City of Libby

Prepared by City of Libby
for Montana State Library MLIA Grant Program FY 2022

Submitted by Jim Hammons

Submitted on 02/24/2021 3:54 PM Mountain Standard Time

Opportunity Details

Opportunity Information

Title
MLIA Grant Program FY 2022

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. 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

Awarding Agency Name
Montana State Library

Agency Contact Name
Erin Fashoway

Public Link
https://mt.amplifund.com/Public/Opportunities/Details/305887a5-8775-4ecc-999c-61558a21430e

Funding Information

Total Program Funding
$250,000.00

Funding Sources
State

Award Information

Award Period
07/01/2021 - 06/30/2022

Award Announcement Date
5/31/2021

Award Type
Competitive

Capital Grant
No

Indirect Costs Allowed
No

Matching Requirement
Yes

Submission Information

Submission Window
02/01/2021 12:00 PM - 03/05/2021 5:00 PM

Submission Timeline Type
One-Time

Submission Timeline Additional Information
https://docs.msl.mt.gov/MLIAC/FY2022/MLIAGrantApplicationPackage_FY2022.pdf

Allow Multiple Applications
Yes

Technical Assistance Session

Technical Assistance Session
Yes And Required

Session Date and Time
02/02/2021 9:00 AM

Conference Info / Registration Link
https://geoinfo.msl.mt.gov/mliagrant

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.

Project Information

Application Information

Application Name
City of Libby

Award Requested
$4,326.00

Cash Match Requirement
$0.00

Cash Match Contributions
$0.00

In-Kind Match Requirement
$0.00

In-Kind Match Contributions
$6,029.60

Total Award Budget
$10,355.60

Primary Contact Information

Name
Jim Hammons

Email Address
jim.hammons@cityoflibby.com

Address
952 East Spruce Street
Libby, MT 59923

Phone Number
406-293-2731x4

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.

The applicant must identify one MLIA FY2022 Grant Priority that the proposed project will address. To read about all MLIA Grant Priorities, please read the FY2022 MLIA Land Information Plan.

Identify Grant Priority

Development of base geographic data to support local information needs	▼

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

Multi-Year Proposal
○ Yes
◉ No

Executive Summary

The City of Libby is applying for MLIA funding to enhance their GIS (Geographic Information Systems) services for the City Water Services to improve the efficiency of collecting, mapping, and managing water infrastructure.

Libby is a small city in northwestern Montana. As the county seat of Lincoln County with only ~2,800 residents, you can imagine that each City of Libby staff member needs to wear many hats. Personnel in charge of reading and repairing water meters and maintaining water distribution mains are also responsible for street maintenance (everything from asphalt repairs and cleaning to snow removal), and park and cemetery maintenance.

The City of Libby is currently using hand-drawn maps to locate their water services and has identified the need for technology enhancements and GIS utilization to improve the collection of GPS data for their water system (including curb stops, meter pits, and the main valves in the street) through iGIS operating on an iPad Air. IGIS is an app designed for iOS devices which enables users to load, view, investigate, create, and export their own data over a background of map service imagery. Collecting the water system assets in iGIS will help the City obtain a clear picture of their water system infrastructure. The City has already successfully utilized iGIS to collect GPS positions of all the fire hydrants within the city.

The City is also interested in developing a web-based map (aka web map) of the water system which will make the data they collect accessible to users outside of City staff. This includes contractors and developers who could view the water system data via a web browser on a computer, laptop, tablet, or even a smartphone; thereby reducing the time needed for City staff to provide the information. IGIS supports exporting to an ESRI Shapefile format after the data collection, so the City would like to hire a consultant to assist them with publishing the Shapefiles to ArcGIS Online to create the web-based map. As a small city with no experience using the ESRI products thus far, they see the creation of the web-based map as their biggest hurdle in their water system mapping project.

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 idenitfied 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: Relevance

Relevance to the FY2022 Montana Land Information Plan: In this section, please:

1. Describe how the proposal meets the purpose of the Montana Land Information Act: to develop a standardized, sustainable method to collect, maintain, and disseminate information; and
2. Clearly demonstrate how the proposal meets the defined **FY2022 Montana Land Information Plan Priority**.
3. *EXCEPTION*: This section is not required for applicants submitting proposals for the sole purpose of collecting new survey control data

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Relevance

Is the proposed project for the sole purpose of collecting new survey control data
○ Yes
◉ No

Relevance

This project to develop a publicly available web-based map of the City of Libby's water system (i.e. asset management / infrastructure) clearly falls under the FY2022 Montana Land Information Plan Tier 2 Priority to develop "geographic data layers that are standardized, regularly maintained, and made publicly available to support local information needs and support activities including, but not limited to, land use planning, infrastructure, and asset management."

