



**Coal Creek State Forest**

Prepared by MT DNRC  
for Montana State Library MLIA FY2022 Off-Cycle Grant Program

**Submitted by Gina Mazza**

**Submitted on 08/06/2021 2:58 PM Mountain Standard Time**

## Opportunity Details

### Opportunity Information

Title

MLIA FY2022 Off-Cycle Grant Program

Description

In accordance with the Montana Land Information Act (MLIA), the Montana State Library administers an annual grant program to distribute accumulated funds from the Montana Land Information Account, established by MLIA. Grant applications are evaluated by the State Library and its advisory council, the Montana Land Information Advisory Council, and follow the MLIAC Grant Subcommittee Code of Ethics. Grant criteria are established based on the original intent of the MLIA and the goals and objectives of the annual Montana Land Information Plan.

Grant awards for the Off-Cycle Grant Program will be for a period of one year, commencing on the effective date of a Statement of Work negotiated between grant recipients and the Montana State Library. Statements of work for awarded projects must be signed no later than June 30, 2022.

- Please direct all grant program questions to [MLIAGrants@mt.gov](mailto:MLIAGrants@mt.gov).
- Please use the companion, MLIA Grant Application packet for more program information and instructions: [https://docs.msl.mt.gov/MLIAC/FY2022/MLIAGrantApplicationPackage\\_FY2022.pdf](https://docs.msl.mt.gov/MLIAC/FY2022/MLIAGrantApplicationPackage_FY2022.pdf)
- Specific guidelines for the Off-Cycle Grant Program and application process are also available at: [https://docs.msl.mt.gov/MLIAC/FY2022/MLIA\\_2022OC\\_ApplicationPackageFY2022.pdf](https://docs.msl.mt.gov/MLIAC/FY2022/MLIA_2022OC_ApplicationPackageFY2022.pdf)

Awarding Agency Name

Montana State Library

Agency Contact Name

Erin Fashoway

Public Link

<https://mt.amplifund.com/Public/Opportunities/Details/7e53eb59-36b9-4836-bb48-a04f4123cf95>

Is Published

Yes

### Funding Information

Total Program Funding

\$79,859.00

Funding Sources

State

### Award Information

Award Announcement Date

11/1/2021

Award Type

Competitive

Capital Grant

No

Indirect Costs Allowed

No

Matching Requirement

Yes

## Submission Information

Submission Window

07/07/2021 11:00 AM - 08/06/2021 5:00 PM

Submission Timeline Type

One Time

Submission Timeline Additional Information

[https://docs.msl.mt.gov/MLIAC/FY2022/MLIA\\_2022OC\\_ApplicationPackageFY2022.pdf](https://docs.msl.mt.gov/MLIAC/FY2022/MLIA_2022OC_ApplicationPackageFY2022.pdf)

Allow Multiple Applications

Yes

## Technical Assistance Session

Technical Assistance Session

No

## Eligibility Information

Eligibility Type

Public

Eligible Applicants

Additional Eligibility Information

<https://geoinfo.msl.mt.gov/mliagrants>

Applicants must represent one of the following forms of government within Montana:

Any department, agency, board, commission, or other division of state government. (This includes the Montana University System.)

Any city, county, or other division of local government.

A tribal government/entity within the state.

## Additional Information

Additional Information URL

[https://docs.msl.mt.gov/MLIAC/FY2022/MLIA\\_2022OC\\_ApplicationPackageFY2022.pdf](https://docs.msl.mt.gov/MLIAC/FY2022/MLIA_2022OC_ApplicationPackageFY2022.pdf)

Additional Information URL Description

Please click on the link above for an explanation of the MLIA FY2022 Off-Cycle Grant application process. The link includes instructions for completing the application in AmpliFund, application scoring criteria, and other information about the Off-Cycle Grant Program.

## Project Information

### Application Information

Application Name

Coal Creek State Forest

Award Requested

\$20,000.00

Cash Match Requirement

\$0.00

Cash Match Contributions

\$3,082.00

In-Kind Match Requirement

\$0.00

In-Kind Match Contributions

\$1,918.00

Total Award Budget

\$25,000.00

### Primary Contact Information

Name

Gina Mazza

Email Address

gina.mazza@mt.gov

Address

2705 Spurgin  
Missoula, MT 59804

Phone Number

(406) 542-4331

## Project Description

### Part 01: Proposal Information

#### Proposal Information

Please see the MLIA Grant Application Package for more information about the MLIA Grant - [https://docs.msl.mt.gov/MLIAC/FY2022/MLIAGrantApplicationPackage\\_FY2022.pdf](https://docs.msl.mt.gov/MLIAC/FY2022/MLIAGrantApplicationPackage_FY2022.pdf).

