



**McCone County GIS**

Prepared by McCone County GIS  
for Montana State Library MLIA FY2022 Off-Cycle Grant Program

**Submitted by Nancy Stempel**

**Submitted on 08/05/2021 11:12 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 - 08/06/2021 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/mliagrnt>

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

McCone County GIS

Award Requested

\$20,000.00

Cash Match Requirement

\$0.00

Cash Match Contributions

\$0.00

In-Kind Match Requirement

\$0.00

In-Kind Match Contributions

\$1,425.00

Total Award Budget

\$21,425.00

### **Primary Contact Information**

Name

Nancy Stempel

Email Address

mcongis@midrivers.com

Address

PO Box 199  
Circle, MT 59215

Phone Number

(406) 485-5005

## 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

We are requesting funds for phase 2 of 5 as of our PLSS Enhancement Plan in increase the Mapping Control. We collected 52 points with Certified Public Land surveyors which are being reviewed by the Montana State Library Theme Lead to integrate in the Montana Control Point Database (MCPD) . The MCPD Will then enhance the accuracy of CadNSDI Montana (PLSS), which is used to adjust parcel boundaries in the cadastral database. Our 5 phase plan with the Montana State Library(MSL) identified the areas that had the most variance and population and to collect from the Southern McCone to the Northern McCone in a counterclockwise direction. In Phase I, the Certified Public Land surveyor collected 52 points in Southern McCone around Brockway and Circle collecting, we will continue to Phase II which will start from North of Circle to the Vida area. The proposed collection points are between 19 and 69 feet variance off.

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>

If the proposed project falls out of the identified priority areas, please provide written justification including maps that describes the need. Please do not exceed one page for the written justification.

Executive Summary Out of Area identified Property Area justification

## 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

Nancy Stempel

Primary Project Manager Title

GIS Coordinator

Primary Project Manager Organization

McCone County

Primary Project Manager Email Address

mcongis@midrivers.com

Primary Project Manager Phone Number

(406)485-5005

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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

Mrs.

Secondary Project Manager Name

Keri Taylor

Secondary Project Manager Title

Disaster and Emergency Services Coordinator

Secondary Project Manager Organization

McCone County

Secondary Project Manager Email Address

mcondes@midrivers.com

Secondary Project Manager Phone Number

(4069) 974-3505

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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

McCone County's GIS is getting stronger with more organizational and community support. The county has completed several MLIA Projects that have contributed to the success of the GIS in the county. Also, utilizing the MT Department of Administration 9-1-1 Grant Program Awards of SF2020 has helped the county strengthen the GIS frameworks. The GIS Coordinator developed a team to validate collecting of the survey points which helped create community education and which helped the community take ownership of this project. This aids in the strength of the Department and the Organization.

#### 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

Nancy Stempel will manage the project and coordinate with McCone County Board of Commission and the Project Team(from Phase I), up to date.

She will coordinate with the MSL and work with the surveyor to define maps and Surveyor Document needs.

Nancy Stempel had the honor to work Stahly Engineering and First Interstate Engineering. We were able to complete the survey collection within the COVID recommendations by the state. Nancy Stempel is currently managing a contract with Geodata Services. She managed food service and construction contracts for Operation Noble Eagle that supported the Winter Olympics of 2002.

The budget is mostly the contracted Surveyor other than in-kind funds of Salary and Benefits contributed by McCone



GIS, Board of Commission, County Attorney.

Keri Taylor will be kept up to date on the project in case she needs to take over or augment the management.

Keri Taylor has been the McCone County Disaster and Emergency Services Coordinator for 2 years and has over 20 years managing the Laboratory at the McCone Clinic. She has managed budgets, contractors and the DES Grant Funding.

She demonstrated her management abilities during the COVID Lockdown with the Medical Board and the Local Emergency Planning Board.

**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

Example Invoice McCone MLIA\_FY2022\_2

## AGENCY'S FINANCIAL CONTACT

Salutation

Ms.

Financial Contact Name

Nancy Stempel

Financial Contact Title

GIS Coordinator

Financial Contact Organization

McCone County GIS

Financial Contact Email Address

mcongis@midrivers.com

Financial Contact Phone Number

406.485.5005

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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)

TYR. Taylor

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

Board of Commission, Presiding Officer

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

mcconeeco@midrivers.com

## 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

Nancy Stempel approved by Board of Commsion

Date Signed

8/2/2021

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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.

