



Adrian Wiltshire

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

Submitted by Adrian Wiltshire

Submitted on 08/03/2021 12:07 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.
- Please use the companion, MLIA Grant Application packet for more program information and instructions: 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

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

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

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
Adrian Wiltshire

Award Requested
\$15,000.00

Cash Match Requirement
\$0.00

Cash Match Contributions
\$3,750.00

In-Kind Match Requirement
\$0.00

In-Kind Match Contributions
\$0.00

Total Award Budget
\$18,750.00

Primary Contact Information

Name
Adrian Wiltshire

Email Address
Bwiltshire@stillwatercountymt.gov

Address
400 E 3rd Ave N, PO Box 881
Columbus, Montana 59019

Phone Number
(406) 322-8054

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.

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 (BLM) Geographic Coordinate Database (GCDB). This database is known to be spatially inaccurate in many areas of Stillwater County due to Stillwater County growing and changing over two decades.

These inaccuracies are especially problematic when more spatially accurate data is overlaid on the cadastral framework, resulting in mistrust and/or misuse of the data.

The proposed solution to this problem is to acquire better survey control using Global Navigation Satellite System (GNSS) technology and to contribute this enhanced control to the Geodetic Control Framework to improve the accuracy of the Public Land Survey System (PLSS) in Stillwater County. Enhancing the PLSS, through control surveys and in support of geodetic controls, allows for adjustment of cadastral and administrative boundaries to more accurately represent on-the-ground conditions.

These adjustments affect several key stakeholders and will improve spatial data used by both the public and local governments. Put simply—as mapping control data is collected by a licensed surveyor, reviewed by Stillwater County GIS, and submitted to the MSDI theme stewards—the proposed project will improve the Montana Spatial Data Infrastructure (MSDI) and Public Land Survey System (PLSS) standardized data for the Cadastral National Spatial Data Infrastructure (PLSSCadNSDI) to increase spatial accuracy for the area in and around Park City, Rapelje, Absarokee, and Molt.

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

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

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

Adrian Wiltshire

Primary Project Manager Title

GIS Coordinator

Primary Project Manager Organization

Stillwater County

Primary Project Manager Email Address

Bwiltshire@stillwatercountymt.gov

Primary Project Manager Phone Number

4063228054

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

Stephanie Ray

Secondary Project Manager Title

Economic Development / Community Planning Director

Secondary Project Manager Organization

Stillwater County

Secondary Project Manager Email Address

Sray@stillwatercountymt.gov

Secondary Project Manager Phone Number

4063228056

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

Stephanie Ray, will oversee the grant management. She has over 30 years of experience in grant writing, grant management, and project management and has managed over \$30M dollars worth of grants in her career.

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)

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

Once Grant funds have been approved, Stillwater County will hire George Bornemann as the survey consultant to complete the new parcel survey. George has completed similar work in Park County and across the state and is familiar with Stillwater County as he is currently the examining land surveyor for the County. George’s experience and expertise will provide maximum project efficiency and quality control.

Brendan Wiltshire will maintain contact via email and phone from the start of the survey until its completion with the survey consultant.

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

Name of consultant company/organization

Cushing Terrell

If a consultant has been hired, applicant must identify and define the amount of time, identify key personnel, and the consultant’s procured services and work completed relevant to the proposal

Cushing Terrell is currently under contract with the county as the examining land surveyor and preferred consultant for surveying services in the county. This project will be an additional task order to the existing contract. Stillwater County has consulted with George regarding this grant to ensure that the project scope and proposal will provide the County with the desired information at the end of the project.

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

Sample invoice Document

AGENCY’S FINANCIAL CONTACT

Salutation

Mr.

Financial Contact Name

Joe Morse

Financial Contact Title

Finance Director

Financial Contact Organization

Stillwater County

Financial Contact Email Address

jmorse@stillwatercountymt.gov

Financial Contact Phone Number

406-322-8014

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)

Mark Crago

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

Commission Chair

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

mcrago@stillwatercountymt.gov

Part 04: Project Authorization

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

Adrian Wiltshire

Date Signed

8/3/2021

Survey Control Point Collection Form

MLIA Proposed Survey Control Point Collection Form -
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

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
Contractual			
George Bornemann	\$15,000.00	\$3,750.00	\$18,750.00
Subtotal	\$15,000.00	\$3,750.00	\$18,750.00
Total Proposed Cost	\$15,000.00	\$3,750.00	\$18,750.00

Revenue Budget

	Grant Funded	Non-Grant Funded	Total Budgeted
Grant Funding			
Award Requested	\$15,000.00		\$15,000.00
Subtotal	\$15,000.00		\$15,000.00
Non-Grant Funding			
Cash Match		\$3,750.00	\$3,750.00
In-Kind Match		\$0.00	\$0.00
Subtotal		\$3,750.00	\$3,750.00
Total Proposed Revenue	\$15,000.00	\$3,750.00	\$18,750.00

Proposed Budget Detail

See attached spreadsheet.

Proposed Budget Narrative

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.

George Bornemann

We will contact George Bornemann to collect our survey points

Performance Plan

Proposed Performance Plan

Project Scope of Work

Goal Name	Goal Type	Goal Details
Parcel Accuracy Goal	Percentage Change	Desired Percentage 98.00 % Current Percentage 50.00 %
Start Survey	Milestone	Due Date 09/13/2021
Survey Completion	Milestone	Due Date 09/13/2022
Survey report delivery	Milestone	Due Date 11/13/2022
Parcel Layer updated	Milestone	Due Date 12/13/2022

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.

Parcel Accuracy Goal

After the survey has been completed we would expect to see close to a 98% accuracy update to the parcel layer.

Start Survey

Begin gathering survey points

Survey Completion

Survey data collection is to be completed no later than September 2022.

Survey report delivery

Survey results delivered to Stillwater County and MT State

Parcel Layer updated

Parcel Layer updated by MT State with new survey data points