Specific guidelines for the FY2022 MLIA Off-Cycle Grant Program can be reviewed here: [MLIA\\_2022OC\\_ApplicationPackageFY2022.pdf \(mt.gov\)](#)

The FY2022 MLIA Off-Cycle Grant Program will only consider applications for projects that address the following FY2022 MLIA Land Information Plan priority:

- **Montana Spatial Data Infrastructure Improvement to Cadastral and Administrative Boundaries Theme**

Does your application correspond with the above grant priority?

- Yes  
 No

#### Executive Summary

The Department of Natural Resources and Conservation (DNRC) is proposing a project to increase spatial accuracy of the Montana Spatial Data Infrastructure (MSDI) for the boundaries of Coal Creek State Forest located in Flathead County, Montana. The objective of this project is to hire a licensed surveyor to collect of survey control points and submit these points to the Montana State Library (MSL). Currently, the MSDI surrounding the Coal Creek State Forest consists of Protracted Blocks (PB) along the North, South, and West boundaries of the forest. Sections labeled 'PB' indicate an "unsurveyed area (of uncertain acreage) of which parts of, but not the entire, boundary has been surveyed." (USDA Forest Service, <https://www.fs.usda.gov/detail/hlcnf/maps-pubs/?cid=STELPRDB5444282>). Boundaries of the State Forest have not been surveyed in the past or were partially surveyed and need control point collection. The area proposed lies within the PLSS Priority Collection Areas identified by the MSL. The area of focus is the surrounding Coal Creek State Forest. If awarded a grant and there are additional, unused funds, the DNRC will survey areas north of the forest.

The inaccuracy of the boundaries is apparent when on the ground. For example, the discrepancy between the DNRC's Bad Elf GPS measurements and the current PLSS boundary is an estimated 400 feet along the west boundary. This proves to be an issue as the DNRC plans a timber sale along the west edge of the State Forest. The current boundaries show the sale overflowing from the State land into Federal ownership. The proposed project will be a collaborative effort and improve boundaries for three key stakeholders: the federal government (US Forest Service), the state government (DNRC), and private landowners in the area. The DNRC plans to hire a licensed surveyor, review the data, and submit the control points to the Montana State Library for MSDI improvement Cadastral National Spatial Data Infrastructure (CadNSDI).

The Montana State Library has identified priority areas for PLSS collection. Does the proposed project fall within these areas? Click on the link below to see the identified areas.

- Yes  
 No

Map of identified priority areas - <https://montana.maps.arcgis.com/home/webmap/viewer.html?webmap=e1b995fbb05044aa8f01df5d114e7bb4&extent=-117.6303,44.3276,-105.5014,48.9981>

## Part 02: Funding Partners & Statements of Support

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### Funding Partners

All funding partners must be identified. Statements of support are required for each identified funding partner. Please attached a statement of support for each identified partner in .pdf version. Any funds pledged to this proposal must be reflected in the statements of support. See [MLIA Grant Compliance – MLIA Grant Funding Partners](#) section for the definition of a funding partner in the [FY2022 MLIA grant application packet](#).

Please follow the instructions below to report information about all applicable funding partners and to attach letters of support. If there are no funding partners on this project, please select "Mark as Complete" and move on to the next form.

Do you have a Funding Partner?

- Yes  
 No

PLEASE MARK THIS FORM AS COMPLETE TO MOVE ON

## Part 03: Project Management

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### Primary Project Manager Contact Information

**The Primary Project Manager must be a representative of the applicant organization and may not be a hired consultant.**

Salutation

Ms.

Primary Project Manager Name

Gina Mazza

Primary Project Manager Title

GIS Analyst

Primary Project Manager Organization

MT DNRC

Primary Project Manager Email Address

gina.mazza@mt.gov

Primary Project Manager Phone Number

4065424331

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### Secondary Project Manager

**The Secondary Project Manager must be a representative of the applicant organization and may not be a hired consultant.**

Salutation

Ms.

Secondary Project Manager Name

Karen Goode

Secondary Project Manager Title

Forest Management Program Supervisor

Secondary Project Manager Organization

DNRC

Secondary Project Manager Email Address

kgoode@mt.gov

Secondary Project Manager Phone Number

751-2257

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### Organizational Capability

In this section, please demonstrate the organization’s past record of performance with similar projects; the ability to implement the methodology described in the scope of work; and the organization’s capability to support and sustain the project.

#### Organizational Capability

The proposed project will be undertaken by the Trust Lands Management Division (TLMD) of the Department of Natural Resources and Conservation (DNRC). The GIS Department for the TLMD supports all four bureaus within the division by fulfilling GIS needs, maintaining spatial data, and delivering data to the field. Included in this, the GIS Department is responsible for maintaining DNRC surface ownership tract geometry. These responsibilities are similar to the objectives and tasks detailed in this proposal. Gina Mazza, GIS Analyst, will serve as the Project Manager.

