6 weeks * 2 interns * 10 hours = 120 hours * \$16 = \$1,920

560 hours \$8,960

Fringe benefits for temporary employees are estimated at 23% of \$8,960 for a total of \$2,060.80 in fringe benefits.

Autumn: 14 weeks * 1 intern * 10 hours = 140 hours * \$16 = \$2,240 * 23% = \$515.20

Spring: 15 weeks * 2 interns * 10 hours = 300 hours * \$16 = \$4,800 * 23% = \$1,104.00

Summer: 6 weeks * 2 interns * 10 hours = 120 hours * \$16 = \$1,920 * 23% = \$441.60

560 hours \$8,960 **\$2,060.80**

The total amount requested for personnel wage and fringe benefits from the MLIA Grant is \$11,020.80; the sum of personnel wage and fringe benefit costs to complete the current phase of Map Missoula.

Autumn: 14 weeks * 1 intern * 10 hours = 140 hours * \$16 = \$2,240 * 23% = \$515.20

Spring: 15 weeks * 2 interns * 10 hours = 300 hours * \$16 = \$4,800 * 23% = \$1,104.00

Summer: 6 weeks * 2 interns * 10 hours = 120 hours * \$16 = \$1,920 * 23% = \$441.60

560 hours \$8,960 + \$2,060.80 = **\$11,020.80**

Missoula County In-Kind

Multiple Missoula County personnel will dedicate time to Map Missoula. Tyler Gernant, Shyra Scott, and Mike Snook will participate in the recruitment of interns, general project oversight, and review and promotion of the final product. Missoula County Information Systems will assist in procuring, installing, and establishing permissions for the requisite hardware and software. Missoula County Human Resources will direct the creation of a position description and classification and will ensure compliance with recruitment policies and procedures. None of these in-kind personnel expenses are submitted in this budget as contributions from Missoula County as they are too variable to accurately quantify.

Direct guidance for interns and project oversight will be performed by Sam Scott. Sam will be troubleshooting parcel fabric & parcel editing workflows (Task 1.1.2), creating Eagle Recorder workflows (Task 1.1.3), creating a procedural manual (Task 1.1.5), participating in the hiring process (Task 1.3.2), and linking deed records to the parcel fabric (Task 1.4.1). However, only time Sam will spend directly supervising interns during on-boarding and training (Task 1.3.3) and linking records (Task 1.4.1) was considered for in-kind calculations.

As previously detailed, each internship period varies in length, but each intern will be required to work 10 hours per week for a total of 560 internship hours. The interns will not be working simultaneously as only one computer will be purchased so Sam will spend 560 hours supervising interns and managing the document linkage workflow.

Autumn: 14 weeks * 1 intern * 10 hours = 140 hours

Spring: 15 weeks * 2 interns * 10 hours = 300 hours

Summer: 6 weeks * 2 interns * 10 hours = 120 hours

560 hours

Sam Scott's current wage is \$23.5767 per hour resulting in a personnel wage expenditure of \$13,202.95.

Autumn: 14 weeks * 1 intern * 10 hours = 140 hours * \$23.5767 = \$3,300.74

Spring: 15 weeks * 2 interns * 10 hours = 300 hours * \$23.5767 = \$7,073.01

Summer: 6 weeks * 2 interns * 10 hours = 120 hours * \$23.5767 = \$2,829.20

560 hours **\$13,202.95**

Missoula County pays 36.8% in fringe benefits for Sam. The total fringe benefits the County will contribute to Map Missoula is \$4,858.67.

Autumn: 14 weeks * 1 intern * 10 hours = 140 hours * \$23.5767 = \$3,300.74 * 36.8% = \$1,214.67

Spring: 15 weeks * 2 interns * 10 hours = 300 hours * \$23.5767 = \$7,073.01 * 36.8% = \$2,602.86

Summer: 6 weeks * 2 interns * 10 hours = 120 hours * \$23.5767 = \$2,829.20 * 36.8% = \$1,041.14

560 hours \$13,202.95 **\$4,858.67**

The total amount of in-kind contributions from Missoula County is \$18,061.62; the sum of personnel wage and fringe benefit costs to complete this stage of Map Missoula.