Further, this project meets the GIS Coordination priorities defined in the land plan to "promote the use of GIS in Montana" because it would give the City of Libby ArcGIS software and tools, which the City has never had the budget to purchase before. The fact that this project will utilize iGIS for field data collection means the land plan's priority to "promote the use of Mobile GIS technology" will be achieved. A new web mapping application (optimized for mobile use) will be developed through this project that will enable city staff to take maps (on mobile devices) with them when they need to work in the field.

Lastly, the land plan identified promoting best practices and standards as a priority; specifically stating "support [for] local data providers as they adopt appropriate data standards and data collection methodologies" as a priority. As a small city with limited resources and limited former GIS experience, this project is an important stepping stone for the City to learn what capabilities exists in the GIS realm and gather knowledge and experience using ESRI tools. The City's long-term goal is to take the experience acquired through this small project and use it in the future to map other municipal assets and infrastructure within the city.

SCORING: RELEVANCE - 100 TOTAL POINTS

EXCEPTION: This section is not required for applicants with the sole purpose of collecting new survey control data. Assign full credit in this category for those applications.

The applicant clearly states how the proposal will meet the purpose of the Montana Land Information Act: to develop standardized, sustainable methods to collect, maintain, or disseminate information in digital formats about the natural and artifical land characteristics of Montana (0-50 Points)

(Reviewer Only)

Meets Purpose of MLIA (0-50 Points) (Reviewer Only)

The applicant describes how the proposal will meet one of the defined grant priorities of the FY2022 Land Information Plan. The applicant provides specific examples that clearly explain how the project addresses specific goals and objectives in the Land Plan. If the proposed grant applies to an MSDI theme, the applicant demonstrates a knowledge and understanding of that theme. (0-50 points)

(Reviewer Only)

Meets Land Information Plan Defined Grant Priority (0-50 Points) (Reviewer Only)

Part 04: Public Benefit

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

1. **Benefit a specific MSDI theme;**
2. **Enhance the land information needs of multiple agencies or jurisdictions; and**
3. **Benefit the citizens of Montana**
4. ***Exception: This section is not required for GIS Project Planning applicants and applicants with the sole purpose of collecting new survey control data.***

Is the proposed project for GIS Project Planning applicants and applicants with the sole purpose of collecting new survey control data?

○ Yes
◉ No

Public Benefit

The City of Libby recognizes the need for a modern GIS system for managing City assets. An up-to-date, publicly accessible web-based map will enable City staff to better manage assets and leverage funding opportunities for infrastructure, which will benefit the citizens of Montana (specifically citizens who are residents of the City of Libby). The City anticipates their web-based map of the water system will be utilized not only by City staff, but also by contractors working in the field (to able to identify where water system infrastructure is located) and developers looking for future development sites (to see if water mains are serving undeveloped lots).

SCORING: PUBLIC BENEFIT - 100 TOTAL POINTS

EXCEPTION: This section is not required for applicants with the sole purpose of collecting new survey control data or proposing a GIS project planning grant. Assign full credit in this category for those applications.

(Reviewer Only)

The applicant's proposal demonstrates how the proposal will benefit a specific MSDI theme; enhance the land information needs of multiple agencies and across jurisdictions; and/or benefits the citizens of Montana. (0-100 points)

1. The proposed project describes how it will benefit at least one other agency across departments; for example, a county project benefits public works, the sheriff's office, and planning department. The proposed project describes how it will benefit multiple cross-jurisdictional agencies. For example, a county project may also benefit the Forest Service, BLM, and a tribal government entity;

2. If applicable, the proposal clearly describes how it will benefit an MSDI theme;

3. The proposed project demonstrates public benefit to the citizens of Montana.

(Reviewer Only)

Public Benefit (0-100 Points) (Reviewer Only)

Part 05: Project Management

Primary Project Manager Contact Information

Salutation
Mr.

Primary Project Manager Name
Jim Hammons

Primary Project Manager Title
City Administrator

Primary Project Manager Organization
City of Libby

Primary Project Manager Email Address
jim.hammons@cityoflibby.com

Primary Project Manager Phone Number
406-293-2731 ext. 4

Secondary Project Manager

Salutation
Mr.