Gina has worked with the DNRC for two years as a GIS Analyst. Prior to that, she spent 10 years using GIS for the Federal, State, and County governments here in Montana. She also held several GIS internships including one at the Montana State Library. She is currently working towards a Master’s in GIS through the University of Montana. Gina not only has GIS data experience, but she also has experience administering grant projects, budgeting funds, meeting grant timelines, and reporting to the funding party. She gained this experience working for Ravalli County as the Noxious Weed Education Coordinator. Based on her experience, she demonstrates the ability to implement the methodology described in the scope of work.

The DNRC will support this project by providing consultation from the Forest Management Bureau (FMB) Forest Management Program Supervisor, Karen Goode, for financial needs and FMB Foresters in the Northwest Land Office (NWLO) for logistical and area specific needs. The DNRC will sustain this project by providing the use of ESRI products for creating field maps and processing any deliverables from the Surveyor. Once the MSDI is updated, the DNRC will topologically shift their ownership to match any control points and boundaries collected. Additionally, the DNRC will collaborate with the adjacent Forest Service and private landowners to update boundaries as the data dictates.

As an organization, the Forest Management Bureau within TLMD has demonstrated a past record of successful performance when it comes to hiring surveyors, implementing such projects, and reporting to the required entities. According to Karen Goode, the Forest Management Program Supervisor, the NWLO has successfully completed 10 projects of this type within the past three years.

#### **ORGANIZATIONAL CAPABILITY**

*The applicant demonstrates the organization’s past record of performance with similar projects; the ability to implement the methodology described in the scope work; and the organization’s capability to support and sustain the project.*

*(Reviewer Only)*

*Organizational Capability (0-25 Points) (Reviewer Only)*

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#### **Project Management**

In this section, the applicant must demonstrate the defined project managers’, key personnel’s, and funding partners’ adequate skills, qualifications, and experience for the defined project. And the following, if applicable, must be demonstrated.

1. **Management Plan** – The applicant must demonstrate how the defined project manager—not the hired consultant—will manage the entire project, including meeting the mandatory reporting requirements, communicating with the State Library, fulfilling data requirements, and managing all hired consultants.
2. **Financial Management** – Applicant provides a contact and a copy of the official invoice document for their respective organization in a .pdf format. (uploaded below)
3. **Past Record of Performance** – The applicant must demonstrate the defined project managers’ GIS project



management experience, grant management experience, and (if applicable) consultant management experience. The applicant must provide concrete examples of each and explain how the experience gained in those projects relates to the current proposal.

**4. Hiring a Consultant (if applicable) – The applicant must describe the plans to hire a consultant and the procurement process for acquiring these professional services.**

Project Management

Gina Mazza, the applicant, will manage the project from seeking out a surveying company based on the DNRC's standard operating procedures to confirming all deliverables are met for the MSL. She will work with the surveyor's schedule to confirm all MLIA timelines are met. Gina will diligently report progress to the Montana State Library making sure to meet all reporting deadlines and verify and information required by the MSL is included in the report. Additionally, all control data collected using funds from this grant will be shared with the Montana State Library for the purposes of updating the PLSS. Gina will work in partnership with Karen Goode for all financial needs associated with this project. Attached to this application is a financial contact and a copy of the official invoice document for the DNRC in a .pdf format.

The DNRC had worked with several Surveyors in the area and has existing, positive relationships with all contractors. This will guarantee successful collaboration and open communication between the Surveyor and the DNRC. Since starting to work for the DNRC, Gina Mazza has demonstrated effective project management. An example of pertinent GIS project management experience includes her management of several GIS Interns over the past two winters. Gina is responsible for identifying necessary projects, proper funds, project timelines, intern hiring, and reporting on expenditures monthly to each Bureau Chief. Before working for the DNRC Gina worked as the Education Coordinator for the Ravalli County Weed District. Over the two years she served Ravalli County, she applied for and implemented several grants. These grants required Gina manage each project entirely. She allocated the funds appropriately, hired employees within the bounds of the funds awarded, managed all work completed, and reported to the appropriate entities.

Apart from grant experience and the GIS management experience mentioned above, Gina serves as the sole GIS Analyst working for Trust Lands. This requires her to manage all GIS projects within the department in a timely and operational manner.

Gina will coordinate all aspects of this project and ensure all requirements are met in a timely manner. She will work with the surveyor to manage the implementation of the data collection and proper deliverables. She has already communicated with two surveying companies to discuss estimates and knowledge of the area.

Gina will follow all DNRC standard operating procedures for hiring a surveyor and maintain all relationships the DNRC holds with the Surveyors in the area. To do this she will consult with Karen Goode who processes all financial aspects of survey contracts in the NWLO.

