



**PLSS Control Collection - Great Falls, MT**

Prepared by City of Great Falls, MT  
for Montana State Library MLIA FY2022 Off-Cycle Grant Program

Submitted by Aaron Vaughn

Submitted on 08/16/2021 11:49 AM 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 - 08/16/2021 12:00 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/mliagrant>

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  
PLSS Control Collection - Great Falls, MT

Award Requested  
\$18,500.00

Cash Match Requirement  
\$0.00

Cash Match Contributions  
\$0.00

In-Kind Match Requirement  
\$0.00

In-Kind Match Contributions  
\$1,500.00

Total Award Budget  
\$20,000.00

### Primary Contact Information

Name  
Aaron Vaughn

Email Address  
avaughn@greatfallsmt.net

Address  
2 Park Dr. S Rm #8, Civic Center  
Great Falls, MT 59401

Phone Number  
(406)455-848

## 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

Montana's cadastral framework layer was originally based on the Bureau of Land Management's Geographic Coordinate Database (GCDB), which is known to be spatially inaccurate in many areas of Cascade County, including areas near its most populous city, Great Falls. Given that the public uses the cadastral property layers frequently, there presents a problem with property location accuracy and potential distrust or frustration when spatially accurate information is used in comparison and where glaring incongruencies are apparent.

The goal of this grant is to reign in and correct much of the inaccuracies represented by antiquated Public Land Survey System control points in areas surrounding Great Falls for the first year. The goal is to improve the accuracy of the PLSS in the surrounding areas outside of Great Falls and within the next grant cycle to improve inaccuracies nearest other populated areas within Cascade County including Belt, Neihart, Vaughn and others. These adjustments will positively affect stakeholders in both public and private organizations but especially the City of Great Falls and its residents.

The grant will fund mapping control points collected by a licensed surveyor or surveyors using Global Navigation Satellite System (GNSS) technology and professional survey techniques and tools. The City will review and hire the best candidate to embark on the collection where afterward the data will be sent to MSDI theme stewards so as to ultimately improve the Montana Spatial Data Infrastructure and Public Land Survey System standardized data for the Cadastral National Spatial Data Infrastructure (PLSS CadNSDI) and increase spatial accuracy for areas surrounding the City of Great Falls.

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

Mr

Primary Project Manager Name

Aaron Vaughn

Primary Project Manager Title

GIS Coordinator

Primary Project Manager Organization

City of Great Falls

Primary Project Manager Email Address

avaughn@greatfallsmt.net

Primary Project Manager Phone Number

(406)455-8486

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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

Tessa Switzer

Secondary Project Manager Title

GIS Specialist

Secondary Project Manager Organization

City of Great Falls

Secondary Project Manager Email Address

tswitzer@greatfallsmt.net

Secondary Project Manager Phone Number

(406)455-8487

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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

An example of a past record within the City of Great Falls GIS Dept includes the implementation of a new NG911 relationship with a vendor that was funded by a past MLIA grant in 2020. The grant helped the city and county become closer to NG911 compliant and was made possible with the MLIA grant originally initiated by the City of Great Falls.

As with the past grant the City of Great Falls GIS, Mapping and Addressing, will lead this grant process and implement the intended PLSS updates within the city's datasets and will share said updates with Cascade County Planning and GIS as well as with the State Library and MLIA theme stewards where it can be reflected with Montana Cadastral.

Aaron Vaughn, GIS Coordinator, will be the primary manager for this grant project and will be responsible for conducting the communication, outreach, and submission of grant updates and progress. Vaughn has worked within the City of Great Falls for 4 years both in GIS and as a Land Management specialist. As with the past MLIA grant, Vaughn has reported progress in quarterly reports, meeting project milestones, and communicating with external agencies and organization to bring the project to fruition.

The administration of the proposed grant project will be by the City of Great Falls Mapping & Addressing Department. The department is made up of two full-time GIS employees that are involved in the creation and maintenance of land records for the City. The department will contribute important and relevant knowledge to support the success of the project.

Aaron Vaughn, the GIS Coordinator, will serve as the primary project manager. Aaron has been with the department since 2018 and was promoted to the coordinator position in late 2019. Tessa Switzer, the GIS Specialist, will serve as the secondary project manager. Tessa has been with the department since 2019 but was previously the Cartographer at the MT Department of Revenue for a year. The Mapping and Addressing team works together on GIS projects and promotes the interdepartmental collaboration to improve efficiencies as it relates to geospatial analysis and spatial information.

**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

Aaron Vaughn and Tessa Switzer will work together through all stages of the project to achieve all of the goal of collecting more spatial accurate survey control points and improve the spatial accuracy of the Montana CadNSDI and the Cadastral Framework. Aaron and Tess will coordinate with a land surveyor on this project.

Aaron Vaughn will be the primary project manager which will coordinate all angles of this project. Aaron will handle all technical GIS requirements of this project. Tessa Switzer will be the secondary project manager which she will assist Aaron in the coordination and any technical requirements needed for the project.