Secondary Project Manager Name
John Hibbs

Secondary Project Manager Title
Meter Reader

Secondary Project Manager Organization
City of Libby Water Department

Secondary Project Manager Email Address
vaan2622@gmail.com

Secondary Project Manager Phone Number
406-283-1710

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

As chief administrative officer for the City of Libby, Jim Hammons is qualified to oversee a project of this scale, stemming from his previous grant administration and management involvement for municipalities. Jim's typical responsibilities include overseeing the day-to-day operations of the city; directing and supervising city employees and projects; making recommendations to the Mayor and Council; interacting with local businesses, community members, state and regional partners; and preparing reports for City Council and for various governmental agencies. Jim also prepares the budget and capital plans for council's consideration and has a strong understanding of how municipalities function paired with a desire for improving system efficiencies.

For over twenty years, Jim has both involved with both preparing and managing grants for recreational groups and other entities. These grants included opportunities for Montana State Fish Wildlife and Parks and Montana Department of Commerce Tourism.

Jim's previous municipal grant experience (first with the City of Troy and now as City Manager of Libby) on larger grants like the Community Block Grants (CDBG), Treasure State Endowment Program (TSEP), and the former Community Transportation Enhancement Program (CETP) among others, provides insight and knowledge to understand the administration and management of grant work.

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

The project team proposed for this project includes Jim Hammons (Project Manager), John Hibbs (Data Collection), and Mindy Cochran (WGM Group/Consultant). This team will work together to meet the milestones and deliverables outlined within this grant application.

Jim Hammons will serve as project manager and oversee this project from start to finish, ensuring all tasks are completed pursuant to the grant timeline. Jim will monitor John Hibbs' GPS data collection for the curb stops, meter pits, and main valves in the street. It is anticipated that John will spend six hours per week collecting data until the end of May, 2022.

Jim will be responsible for contacting ESRI to purchase the City's ArcGIS Pro software and will coordinate with John to set up their ArcGIS Online account. The selected consultant (WGM Group) is available to assist with this task, if needed. Jim will contact the consultant to have them begin building the web-based map at the end of August, 2021. That effort, in conjunction with the training for the City of Libby staff is anticipated to take two months. Jim will stay in contact with the consultant until the web-based map is completed and the training for the City of Libby staff is completed (anticipated at the end of October, 2021).

Once Jim and John agree that the GPS data has been collected satisfactorily, Jim will monitor John's progress in updating the web-based map using the skills learned in the October, 2021 staff training provided by consultant.

Jim will also be responsible for reviewing all invoices from the consultant, completing the quarterly and final reports and ensuring that all project deliverables are completed.

As stated above, project manager Jim Hammons has abundant grant management experience from his twenty-plus years working with local government. He has worked regularly with consultants and engineers to gather information for grants, put together quarterly and final reports, and submit pay vouchers for contractors.

Recently, Jim has worked on various planning grants for the city to update the cities PER's (Preliminary Engineering Reports) for both sewer and water systems, and also a planning grant for updating the City of Libby's Growth Policy. A few months before that, Jim put together the final report on a Department of Commerce tourism grant for new Wayfinding signage. This project was developed and submitted by local groups with the help of the City of Libby.

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

Name of consultant company/organization
WGM Group

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

The consultant selected to oversee this project is Mindy Cochran of WGM Group. WGM Group is a comprehensive planning and design firm with licensed professionals in engineering, surveying, water resources, planning and landscape architecture. WGM Group has 16 users in their GIS sector. With offices in Kalispell, Missoula, Bozeman and Hamilton, MT, a sophisticated technology system allows WGM Group's GIS team to work closely together on technical matters and quality control. Mindy joined the WGM team in 2018. Prior to that, she worked for 16 years with the Flathead County GIS Department, 11 of those years serving as the GIS Program Manager. Mindy is experienced with managing all aspects of local government GIS programs, from overseeing the creation and maintenance of a county wide GIS map data library, to organizing, directing and reviewing staff work assignments and activities, to developing and documenting business processes. Mindy has a passion for web-based mapping and ArcGIS Online.