Autumn: 14 weeks * 1 intern * 10 hours = 140 hours * \$23.5767 = \$3,300.74 * 36.8% = \$1,214.67

Spring: 15 weeks * 2 interns * 10 hours = 300 hours * \$23.5767 = \$3,536.51 * 36.8% = \$2,602.87

Summer: 6 weeks * 2 interns * 10 hours = 120 hours * \$23.5767 = \$1,414.60 * 36.8% = \$1,041.15

560 hours \$13,202.95 + \$4,858.67 =
\$18,061.62

EQUIPMENT

Missoula County has previously invested in the hardware, software, and licenses necessary to complete and sustain Map Missoula. The County will continue to invest in upgrades as needed. The only equipment being requested from the MLIA Grant is a computer to accommodate the addition of two interns. Since the interns are not working full-time positions, schedules will be coordinated to not require the purchase of two computers. Missoula County Information Systems received the included quote of \$699.25 per computer on December 17, 2019.

Budget Tables

Is the proposed project
for a GIS Project Planning Grant? No

MLIA Grant Budget Summary Table (Required for All Applicants)

Please attach the completed "MLIA Grant Budget Summary" table as a PDF document in the field below.

MLIA Grant Budget
Summary Table:* MLIA_2021_MissoulaCounty_BudgetSummary.pdf

MLIA Grant Detailed Budget (Required for All Applicants Except GIS Project Planning Grant Applicants)

Please attach an "MLIA Grant Detailed Budget" table as a PDF document.

MLIA Grant Detailed
Budget: MLIA_2021_MissoulaCounty_DetailedBudget.pdf

MLIA Funding Request Summary

Category	Requested MLIA Funds
Personnel (including fringe benefits)	\$11,020.80
Travel	\$0.00
Equipment	\$699.25
Supplies & Materials	\$0.00
Contractual	\$0.00
Other	\$0.00
Totals	\$11,720.05

Funding Partners

Name of Contact:	Name of Agency:	Street Address:	City:	County:	Zip Code:	Contact Email Address:	Contact Phone Number:	Funding Partner Pledged Cash Amount:	Funding Partner Pledged In-Kind Amount:	Statement of Support:

Project Sustainability

Project Sustainability Narrative:*

There is a 3,000-character limit for the sustainability narrative.

Map Missoula is a multi-year, multi-stage project which will provide comprehensive land information and increased public access to historical land records by enhancing cadastral data. The first stage of the project will establish the parcel fabric infrastructure, develop procedures for linking public documents to conveyable parcels on an online map, digitize tracts of record, and link historical deed records to the parcel fabric. MLIA grant funds will be used to support temporary employees for the time and effort needed to begin creating the data linkages.

This initial stage of the project, for which MLIA support is being requested, aims to provide a proof of concept through the three townships within which the efforts will be focused. Once this stage is completed, Missoula County will maintain consistent efforts towards completing document linkages across the remaining 81 townships. As the initial stage will establish the infrastructure, workflows, and troubleshooting necessary to support the completed project, the resources required to reach project conclusion will be staff time only.

An additional goal and benefit of this pilot stage of the Map Missoula project will be to better define the resources necessary to digitize all required parcels and create all document linkages. At the end of the grant cycle, the secondary project manager, the Real Property Project Coordinator in the Office of the

Clerk & Recorder, will assess the productivity, labor requirements, and efficiency with which document linkages can be made. Using this information, Missoula County will be able to more accurately determine the most efficient allocation of resources to complete the project within a reasonable timeframe.

Through the creation of the Real Property Project Coordinator position, Missoula County has ensured that there will be continual staff time dedicated to the completion of the project. Similarly, the GIS Division is committed to more accurately representing tracts of record in Missoula and will continue to devote staff time to digitizing parcels and creating document linkages. In addition to current Missoula County staffing, additional grant opportunities and partnerships will be pursued to decrease the overall duration of labor that will be dedicated to the project.

The primary project coordinator will coordinate with the Montana State Library to publish and otherwise make available the data that is created through Map Missoula. In addition to the data and other reporting requirements throughout the grant cycle, the project managers will work with the Montana State Library to ensure that improvements to MSDI data layers made across the entirety of the Map Missoula project will be made available.

Renewable Grant Accountability

Fiscal Year 2020 MLIA Grant Cycle

Please indicate whether or not the applicant was awarded an MLIA grant for state fiscal year 2020. If the applicant did receive a grant for fiscal year 2020, please provide a written narrative of the grant project. After clicking "yes," you will see a text box appear in which you can enter the written narrative.

Did the applicant receive an MLIA grant in fiscal year 2020?* No

Fiscal Years 2016-2019 MLIA Grant Cycles

Please indicate whether or not the applicant was awarded any MLIA grants during state fiscal years 2016-2019. Please select "yes" for any of the following applicable years. After clicking "yes," you will see a text box appear in which you can enter a written narrative explaining the grant project. In the text box, please provide a written narrative for each grant awarded, outlining the successes and failures of the grant. Explain how tasks, timelines, and deliverables of the project were or were not met. Demonstrate how past project failures will ensure future successes.