*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)*

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**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

SampleInvoice

AGENCY'S FINANCIAL CONTACT

Salutation

Mr

Financial Contact Name

Thomas Hazen

Financial Contact Title

Grants Coordinator

Financial Contact Organization

City of Great Falls

Financial Contact Email Address

thazen@greatfallsmt.net

Financial Contact Phone Number

(406)455-8471

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**Authorizing Official**

If awarded, the Grant Statement of Work will be routed through 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)

Mr Greg Doyon

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

City Manager

Email Address of Official Authorizing Grant Statement of Work (if awarded)

gdoyon@greatfallsmt.net

## 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

Aaron Vaughn

Date Signed

8/16/2021

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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.

SurveyControlCollectionGFalls

### **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>			
Finalize Scope of Work	\$0.00	\$240.00	\$240.00
Generate Field Maps	\$0.00	\$120.00	\$120.00
Prioritize and Map Location for Data Collection	\$0.00	\$480.00	\$480.00
Review of Prioritized Location	\$0.00	\$270.00	\$270.00
Seek and Select Surveying Contractor	\$0.00	\$360.00	\$360.00
Submit Collected Data	\$0.00	\$30.00	\$30.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$1,500.00</b>	<b>\$1,500.00</b>
<b>Contractual</b>			
Finalize Contract	\$18,500.00	\$0.00	\$18,500.00
<b>Subtotal</b>	<b>\$18,500.00</b>	<b>\$0.00</b>	<b>\$18,500.00</b>
<b>Total Proposed Cost</b>	<b>\$18,500.00</b>	<b>\$1,500.00</b>	<b>\$20,000.00</b>

#### Revenue Budget

	Grant Funded	Non-Grant Funded	Total Budgeted
<b>Grant Funding</b>			
Award Requested	\$18,500.00		\$18,500.00
<b>Subtotal</b>	<b>\$18,500.00</b>		<b>\$18,500.00</b>
<b>Non-Grant Funding</b>			
Cash Match		\$0.00	\$0.00
In-Kind Match		\$1,500.00	\$1,500.00
<b>Subtotal</b>		<b>\$1,500.00</b>	<b>\$1,500.00</b>
<b>Total Proposed Revenue</b>	<b>\$18,500.00</b>	<b>\$1,500.00</b>	<b>\$20,000.00</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.

### Finalize Scope of Work

Prepare expected deliverables from surveyor.

### Generate Field Maps

This is the time spent preparing and printing maps, to help organize field data collection. This in-kind match is covered by city salaries.

### Prioritize and Map Location for Data Collection

This is the City of Great Falls GIS staff time spent prioritizing locations for control collection. This in-kind match is covered by their respective salaries.

### Review of Prioritized Location

Time spent prioritizing locations between the consultant and City of Great Falls GIS workers. This in-kind match is covered by city salaries

### Seek and Select Surveying Contractor

Plan about 6 hours total to write an RFQ to contract and work with commission to get city acceptance.

### Submit Collected Data

Time spent among City of Great Falls GIS staff preparing for submissions and submitting final collected data vetted by city staff to the Montana State Library.

## 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.

### Finalize Contract

Fulfill payment toward contracted surveyor.

## Performance Plan

### Proposed Performance Plan

#### Project Scope of Work

Goal Name	Goal Type	Goal Details
1.1 Prioritize Map Locations for Data Collection	Milestone	Due Date 09/13/2021
Locate and map all archive corner records from Cascade County Clerk and Recorders	Numeric	Number to be Achieved 48
Review high priority PLSS Corner locations	Narrative	Narrative See Below
1.2 Finalize Scope of Work	Milestone	Due Date 09/27/2021
2.1 Seek and Select a Surveyor	Milestone	Due Date 10/28/2021
2.2 Collect Survey Data	Milestone	Due Date 04/01/2022
2.1.2 Finalize Contract	Milestone	Due Date 03/11/2022

### 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.

### **1.1 Prioritize Map Locations for Data Collection**

This is where City of Great Falls GIS staff consult with city surveyors, Cascade County Planning and GIS staff to locate high priority locations for control collection.

#### **Locate and map all archive corner records from Cascade County Clerk and Recordors**

Locate and map all archive corner records from Cascade County Clerk and Recordors

#### **Review high priority PLSS Corner locations**

Talking with surveyors and city/county staff to finalize high priority records in lieu of viewing archival corner records to see what is recent or accurate enough to keep or what needs a fresh look through a surveyor's methods.

### **1.2 Finalize Scope of Work**

With all the leg work done locating priority areas for survey/resurvey, it is now time to outline the work needed to be done by the contracted surveyor based on the findings with GIS staff, city and county workers. This is where a scope of work will be written up in the form of a request for contract announcement.

#### **2.1 Seek and Select a Surveyor**

Pass the request for contract constructed during the 'scope of work' phase. Select the most desired candidate based on credentials and references.

#### **2.2 Collect Survey Data**

Collect survey data through the contracted surveyor and transpose this into the field maps for submission.

##### **2.1.2 Finalize Contract**

This is the amount of City of Great Falls GIS staff's time spent on finalizing the contract between consultant and city legal. The in-kind match is covered by city salaries.