***Project Management:***

***a. The applicant must demonstrate adequate skills, qualifications, and experience for the defined project managers, key personnel, and funding partners.***

***b. Financial Management - Applicant provides a contact and a copy of the official invoice document for their respective organization in a .pdf format.***

***c. Management Plan – The applicant demonstrates how the defined project manager—not the hired consultant—will manage the entire project, including meeting the mandatory reporting requirements, communicating with the State Library, fulfilling data requirements, and managing all hired consultants.***

***d. Past Record of Performance – The applicant must demonstrate the defined project managers' GIS project, grant, and, if applicable, consultant management experience. The applicant must provide concrete examples of each and explain how the experience gained in those projects relates to the current proposal.***

***e. Hiring a Consultant – If applicable, the applicant must describe the plans to hire a consultant and procurement process for acquiring professional services. If a consultant has been hired, applicant must identify the consultant, define the amount of time, identify key personnel, and the consultant's procured services and work completed relevant to the proposal.***

***(Reviewer Only)***

***Project Management (0-75 Points) (Reviewer Only)***

### Identified Consultant Information

If the applicant plans has hired and is under contract with a consultant who will perform work on the project, please select "yes" and complete the fields that appear below.

Has the applicant hired a consultant to perform work on the proposed project?

- Yes  
 No

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### Invoicing Methodology

In order for the Montana State Library to distribute awarded grant funds for incurred authorized project costs, the MLIA Grant Award Recipient must invoice the Montana State Library for reimbursement. The applicant must provide a sample, in PDF format, of the applicant's official invoice document.

Please attach sample invoicing documents

DNRC\_Invoice\_example

AGENCY'S FINANCIAL CONTACT

Salutation

Ms.

Financial Contact Name

Karen Goode

Financial Contact Title

Forest Management Program Supervisor

Financial Contact Organization

DNRC

Financial Contact Email Address

kgoode@mt.gov

Financial Contact Phone Number

406-751-2257

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### Authorizing Official

If awarded, the Grant Statement of Work will be routed though DocuSign to the authorized official who will sign on behalf of your organization. In order to facilitate the signature process, please provide the following information for the person with signing authority for this project.

Name of Official Authorizing Grant Statement of Work (if awarded)

Gina Mazza

Title of Official Authorizing Grant Statement of Work (if awarded)

Name of Official Authorizing Grant Statement of Work (if awarded)  
GIS Analyst

Email Address of Official Authorizing Grant Statement of Work (if awarded)  
gina.mazza@mt.gov

## Part 04: Project Authorization

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### Authorization Statement

I have read the application in its entirety, and I certify that the information and all statements in the application are true, complete, and accurate to the best of my knowledge. I further certify that we are committed to funding our share of the project, including both pledged applicant cash and pledged applicant in-kind, as stated in the proposed project budget. I further certify that the proposed project, should it be approved for MLIA funding, will comply with all applicable state, local, and federal laws, regulations, and standards.

I authorize the Montana State Library to publish the contents of this application and to use the contents of this application for training, promotional, or other purposes.

Finally, I certify (by my signature) that I am authorized to submit this application for grant funding to the Montana State Library on behalf of my organization.

Please read the above statement and accept the following terms:

- Acknowledgment that I have read and accept the Terms and Conditions contained in this online application
- Acknowledgment that the applicant understands that the MLIA grant program is funded using State funds and does not involve any federal funding.
- Acknowledgment that the applicant has read the FY 2022 Montana Land Information Plan.
- Acknowledgment that the applicant understands that the purchasing of supplies or acquisition of contractual services may be subject to local or state procurement laws, and the applicant agrees to comply with any applicable laws, rules, and regulations governing the procurement of supplies or contractual services for their grant project.

Please type First and Last Name of Applicant Employee Submitting this Application

Gina Mazza

Date Signed

8/6/2021

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### Survey Control Point Collection Form

#### MLIA Proposed Survey Control Point Collection Form -

[https://docs.msl.mt.gov/MLIAC/FY2022/PLSSForm\\_MLIA\\_FY2022.zip](https://docs.msl.mt.gov/MLIAC/FY2022/PLSSForm_MLIA_FY2022.zip)

Applicants for the MLIA Off-Cycle Grant Program must include a completed MLIA Proposed Survey Control Point Collection form. Please see the link above to download the form, and attach the completed form below.