Did the applicant receive an MLIA grant in fiscal year 2019?* No

Did the applicant receive an MLIA grant in fiscal year 2018?* No

Did the applicant receive an MLIA grant in fiscal year 2017?* No

Did the applicant receive an MLIA grant in fiscal year 2016?* No



**TYLER R. GERNANT
CLERK & TREASURER
200 WEST BROADWAY
MISSOULA MT 59802-4292
(406) 258-4752**

State of Montana
Montana State Library
1515 E. Sixth Ave.
Helena, MT 59620

[Date]

To Whom It May Concern,

Enclosed is an Invoice for \$_____ pursuant to the Montana Land Information Act Grant Project Statement of Work dated [TBD] between the Montana State Library and Missoula County.

This invoice covers the period of _____ through _____.

If you have any questions, please contact me at (406) 258-3275.

Sincerely,

Mike Snook
MLIA Grant Project Manager

Missoula County

INVOICE

200 West Broadway
Missoula, MT 59802-4292
Phone: (406) 258-4910

INVOICE #NUMBER
DATE: ENTER DATE

TO:

State of Montana
Montana State Library
1515 E. Sixth Ave.
Helena, MT 59620

FOR:

Montana Land Information Act Grant

DATE	DESCRIPTION	HOURS	RATE	AMOUNT
9/1/20 – 6/1/21	MLIA Share of Personnel Costs for Applicant (Supporting information below)	20	\$17.416	\$348.32
8/1/2020	Equipment Purchase (Receipt attached – Quote included for sample purposes)	N/A	\$699.25 per unit	\$699.25
TOTAL				\$1,047.57

Documentation for Personnel Funds

MLIA Task	Personnel Title	Hours	Rate	Fringe Cost	Billed Amount
1.4.1 - Create Document Linkages	GIS Intern	20	\$16.00/hour	\$1.416/hour	\$348.32

Direct any questions to: Project Manager Mike Snook
Make checks payable to: Missoula County, 200 West Broadway, Missoula, MT 59802-4292



We have prepared a quote for you

HPI NASPO QTY 40 EliteDesk 800 65W G5

Quote # 418441
Version 1

Prepared for:

Missoula County

Cortni Hill
chill@missoulacounty.us

Quoted from HP Indirect NASPO Valuepoint MNNVP-133/MNNVP-133-MT

Hardware

***Declined Option(s)**

Item	Description	Price	Qty	Ext. Price
	Quoted from HP Indirect NASPO Valuepoint MNNVP-133/MNNVP-133-MT			
	HP INC. : HP RCTO EliteDesk 800 65W G5 DM AMS PC	\$198.50	40	\$7,940.00
	HP INC. : Win 10 Pro 64	\$85.00	40	\$3,400.00
	HP INC. : ENERGY STAR Certified	\$0.00	40	\$0.00
	HP INC. : HP HDMI Port	\$3.00	40	\$120.00
	HP INC. : Intel Core i5- 9500 3.0 6C 65W	\$168.75	40	\$6,750.00
	HP INC. : 8GB (1x8GB) DDR4 2666	\$69.00	40	\$2,760.00
	HP INC. : No WLAN	\$0.00	40	\$0.00
	HP INC. : USB BusSlim Keyboard U.S. - English localization	\$5.00	40	\$200.00
	HP INC. : MUS WD USB OPT	\$2.00	40	\$80.00
	HP INC. : Single Unit (DM) Packaging	\$0.00	40	\$0.00
	HP INC. : HP 800 G5 DM CKIT U.S. - English localization	\$0.00	40	\$0.00
	HP INC. : 3/3/3 DM Warranty U.S. - English localization	\$22.00	40	\$880.00
	HP INC. : Intel CFL-R Core i5 vpro Label	\$0.00	40	\$0.00
	HP INC. : 90 Watt EPSDM Ext Power Adapter	\$6.00	40	\$240.00
	HP INC. : OS Localization U.S. - English localization	\$0.00	40	\$0.00
	HP INC. : 256GB M.2 2280 PCIe NVMe TLC SSD	\$108.00	40	\$4,320.00
	HP INC. : DM No SATA HDD Bracket G4/G5	\$0.00	40	\$0.00
	HP INC. : Hewlett-Packard - HP e-Care Pack Next Business Day Hardware Support - Extended service agreement - parts and labor - 5 years - on-site - NBD	\$32.00	40	\$1,280.00

