



**City of Thompson Falls**

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

**Submitted by Mark Sheets**

**Submitted on 03/05/2021 1:57 PM Mountain Standard Time**

## Opportunity Details

### Opportunity Information

Title

MLIA Grant Program FY2022

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 MLIA 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](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)

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](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 Thompson Falls

Award Requested  
\$10,000.00

Cash Match Requirement  
\$0.00

Cash Match Contributions  
\$2,000.00

In-Kind Match Requirement  
\$0.00

In-Kind Match Contributions  
\$0.00

Total Award Budget  
\$12,000.00

**Primary Contact Information**

Name  
Mark Sheets

Email Address  
tfallsmayor@blackfoot.net

Address  
PO Box 99  
Thompson Falls, MT 59873

Phone Number  
406-827-3557

## 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).

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

Montana Spatial Data Infrastructure Improvement to Cadastral and Administrative Boundaries Themes

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

During the development of its wastewater project, the City found that many of its rights-of-way were not where they thought they were. The City hired Morris Land Surveys (MLS) of Choteau to complete a retracement of the railroad right-of-way through town. MLS also completed a retracement of the north portion of Thompson Falls between Grove Street and the section line common to sections 7 and 8. A retracement of a portion of Maiden Lane (between Jefferson and Pond Street, within Donlan's and Donlan's Second Addition).

The proposed project is a Right-of-Way and Boundary Delineation Study for the City's Phase 3 and Phase 4 Wastewater project area (See Exhibit 4). The purpose of the study is to accurately identify the location of the City's corporate limits and the location of its deeded right-of-ways within the Phase 3 & Phase 4 project areas.

For the residents of Thompson Falls, the project will identify the City's boundaries' exact location. This information benefits the entire community because it will likely improve the City's ability to equitably levy taxes and special assessments on residents and business owners. Having accurate boundaries and rights-of-ways is the basis for developing, adopting, and administrating land-use codes. The City needs to undertake future annexations. Besides, understanding the right-of-ways' accurate location is critical to ensure that new municipal infrastructure and private utilities are installed within public right-of-ways and do not infringe on private property without permission. The accurate location of right-of-ways will ensure that the design and installation of new utilities are done most cost-effectively and efficiently.

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

Name of Contact

Mark Thompson

Name of Agency

City of Thompson Falls

Street Address

PO Box 99

City

Thompson Falls

Zip Code

59873

Contact Phone Number

406-827-3557

Statement of Support

Statement of Commitment

Do you have a second Funding Partner?

- Yes
- No

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

The City of Thompson Falls proposes a project designed to meet the grant priority, Montana Spatial Data Infrastructure Improvement to Cadastral and Administrative Boundaries Themes as identified in the State Fiscal Year 2022 Montana Land Information Plan. Thompson Falls is an incorporated municipality located in northwest Montana, which has approximately 1,400 residents.

The work proposed by the City will complete the following tasks:

1. Finding survey monuments and collecting survey data,
2. Prepare a coordinate file and CADD base map of the platted right-of-ways in Phase 3 and Phase 4 project areas (see attached figures),
3. Place coordinates for this project and the survey of Phase 1 and Phase 2 project area in the State Library spreadsheet.

Improving the accuracy of the City boundary will provide critical information to the City, Sanders County, the State of Montana, and the federal government. The accuracy of the City boundary affects the following:

1. Annexation,
2. Taxation,
3. Provision of services,
4. Elections,
5. Gas tax, and
6. Census data

**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 artificial 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

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**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

For the residents of Thompson Falls, the project will identify the City's boundaries' exact location. This information benefits the entire community because it will likely improve the City's ability to equitably levy taxes and special assessments on residents and business owners. Having accurate boundaries and rights-of-ways is the basis for developing, adopting, and administering land-use codes. The City needs to undertake future annexations. Besides, understanding the right-of-ways' accurate location is critical to ensure that new municipal infrastructure and private utilities are installed within public right-of-ways and do not infringe on private property without permission. The accurate location of right-of-ways will ensure that the design and installation of new utilities are done most cost-effectively and efficiently.

**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

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**Primary Project Manager Contact Information**

Salutation

Ms.