It is anticipated that WGM Group will oversee three phases of work for this project, as outlined below:
Phase 01: Project Management (estimated at 6 hours)
WGM Group will actively manage and coordinate the project team, keeping in regular contact with the client's representative(s). Work includes:

- Project management and client coordination
- Monthly billing and budget tracking
- QA/QC

Phase 02: Build Web-Based Map (estimated at 16 hours)
The needs assessment for the City of Libby's web-based map as well as the creation of said map in ArcGIS Online will occur in this phase. Specifically, this phase will include:
- A virtual Zoom needs assessment meeting to determine:
  □ Which map layers will be hosted in the City of Libby's ArcGIS Online account
  □ Which map services from other organizations would be helpful to consume
  □ What information pop-up boxes should display
  □ What search functions the web-based map should have (for example: search by address or asset number, etc.)
- Assisting the City of Libby in acquiring and installing necessary ArcGIS software
- Assisting the City of Libby in creating an ArcGIS Online account
- Create feature services and web-based map pursuant to the needs assessment

Phase 03: Training for City of Libby (estimated at 14 hours)
This phase includes training the City of Libby staff in the ongoing maintenance of their web-based map and data, specifically:
- WGM Group's GIS Specialist will develop and document the process for updating data in ArcGIS Online as new data is collected with iGIS
- One trip for on-site training which will include instruction on how to use ArcGIS Online and the new web-based map and how to update data on the web-based map
- Remote technical support

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
InvoiceSample

AGENCY'S FINANCIAL CONTACT

Salutation
Mr.

Financial Contact Name
Sam Sikes

Financial Contact Title
City Clerk and Treasurer

Financial Contact Organization
City of Libby

Financial Contact Email Address
sam.sikes@cityoflibby.com

Financial Contact Phone Number
406-293-2731 ext. 2

Part 06: Project Sustainability

Project Sustainability

Sustainability is one of the key pillars of the Montana Land Information Act's purpose. In this section, the applicant must demonstrate future project sustainability and include a plan for long-term funding and future enhancements. Please explain how the project will be maintained in the long term, including staffing and funding plans and reducing dependencies on MLIA funding. If the grant proposal has identified improving an existing MSDI data layer, please explain how the applicant will coordinate with the Montana State Library to ensure the information will be made available. Explain any projected future enhancements that may require additional third-party funding.

Project Sustainability Narrative

The City of Libby is applying for this MLIA grant to develop their GIS, web-based mapping, and improve field data collection capabilities. This project is important to the City of Libby and is set up in such a way to provide the tools necessary to maintain the usability of the product and features in the future. Infrastructure in the web-based map can be updated as changes occur, in-house. The City of Libby plans to collect the data themselves (without the consultant) so they will learn the process and become well-versed and self sufficient in the use of the hardware and software systems, and remain capable of maintaining all of the data layers developed as part of this project. Additionally, $1,470 has been earmarked in this grant application for training for City Staff from the consultant in the ongoing maintenance of their web-based map and data. The budget earmarked specifically includes time for:
- The consultant to develop and document the process for updating data in ArcGIS Online as new data is collected with iGIS (effort estimated at three hours).
- Four hours of on-site training by the consultant with City staff in how to use ArcGIS Online and the new web-based map, and how to update data on web-based map. The proposal from the consultant for this effort includes three hours of round trip travel time from Kalispell to Libby.
- Four hours of remote technical support from the consultant.

SCORING: PROJECT SUSTAINABILITY - 100 TOTAL POINTS

The applicant must demonstrate future project sustainability. (0 – 100 points)

a. This must include future enhancements and a plan for long-term staffing for the continued maintenance of the deliverables created with MLIA grant funds.

b. The application must explain funding plans and plans for reducing dependencies on MLIA funding.

c. If the grant proposal has identified improving an MSDI data layer, the proposal should explain how the applicant will coordinate with the Montana State Library to ensure the integration into the statewide framework layers.

(Reviewer Only)

Project Sustainability (0-100 Points) (Reviewer Only)

Part 07: Grant Accountability

Renewable Grant Accountability

The applicant must identify all awarded MLIA Grants to their organization. All MLIA grants awarded to the applicant's governmental entity/agency must be accounted for. State government applicants must only report for their respective agency. Performance on previously awarded MLIA grant projects will be taken into consideration in the final prioritization. Please consult the following resources to research previously awarded grants:

-- For a detailed listing and interactive map of the previsouly awarded MLIA Grants - https://geoinfo.msl.mt.gov/Awarded_MLIA_Grants

Did the applicant receive an MLIA grant in fiscal year 2021?
○ Yes
◉ No

Fiscal Years 2017-2020 MLIA Grant Cycles

Please indicate whether or not the applicant was awarded any MLIA grants during state fiscal years 2017-2020. Please select "yes" for any of the following applicable years. After clicking "yes," you will see a text box appear in which you can enter a written narrative explaining the grant project. In the text box, please provide a written narrative for each grant awarded, outlining the successes and failures of the grant. Explain how tasks, timelines, and deliverables of the project were or were not met. Demonstrate how past project failures will ensure future successes.