Subtotal: **\$27,970.00**

830 Front Street
Helena, MT 59601
www.goitc.com
406-495-2673



HPI NASPO QTY 40 EliteDesk 800 65W G5



Prepared by:

Ken Keller
406-447-3365
Fax 406-449-2346
ken@goitc.com

Prepared for:

Missoula County
199 W Pine St
Missoula, MT 59802
Cortni Hill
chill@missoulacounty.us
(406) 258-4744

Quote Information:

Quote #: 418441
Version: 1
Create Date: 12/16/2019

Quote Summary

Description	Amount
Hardware	\$27,970.00

Total: \$27,970.00

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

E-Signature Confirmation

Initials: CRH
IP Address: 66.109.147.134
Email Address: techpurchasing@missoulacounty.us
PO Number: 191217-01
Date: 12/17/2019 2:23 PM

MLIA GRANT BUDGET SUMMARY

Category	MLIA Summary	Applicant Summary			Total:
	MLIA Share	Missoula County Cash	Missoula County In-Kind	Missoula County Subtotal	
a. Personnel	\$8,960.00	\$0.00	\$13,202.95	\$13,202.95	\$22,162.95
a.1. Fringe Benefits	\$2,060.80	\$0.00	\$4,858.67	\$4,858.67	\$6,919.47
b. Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
c. Equipment	\$699.25	\$0.00	\$0.00	\$0.00	\$699.25
d. Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
e. Contractual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
f. Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total:	\$11,720.05	\$0.00	\$18,061.62	\$18,061.62	\$29,781.67

Instructions:

- 1 All applicants must complete and submit one MLIA Grant Budget Summary table.
- 2 **Do Not Make Changes** to the Category column: do not rename nor add new categories.
- 3 Add or remove the Funding Partners column(s) as needed to define a clear budget. And update calculations.
- 4 Rename the Funding Partner columns appropriately to reflect identified partners.
- 5 Check that the amounts entered are consistent throughout all grant application materials, e.g., Detailed Budget Narrative.
- 6 The Total column must equal the sum of the MLIA Share, Applicant Summary Subtotal and Partner Subtotal.
- 7 Check the math.
- 8 Export the table only as a PDF and upload it into WebGrants Budget Tables Section.
- 9 Please use the following naming convention for this file: MLIA_2021_ORGNAMEHERE_BudgetSummary.

MLIA GRANT DETAILED BUDGET

Tasks	Category Type	Funding Source	Hours	Rate	Cost
Task 1.1.1 - Create parcel fabric infrastructure	Personnel (incl. fringe benefits)	Missoula County In-Kind			\$ -
Task 1.1.2 - Troubleshoot parcel fabric & parcel editing workflows	Personnel (incl. fringe benefits)	Missoula County In-Kind			\$ -
Task 1.1.3 - Eagle Recorder workflows	Personnel (incl. fringe benefits)	Missoula County In-Kind			\$ -
Task 1.1.4 - Supplement API	Personnel (incl. fringe benefits)	Missoula County In-Kind			\$ -
Task 1.1.5 - Create procedural manual	Personnel (incl. fringe benefits)	Missoula County In-Kind			\$ -
Task 1.2.1 - Purchase computer	Equipment	MLIA Grant Funds			\$ 699.25
Task 1.2.2 - Establish software permissions	Personnel (incl. fringe benefits)	Missoula County In-Kind			\$ -
Task 1.3.1 - Position posting	Personnel (incl. fringe benefits)	Missoula County In-Kind			\$ -
Task 1.3.2 - Hiring process	Personnel (incl. fringe benefits)	Missoula County In-Kind			\$ -
Task 1.3.3 - On-board & training	Personnel (incl. fringe benefits)	Missoula County In-Kind	30	32.2529	\$ 967.59
Task 1.3.3 - On-board & training	Personnel (incl. fringe benefits)	MLIA Grant Funds	30	19.68	\$ 590.40
Task 1.4.1 - Create document linkages	Personnel (incl. fringe benefits)	Missoula County In-Kind	530	32.2529	\$ 17,094.04
Task 1.4.1 - Create document linkages	Personnel (incl. fringe benefits)	MLIA Grant Funds	530	19.68	\$ 10,430.40
Task 1.5.1 - Quarterly report submittal	Personnel (incl. fringe benefits)	Missoula County In-Kind			\$ -
Task 1.5.2 - Final project report submittal	Personnel (incl. fringe benefits)	Missoula County In-Kind			
Task 1.5.3 - Data publication and final deliverable submittal	Personnel (incl. fringe benefits)	Missoula County In-Kind			\$ -
		Totals:		 	\$ 29,781.67