Primary Project Manager Name

Chelsea Peterson

Primary Project Manager Title

Clerk/Treasurer

Primary Project Manager Organization

City of Thompson Falls

Primary Project Manager Email Address

tfl3557@blackfoot.net

Primary Project Manager Phone Number

406.827.3557

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**Secondary Project Manager**

Salutation

Mr.

Secondary Project Manager Name

Mark Sheets

Secondary Project Manager Title

Mayor

Secondary Project Manager Organization

City of Thompson Falls

Secondary Project Manager Email Address

tflsmayor@blackfoot.net

Secondary Project Manager Phone Number

406.381.6903

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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

Since 2000, the City of Thompson Falls has successfully developed, constructed, and administered over 20 water, wastewater, and community facilities projects. Clerk Chelsea Peterson has significant experience developing, implementing, and managing state and federal-aid projects. The City recently started construction of Phase 1 & Phase 2 of the City's \$30-million wastewater project. Phase 1 & Phase 2 includes four USDA Rural Development loans and multiple grants from the Montana Department of Commerce, DNRC, and Rural Development the City is managing for the \$15.3 million project. Clerk Chelsea Peterson would be responsible for the management of the MLIA funding. Clerk Peterson has worked for the City since February 2007. She is a Certified Municipal Clerk, and she is working on her Master's Certification through the International Institute of Municipal Clerks. Clerk Peterson has also earned a Certified Public Finance Administrator's credentials through the Association of Public Administrators. Clerk Peterson has no GIS project management experience; however, she has extensive experience with grant and consultant management.

**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

Clerk Chelsea Peterson would be responsible for the management of the MLIA funding. Clerk Peterson has worked for the City since February 2007. She is a Certified Municipal Clerk, and she is working on her Master's Certification through the International Institute of Municipal Clerks. Clerk Peterson has also earned a Certified Public Finance Administrator's credentials through the Associate of Public Administrators. Clerk Peterson has no GIS project management experience; however, she has extensive experience with grant and consultant management. Based on Clerk Peterson's experience, the management plan for the MLIA project includes the following activities:

1. Fully understanding the conditions associated with MLIA funding to ensure compliance with the grant agreement and State Library policies for project activities and administration.
2. Responsible for all requirements related to project start-up and maintaining compliance with the MLIA grant agreement.
3. Preparing all required project progress reports and closeout documents.
4. Entering all project transactions into the City's existing accounting system and preparing warrants for approved expenditures.
5. Ensuring all Requests for Reimbursement are signed by authorized representatives.
6. The Clerk/Treasurer will review all proposed MLIA funds' proposed expenditures and prepare drawdown requests. All disbursements would be handled following the City's established claim review procedures.

18-8-212 MCA allows the City to procure by direct negotiation engineering & surveying services costing \$50,000 or less. If the State Library awards the MLIA funding, the City will hire Morris Land Surveys, PLLC (Consultant) to complete the work scope because of its familiarity with the City. Assuming the Consultant receives the notice to proceed from the City on July 1, 2021, it will complete the project and submit the deliverables to the State Library by November 1, 2021.

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
- 

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

AGENCY'S FINANCIAL CONTACT

Salutation

Ms.

Financial Contact Name

Chelsea Peterson

Financial Contact Title

Clerk/Treasurer

Financial Contact Organization

City of Thompson Falls



Financial Contact Email Address  
tfl3557@blackfoot.net

Financial Contact Phone Number  
(406) 827-3557

Part 06: Project Sustainability

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**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

With improved PLSS control points, the City can update all administrative boundaries to fit the improved PLSS framework; this includes MSDI Administrative Boundaries and other local administrative boundaries relevant to the City of Thompson Falls. At this time, the City has not identified a need for future enhancements to its administrative boundaries. However, if such a need is identified either by the City, Sanders County, or the State of Montana, the deliverables from this project would support those efforts.