PLSSForm\_MLIA\_FY2022\_CoalCreekStateForest

#### **SCORING: SCOPE OF WORK - 100 TOTAL POINTS**

*Please review the Performance Plan Section, then come back and complete the following scoring: (Reviewer Only)*

*Goals and Objectives (0-30 Points) (Reviewer Only)*

*Tasks or Activities (0-30 Points) (Reviewer Only)*

*Project Scheduling (0-40 Points) (Reviewer Only)*

#### **SCORING: BUDGET JUSTIFICATION & BUDGET TABLES - 100 POINTS TOTAL**

*Please review the Budget Section, then come back and complete the following scoring: (Reviewer Only)*

*Budget Narrative (0-45 Points) (Reviewer Only)*

*Budget Tables (0-45 Points) (Reviewer Only)*

*Matching Funds (0-10 Points) (Reviewer Only)*

## Budget

### Proposed Budget Summary

#### Expense Budget

	Grant Funded	Non-Grant Funded	Total Budgeted
<b>Personnel</b>			
Coordinate with Private Landowners and USFS stakeholders	\$0.00	\$315.00	\$315.00
Gather Bids and Finalize Contract	\$0.00	\$315.00	\$315.00
Map Locations for Data Collection	\$0.00	\$315.00	\$315.00
Progress Reporting and Data Submission	\$0.00	\$473.00	\$473.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$1,418.00</b>	<b>\$1,418.00</b>
<b>Travel</b>			
Personnel Travel	\$0.00	\$500.00	\$500.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$500.00</b>	<b>\$500.00</b>
<b>Contractual</b>			
Contract Cash Match	\$0.00	\$3,082.00	\$3,082.00
Contract Grant Fund Request	\$20,000.00	\$0.00	\$20,000.00
<b>Subtotal</b>	<b>\$20,000.00</b>	<b>\$3,082.00</b>	<b>\$23,082.00</b>
<b>Total Proposed Cost</b>	<b>\$20,000.00</b>	<b>\$5,000.00</b>	<b>\$25,000.00</b>

#### Revenue Budget

	Grant Funded	Non-Grant Funded	Total Budgeted
<b>Grant Funding</b>			
Award Requested	\$20,000.00		\$20,000.00
<b>Subtotal</b>	<b>\$20,000.00</b>		<b>\$20,000.00</b>
<b>Non-Grant Funding</b>			
Cash Match		\$3,082.00	\$3,082.00
In-Kind Match		\$1,918.00	\$1,918.00
<b>Subtotal</b>		<b>\$5,000.00</b>	<b>\$5,000.00</b>
<b>Total Proposed Revenue</b>	<b>\$20,000.00</b>	<b>\$5,000.00</b>	<b>\$25,000.00</b>

### Proposed Budget Detail

See attached spreadsheet.

## Proposed Budget Narrative

### Personnel

Eligible Projects Costs: Enter the total amount in the "Direct Cost" field (Direct Cost = Grant Funded + Cash Match + In-Kind Match). Change "Non-Grant Funded" to "Yes". Enter in your Match Dollar Amount. The "Grant Funded" is your requested MLIA funds. See the Guidelines for more information.

### Map Locations for Data Collection

This is the amount of time DNRC staff will spend identifying locations and creating maps of the area as well as reviewing previously collected field data. This in-kind match is covered by their salaries.

### Gather Bids and Finalize Contract

This is the amount of time DNRC staff will spend refining any maps, communicating with potential surveyors, and finalizing the contract.

### Coordinate with Private Landowners and USFS stakeholders

This is the amount of time DNRC Staff will spend interacting with landowners who have stake in the proposed project area.

### Progress Reporting and Data Submission

This is the amount of time DNRC Staff will spend regularly reporting progress to the MSL as well as finalizing data for submission. This is an in-kind match covered by DNRC salaries.

### Travel

Eligible Projects Costs: Enter the total amount in the "Direct Cost" field (Direct Cost = Grant Funded + Cash Match + In-Kind Match). Change "Non-Grant Funded" to "Yes". Enter in your Match Dollar Amount. The "Grant Funded" is your requested MLIA funds. See the Guidelines for more information.

### Personnel Travel

This is the amount of time DNRC Staff will spend traveling to the site for field checks in addition to any fuel costs for travel. This is an in-kind contribution covered by DNRC salaries.

### Contractual

Eligible Projects Costs: Enter the total amount in the "Direct Cost" field (Direct Cost = Grant Funded + Cash Match + In-Kind Match). Change "Non-Grant Funded" to "Yes". Enter in your Match Dollar Amount. The "Grant Funded" is your requested MLIA funds. See the Guidelines for more information.

### Contract Cash Match

This is the estimated cost of a licensed surveyor to gather control points for both the high priority and low priority corners. This is covered by the DNRC cash match.

### Contract Grant Fund Request

This is the amount requested to cover the cost of the licensed surveyor contract. This includes an estimation of costs to survey both priority and non priority corners in the Coal Creek State Forest.