Did the applicant receive an MLIA grant in fiscal year 2020?
○ Yes
◉ No

Did the applicant receive an MLIA grant in fiscal year 2019?
○ Yes
◉ No

Did the applicant receive an MLIA grant in fiscal year 2018?
○ Yes
◉ No

Did the applicant receive an MLIA grant in fiscal year 2017?
○ Yes
◉ No

Part 08: 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 that I am (by my signature) authorized to enter into a binding agreement with the Montana State Library to obtain a grant if this application receives approval.

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
Jim Hammons

Date Signed
2/24/2021

Additional Documents

MLIA Proposed Survey Control Point Collection Form - https://docs.msl.mt.gov/MLIAC/FY2022/PLSSForm_MLIA_FY2022.zip

Please provide any additional uploads such as maps or other forms

Additional Upload

Applicants proposing projects for the sole purpose of collecting new survey control data must include a completed MLIA Proposed Survey Control Point Collection form. Please indicate whether or not the proposed project is a PLSS/survey control project. If it is, please attach the required form. After selecting "yes," you will see a field appear where you can upload the form.

Is the proposed project a PLSS/survey control project?
○ Yes
◉ No

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

Personnel	Grant Funded	Non-Grant Funded	Total Budgeted
Jim Hammons	$0.00	$639.60	$639.60
John Hibbs	$0.00	$5,390.00	$5,390.00
WGM Group's GIS Specialist	$3,528.00	$0.00	$3,528.00
Subtotal	**$3,528.00**	**$6,029.60**	**$9,557.60**
Travel			
IRS Mileage Rate for WGM Group	$98.00	$0.00	$98.00
Subtotal	**$98.00**	**$0.00**	**$98.00**
Supplies			
ArcGIS Pro - GIS Professional Basic	$700.00	$0.00	$700.00
Subtotal	**$700.00**	**$0.00**	**$700.00**
Total Proposed Cost	**$4,326.00**	**$6,029.60**	**$10,355.60**

Revenue Budget

	Grant Funded	Non-Grant Funded	Total Budgeted
Grant Funding			
Award Requested	$4,326.00		$4,326.00
Subtotal	**$4,326.00**		**$4,326.00**
Non-Grant Funding			
Cash Match		$0.00	$0.00
In-Kind Match		$6,029.60	$6,029.60
Subtotal		**$6,029.60**	**$6,029.60**
Total Proposed Revenue	**$4,326.00**	**$6,029.60**	**$10,355.60**

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.

WGM Group's GIS Specialist

This is for the hourly rates for WGM Group's GIS Specialist (Mindy Cochran) to assist the City of Libby with this project.

John Hibbs

This is the city match for hourly wages for meter reader John Hibbs to collect the data with iGIS. We estimate he will spend six hours per week collecting data for eleven months (52 weeks) out of the grant cycle plus eight hours of training, multiplied by his hourly rate of $17.50 / hour.

Jim Hammons

This line item is for Jim's hourly wages managing this project. We estimate his level of effort at four hours per quarter for the progress tracking and reporting requirements plus eight hours of training for a total of 24 hours.

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.

IRS Mileage Rate for WGM Group

This is the IRS mileage rates for the consultant to conduct one visit to the City of Libby for on-site training with City staff.

Supplies

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.

ArcGIS Pro - GIS Professional Basic

This is the cost to purchase ArcGIS Pro / ArcGIS Online software for the City of Libby.

Performance Plan

Proposed Performance Plan

Project Scope of Work

Goal Name	Goal Type	Goal Details
Goal 1: Build Web-Based Map	Milestone	Due Date 09/30/2021
Goal 2: Training for City of Libby Staff	Milestone	Due Date 10/31/2021
Goal 3: Collect GPS data with iGIS	Milestone	Due Date 05/31/2022

Project Deliverables

Goal Name	Goal Type	Goal Details
ArcGIS software installed on computer(s) at City of Libby	Milestone	Due Date 07/31/2021
Publicly Accessible Web-Based Map for Water System	Milestone	Due Date 09/30/2021
City of Staff Training	Milestone	Due Date 10/31/2021

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 June 30, 2022.