McCone\_PLSSForm\_MLIA\_FY2022

#### 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<br>Funded    | Non-Grant<br>Funded | Total<br>Budgeted  |
|--|--------------------|---------------------|--------------------|
| <b>Personnel</b>   |                    |                     |                    |
| Task 1.1.1 Prioritize point collection and get approval                    | \$0.00             | \$100.00            | \$100.00           |
| Task 1.2.1 Review contract with county attorney                            | \$0.00             | \$250.00            | \$250.00           |
| Task 1.2.2 Contract with surveyor and the Board of<br>Commission           | \$0.00             | \$175.00            | \$175.00           |
| Task 1.3.1 GIS will support surveyor while they collect points             | \$0.00             | \$500.00            | \$500.00           |
| Task 1.4.1 GIS will review collected point control                         | \$0.00             | \$275.00            | \$275.00           |
| Task 1.4.2 GIS will submit End of Project Report and Invoices              | \$0.00             | \$125.00            | \$125.00           |
| <b>Subtotal</b>  | <b>\$0.00</b>      | <b>\$1,425.00</b>   | <b>\$1,425.00</b>  |
| <b>Contractual</b>   |                    |                     |                    |
| Task 1.3.1 GIS will coordinate with Surveyor to while collecting<br>points | \$20,000.00        | \$0.00              | \$20,000.00        |
| <b>Subtotal</b>  | <b>\$20,000.00</b> | <b>\$0.00</b>       | <b>\$20,000.00</b> |
| <b>Total Proposed Cost</b>   | <b>\$20,000.00</b> | <b>\$1,425.00</b>   | <b>\$21,425.00</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                    |                    | \$0.00            | \$0.00             |
| In-Kind Match                 |                    | \$1,425.00        | \$1,425.00         |
| <b>Subtotal</b>               |                    | <b>\$1,425.00</b> | <b>\$1,425.00</b>  |
| <b>Total Proposed Revenue</b> | <b>\$20,000.00</b> | <b>\$1,425.00</b> | <b>\$21,425.00</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.

#### **Task 1.1.1 Prioritize point collection and get approval**

4 hours to review the points and coordinate with MSL and Board of Commission to approve Points

#### **Task 1.2.1 Review contract with county attorney**

The GIS Coordinator and the County Attorney time and benefits contributed in-kind.

#### **Task 1.2.2 Contract with surveyor and the Board of Commission**

Salaries and benefits contributed in-kind Board of Commission and GIS at each to finalize with surveyors.

#### **Task 1.3.1 GIS will support surveyor while they collect points**

GIS will be available for assisting with maps and legal document searches while the surveyors are collecting point data. 20 hours

#### **Task 1.4.1 GIS will review collected point control**

GIS will take 5 hours to review collected points with Board of Commission 3 and send to MSL Theme.

#### **Task 1.4.2 GIS will submit End of Project Report and Invoices**

GIS( \$125) will submit all reports as required.

### **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.

#### **Task 1.3.1 GIS will coordinate with Surveyor to while collecting points**

Survey will collect survey points for the PLSS.

## Performance Plan

### Proposed Performance Plan

#### Project Scope of Work

| Goal Name  | Goal Type | Goal Details           |
|--|-----------|------------------------|
| Public Land Surveyor System Enhancement                        | Milestone | Due Date<br>11/01/2022 |
| •Objective 1.1 Clarify scope of work                           | Milestone | Due Date<br>11/15/2021 |
| Task 1.1.1 Prioritize point collection and get approval        | Milestone | Due Date<br>11/15/2021 |
| •Objective 1.2 Contract with surveyor                          | Milestone | Due Date<br>11/22/2021 |
| Task 1.2.1 Review contract with county attorney                | Milestone | Due Date<br>11/17/2021 |
| Task 1.2.2 Contract with surveyor and the Board of Commission  | Milestone | Due Date<br>11/22/2021 |
| •Objective 1.3 Collect survey points                           | Milestone | Due Date<br>09/15/2022 |
| Task 1.3.1 GIS will support surveyor while they collect points | Milestone | Due Date<br>08/29/2022 |
| • Objective 1.4 Review and submit points                       | Milestone | Due Date<br>09/27/2022 |
| Task 1.4.1 GIS will review collected point control             | Milestone | Due Date<br>09/27/2022 |
| Task 1.4.2 GIS will submit end of project report and invoices  | Milestone | Due Date<br>10/01/2022 |

### 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.

### **Public Land Surveyor System Enhancement**

Collect Survey Points for the PLSS around Vida, MT. We have spoken to surveyors for the month of October 2021 to try to complete this project this year.

#### **•Objective 1.1 Clarify scope of work**

The current plan is to collect 68 Section Corners in the Vida Area.

##### **Task 1.1.1 Prioritize point collection and get approval**

Obtain MSL approval after reviewing points with Board of Commission.

#### **•Objective 1.2 Contract with surveyor**

Perform all tasks to contract with surveyor on selected point collection.

##### **Task 1.2.1 Review contract with county attorney**

The County Attorney will review the contract.

##### **Task 1.2.2 Contract with surveyor and the Board of Commission**

GIS Coordinator will set the Agenda item for the Board of Commission and the surveyor to approve survey collection contract.

#### **•Objective 1.3 Collect survey points**

Surveyor will collect survey points while GIS Coordinator will assist with maps or document research as needed.

##### **Task 1.3.1 GIS will support surveyor while they collect points**

GIS will coordinate with surveyor and assistance for any maps and documents needed.

#### **• Objective 1.4 Review and submit points**

GIS Review collected points and send them to the MSL Theme Lead.



**Task 1.4.1 GIS will review collected point control**

GIS will review collection with Board of Commission.

**Task 1.4.2 GIS will submit end of project report and invoices**

GIS will submit all end of project report and Invoices and ask MSL for recommendations for the next phase.