## Performance Plan

### Proposed Performance Plan

#### Project Scope of Work

Goal Name	Goal Type	Goal Details
Goal 1: Public Land Survey System (PLSS) Enhancement	Milestone	Due Date 07/01/2022
Objective 1.1: Finalize Scope of Work	Milestone	Due Date 10/31/2021
Task 1.1.1: Confirm Control Point Locations	Milestone	Due Date 10/31/2021
Task 1.1.2: Finalize Contract	Milestone	Due Date 10/31/2021
Objective 1.2: Surveyor Field Work and Data Collection Plan	Milestone	Due Date 06/01/2022
Task 1.2.1: Data Collection Plan	Milestone	Due Date 12/01/2021
Task 1.2.2: Collect Control Point Locations	Milestone	Due Date 06/01/2022
Objective 1.3: Reporting	Milestone	Due Date 06/01/2022
Objective 1.4: Data Submission	Milestone	Due Date 06/30/2022

### Proposed Performance Narrative

#### Project Scope of Work

Please add and explain your project goals, objectives, and tasks in this section. To add a new goal, objective, or task, click on the "Add Goal" link. Each new item added is considered a "goal" in the AmpliFund system, so it is important that each goal, objective, or task is labeled carefully and clearly identified as either a goal, objective, or task. The following format is required for labeling goals, objectives, and tasks: a. All goals must be numbered, e.g.: "Goal 1: Submit FY2022 MLIA Grant Application." Project goals should be broad and provide a general statement of the project purpose. Each goal should have at least one measurable objective. b. All objectives must be numbered and include their overarching goal, e.g.: "Objective 1.1: Complete All Grant Application Forms." Each project objective should describe a specific outcome of the project and explain when that outcome will be achieved. Each objective should have at least one measurable task. c. All tasks must be numbered in order and include their overarching goal and objective, e.g.: "Task 1.1.1: Complete the Applicant and Project Information Form of the Application." 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 and a deadline for when the task will be completed. It is important to choose a "goal type" that best suits the Goal, Objective, or Task that you are trying to accomplish. For example, defining a Task to purchase software should be defined as a Milestone "goal type," and a relevant purchase date should be entered. Another example, would be defining a Goal for digitizing all road centerlines in a county, which could be defined in number of road miles. In that case, a Numeric "goal type" would be chosen and the number of possible road miles entered. The Montana State Library must approve all deliverables and reports prior to releasing final grant reimbursement. Therefore, the project proposal must reflect all goals, objectives, tasks, final deliverables, final reports, and final invoicing to be completed no less than 10 business days before the end of the grant award period. Please note that grant awards for the Off-Cycle Grant Program will be for a period of one year, commencing on the effective date of a Statement of Work negotiated between grant recipients and the Montana State Library. Statements of work for awarded projects must be signed no later than June 30, 2022. Please keep this timeframe in mind when developing your proposed performance plan and project goals.

### **Goal 1: Public Land Survey System (PLSS) Enhancement**

Gather control point locations around the Coal Creek State Forest and submit the data to the Montana State Library for improvement of the MSDI.

#### **Objective 1.1: Finalize Scope of Work**

DNRC will finalize a scope of work including identifying a surveyor and exact corners as outlined in the Tasks.

##### **Task 1.1.1: Confirm Control Point Locations**

DNRC will work with the MSL to confirm control point locations that best serve the MSDI.

##### **Task 1.1.2: Finalize Contract**

DNRC will review bids if necessary and enter into a signed agreement with the licensed surveyor to collect data.

#### **Objective 1.2: Surveyor Field Work and Data Collection Plan**

The DNRC and surveyor will develop a data collection plan. The contracted surveyor will work within the time constraints of this grant. The DNRC will work with the surveyor throughout the duration of the project to ensure all timelines and budgets are met.

##### **Task 1.2.1: Data Collection Plan**

The DNRC and surveyor will develop a data collection plan.