Goal 1: Build Web-Based Map

The platform used to host the City of Libby's water system web-based map will be ArcGIS Online. Therefore, several tasks will be performed to meet this milestone as outlined below. Objective 1.1: Install ArcGIS Pro on computers at the City of Libby and create an ArcGIS Online account. Task 1.1.1: The City of Libby will contact ESRI to purchase ArcGIS Pro. Task 1.1.2: The City of Libby will create an ArcGIS Online account. Objective 1.2: Work with consultant to build web-based map. Task 1.2.1: The City of Libby will work with the consultant to determine the process to export data out of iGIS and into a Shapefile format. Task 1.2.2: A virtual Zoom needs assessment meeting with the consultant will be held to determine which map layers will be hosted in the City of Libby's ArcGIS Online account (including which fields and domains are needed for which layers), which map services from other organizations would be helpful to consume (i.e. addresses, parcel information, FEMA flood plains, etc.), what information pop-up boxes should display' and what search functions a web-based map should have (for example: search by address or asset number, etc.). Task 1.2.3: Consultant will create the feature services and web-based map pursuant to the needs assessment.

Goal 2: Training for City of Libby Staff

Objective 2.1: Document process for updating data in ArcGIS Online as new data is collected with iGIS. Task 2.1.1: Consultant will develop and document process for updating feature services and web-based map in ArcGIS Online as new data is collected with iGIS. Task 2.1.2: Consultant will provide the City of Libby with documentation and directions in a Microsoft Word file. Objective 2.2: The City of Libby staff will receive training for the ongoing maintenance of their web-based map and data so that they are able to update the web-based map as data collection continues throughout the year. Task 2.2.1: The City of Libby staff will complete on-site training from the consultant in how to use ArcGIS Online and the new web-based map, and how to update data on web-based map.

Goal 3: Collect GPS data with iGIS

Objective 3.1: This objective is for the city-match portion for meter reader John Hibbs to collect data for curb stops, meter pits, and the main valves in the street. Task 3.1.1: We anticipate that John will need to spend six hours per week for eleven months of the grant cycle to collect all necessary data, so the task associated with this goal will be for John to spend six hours per week collecting said data.

Project Deliverables

Please clearly explain each deliverable resulting from the proposed project. To add a new deliverable, click on the "Add Goal" link. Each new item added is considered a "goal" in the AmpliFund system, so it is important that each deliverable is labeled carefully. In your description of each deliverable, please explain the specific project task(s) related to the deliverable and include a completion date for the deliverable. The Montana State Library must approve all deliverables prior to releasing final grant reimbursement. Therefore, the

project proposal must reflect all final deliverables be completed no less than 10 business days before June 30, 2022.

ArcGIS software installed on computer(s) at City of Libby

This deliverable is the first part of goal number 1, "Build Web-based map." The City of Libby will use MLIA funds to purchase ArcGIS Pro Basic ($700) to get access to an ArcGIS Online publisher account and create the web-based map.

Publicly Accessible Web-Based Map for Water System

This is the second deliverable for goal number 1, "Build Web-Based Map," and is the main focus for this grant project. The URL for the publicly accessible web-based map will be shared with the Montana State Library.

City of Staff Training

This deliverable is part of goal number 2 "Training for City of Libby Staff." This deliverable will be met by the selected consulted for this grant project (WGM Group).

Company Name
City of Libby

INVOICE

952 East Spruce Street
Libby, MT 59923
Phone: 406-293-2731

INVOICE # 100
DATE: 02/17/2021

TO:
Recipient Name
Company Name
Street Address
City, ST ZIP Code
Phone: Phone

SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
					Due on receipt

Tasks	Category Type	Hours	Rate	Cost
Consultant Hourly Rates to build web-based map	Personnel	1	$ 98.00	$ 98.00
Consultant Hourly Rates to conduct training for City of Libby Staff	Personnel	1	$ 98.00	$ 98.00
Travel by Consultant to the City for Staff Training (pursuant to IRS mileage rates)	Travel	1	$ 95.00	$ 95.00
ArcGIS Pro - GIS Professional Basic	Supplies	1	$ 700.00	$ 700.00

SUBTOTAL	$XX.00
SALES TAX	N/A
SHIPPING & HANDLING	N/A
TOTAL DUE	**$XX.00**

Make all checks payable to City of Libby
If you have any questions concerning this invoice, contact Jim Hammons at 406-293-2731 ext. 4

THANK YOU FOR YOUR BUSINESS!