##### **Task 1.2.2: Collect Control Point Locations**

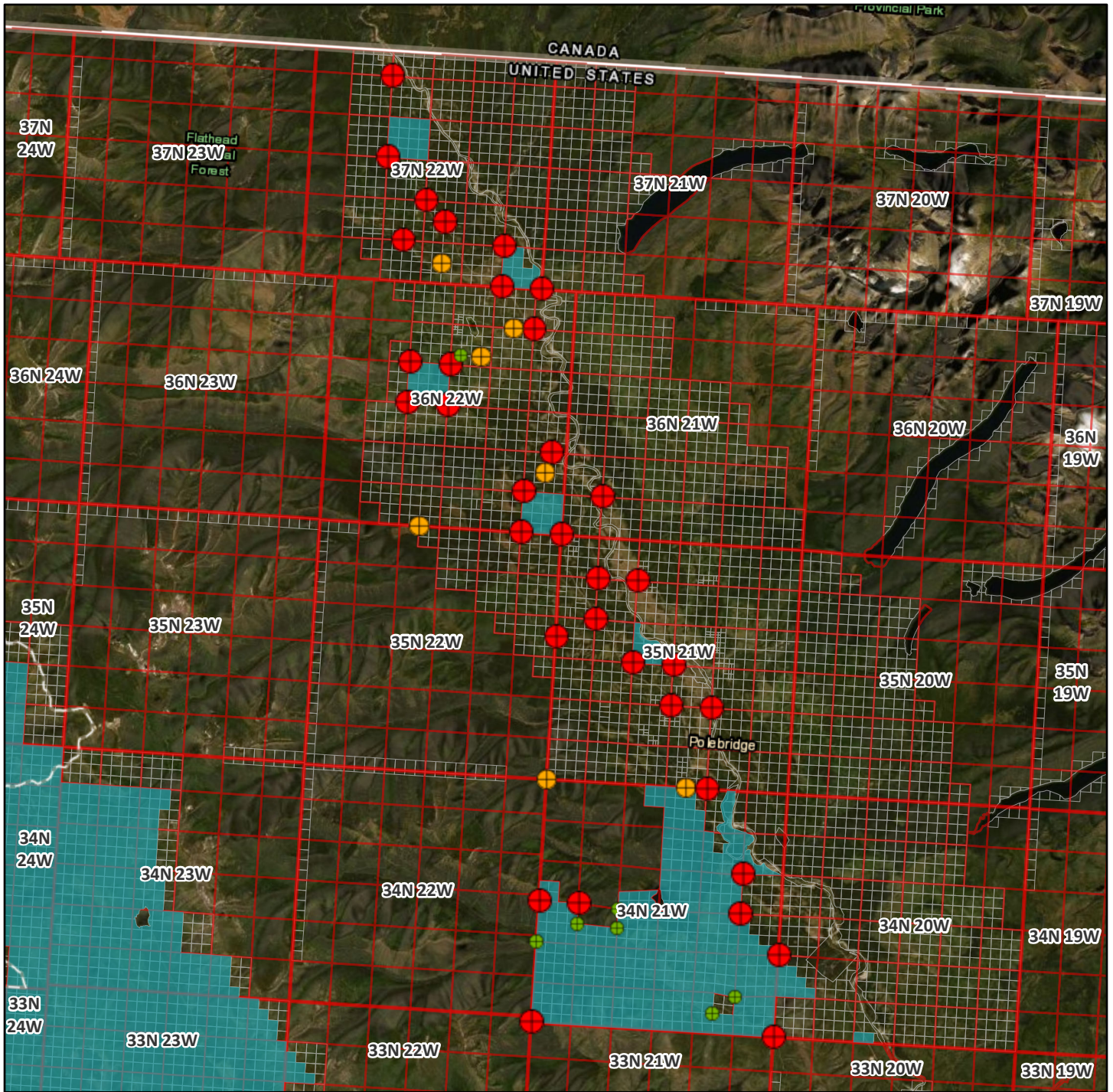
The contracted surveyor will survey the location of control points identifies as priority and if budget and time allow we will also include lower priority points.

#### **Objective 1.3: Reporting**

The DNRC will collaborate with the surveyor to ensure all data is packages correctly and reporting requirements are met.








#### **Objective 1.4: Data Submission**

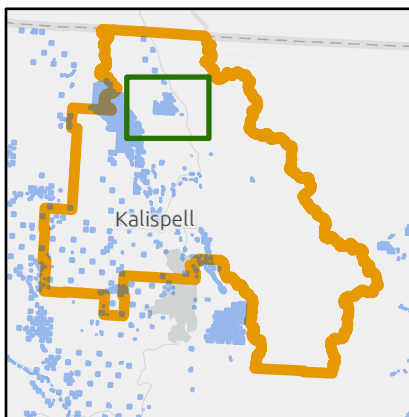
The surveyor will submit all data to the DNRC for review. The DNRC will submit all control point data to the Montana State Library for the purpose of updating the PLSS.



**Coal Creek State Forest: Control Point Survey Area:  
Potential North Points to Collect  
July 2021**

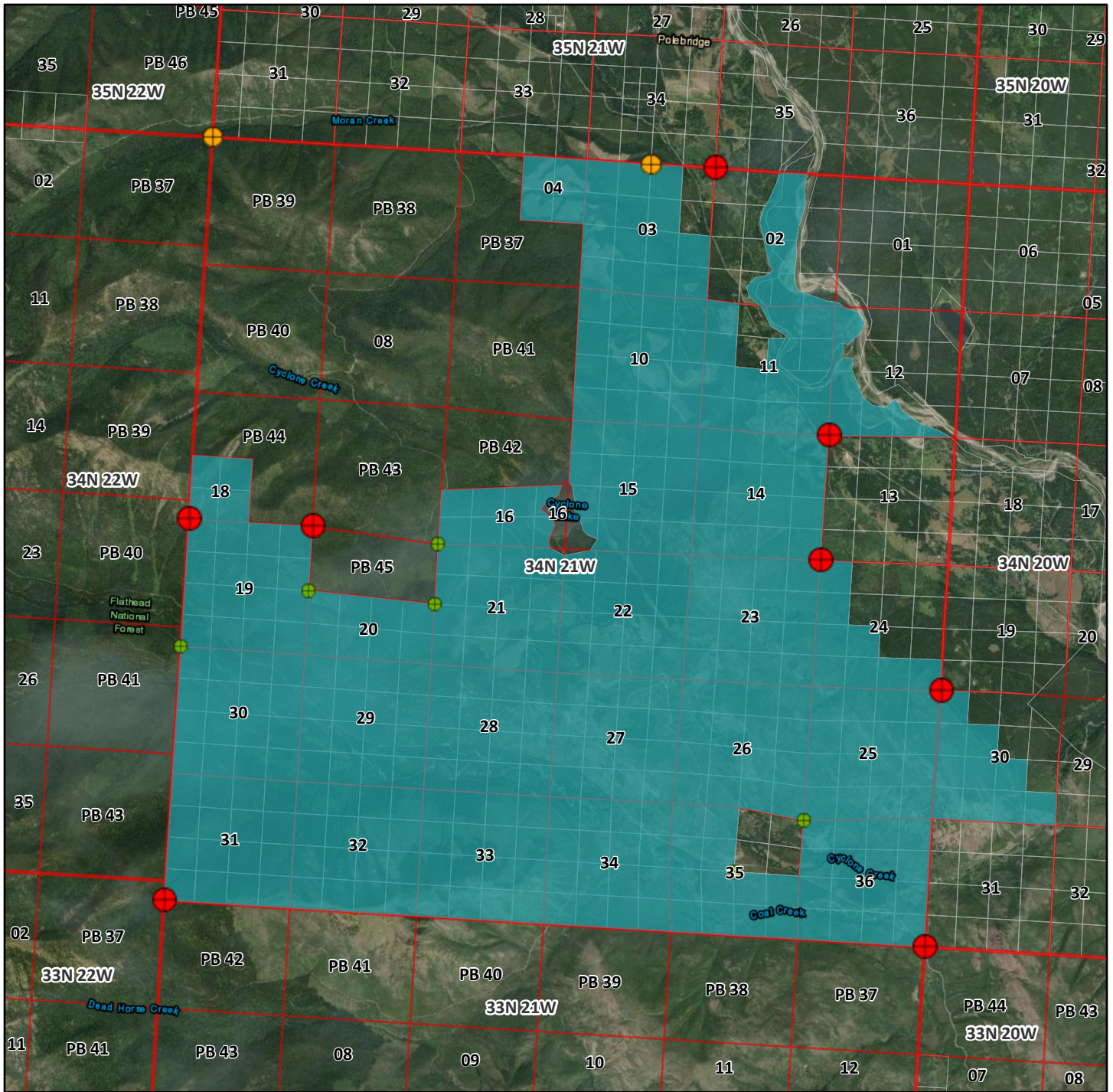
**Priority Control Collection Points**

- |  |   |   |
|--|---|---|
|  High   |  Trust Lands Surface Tracts |  First Division  |
|  Medium |  Township                   |  Second Division |
|  Low    |   |   |



-  Trust Lands Surface Tracts
-  Flathead County



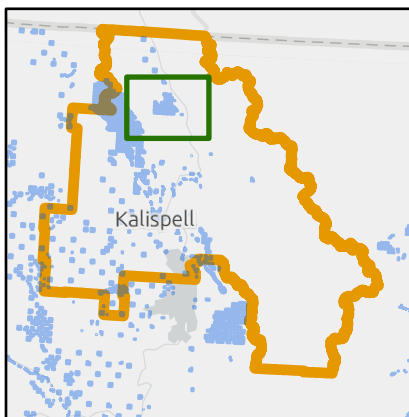


### Coal Creek State Forest: Control Point Survey Area July 2021

#### Priority Control Collection Points

- High
- Medium
- Low
- Trust Lands Surface Tracts
- Township
- First Division
- Second Division

0 1 Miles



- Trust Lands Surface Tracts
- Flathead County

Esri Canada, Esri, HERE, Garmin, FAO, NOAA, USGS, Bureau of Land Management, EPA, NPS, Esri, HERE, Garmin, Earthstar Geographics