**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

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**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 previously awarded MLIA Grants - [https://geoinfo.msl.mt.gov/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

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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 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

Mark Sheets

Date Signed

3/1/2021

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**Additional Documents**

**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)**

Please provide any additional uploads such as maps or other forms

Additional Upload

Maps

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

|                            | Grant Funded       | Non-Grant Funded  | Total Budgeted     |
|----------------------------|--------------------|-------------------|--------------------|
| <b>Contractual</b>         |                    |                   |                    |
| Morris Land Survey, PLLC   | \$10,000.00        | \$2,000.00        | \$12,000.00        |
| <b>Subtotal</b>            | <b>\$10,000.00</b> | <b>\$2,000.00</b> | <b>\$12,000.00</b> |
| <b>Total Proposed Cost</b> | <b>\$10,000.00</b> | <b>\$2,000.00</b> | <b>\$12,000.00</b> |

Revenue Budget

|                               | Grant Funded       | Non-Grant Funded  | Total Budgeted     |
|-------------------------------|--------------------|-------------------|--------------------|
| <b>Grant Funding</b>          |                    |                   |                    |
| Award Requested               | \$10,000.00        |                   | \$10,000.00        |
| <b>Subtotal</b>               | <b>\$10,000.00</b> |                   | <b>\$10,000.00</b> |
| <b>Non-Grant Funding</b>      |                    |                   |                    |
| Cash Match                    |                    | \$2,000.00        | \$2,000.00         |
| In-Kind Match                 |                    | \$0.00            | \$0.00             |
| <b>Subtotal</b>               |                    | <b>\$2,000.00</b> | <b>\$2,000.00</b>  |
| <b>Total Proposed Revenue</b> | <b>\$10,000.00</b> | <b>\$2,000.00</b> | <b>\$12,000.00</b> |

Proposed Budget Detail

See attached spreadsheet.

Proposed Budget Narrative

**Performance Plan**

**Proposed Performance Plan**

**Project Scope of Work**

| Goal Name                              | Goal Type | Goal Details           |
|--|-----------|------------------------|
| Prioritize Target Control              | Milestone | Due Date<br>08/01/2021 |
| Create Project Maps                    | Milestone | Due Date<br>08/20/2021 |
| Create Contractor Scope of Work        | Milestone | Due Date<br>09/01/2021 |
| Obtain Permission from Property Owners | Milestone | Due Date<br>09/30/2021 |
| Conduct Field Geodetic Control Surveys | Milestone | Due Date<br>11/01/2021 |

**Project Deliverables**

| Goal Name   | Goal Type | Goal Details           |
|---|-----------|------------------------|
| III   | Milestone | Due Date               |
| Collecting New Survey Control Data  | Milestone | Due Date<br>11/01/2021 |
| Digitization and dissemination of documents related to PLSS and non-PLSS corners  | Milestone | Due Date<br>11/01/2021 |
| Development and enhancement of administrative boundaries, including but not limited to data layers recognized by the MSDI Administrative Boundaries Theme | Milestone | Due Date<br>11/01/2021 |

**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.

**Prioritize Target Control**

Working with the Montana State Library, Sanders County, the Registered Land Surveyor, 1st, 2nd, and 3rd choices for control points will be devised. These points will be selected and ranked according to the estimated correction to PLSS data the point will achieve. This planning effort is designed to efficiently select control points that will provide the best correction.

**Create Project Maps**

Working with the Registered Land Surveyor, project maps will be developed for each area of interest. These maps will be comprised of existing PLSS/CadNSDI points to assist the Registered Land Surveyor in providing cost estimates as well as for mission planning to effectively collect the most control points possible.

**Create Contractor Scope of Work**

Once priority areas are identified and control points are prioritized, the City of Thompson Falls will work with the Registered Land Surveyor to obtain a legal contract for surveying services. The agreement between the City and the Consultant will emphasize collecting the maximum number of control points with available funding.

**Obtain Permission from Property Owners**



After survey control points are finalized and agreed to by all parties, the City will send Certified Letters to all affected landowners notifying them about the survey and to obtain permission to cross their land to access control points.

#### Conduct Field Geodetic Control Surveys

Perform field control point collection throughout the project. This will be performed by a Registered Land Surveyor using Geodetic Control Processing with a positional accuracy statement for each point. Field notes and Corner Records reestablished where applicable will be submitted, with any necessary corner records recorded with the Clerk and Recorder. Standards and Guidelines for Cadastral Surveying from the Theme Steward will be followed. Control points will be entered into the State Survey and Mapping Control (SUMAC) database template and submitted to the Montana Control Point Database.

#### 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.

#### Collecting New Survey Control Data

Under this proposal we will work with a contracted, licensed surveyor to collect known control points to correct and refine cadastral and administrative boundaries. New survey control data will be collected based on identified regions to fix alignment problems found in the City of Thompson Falls.

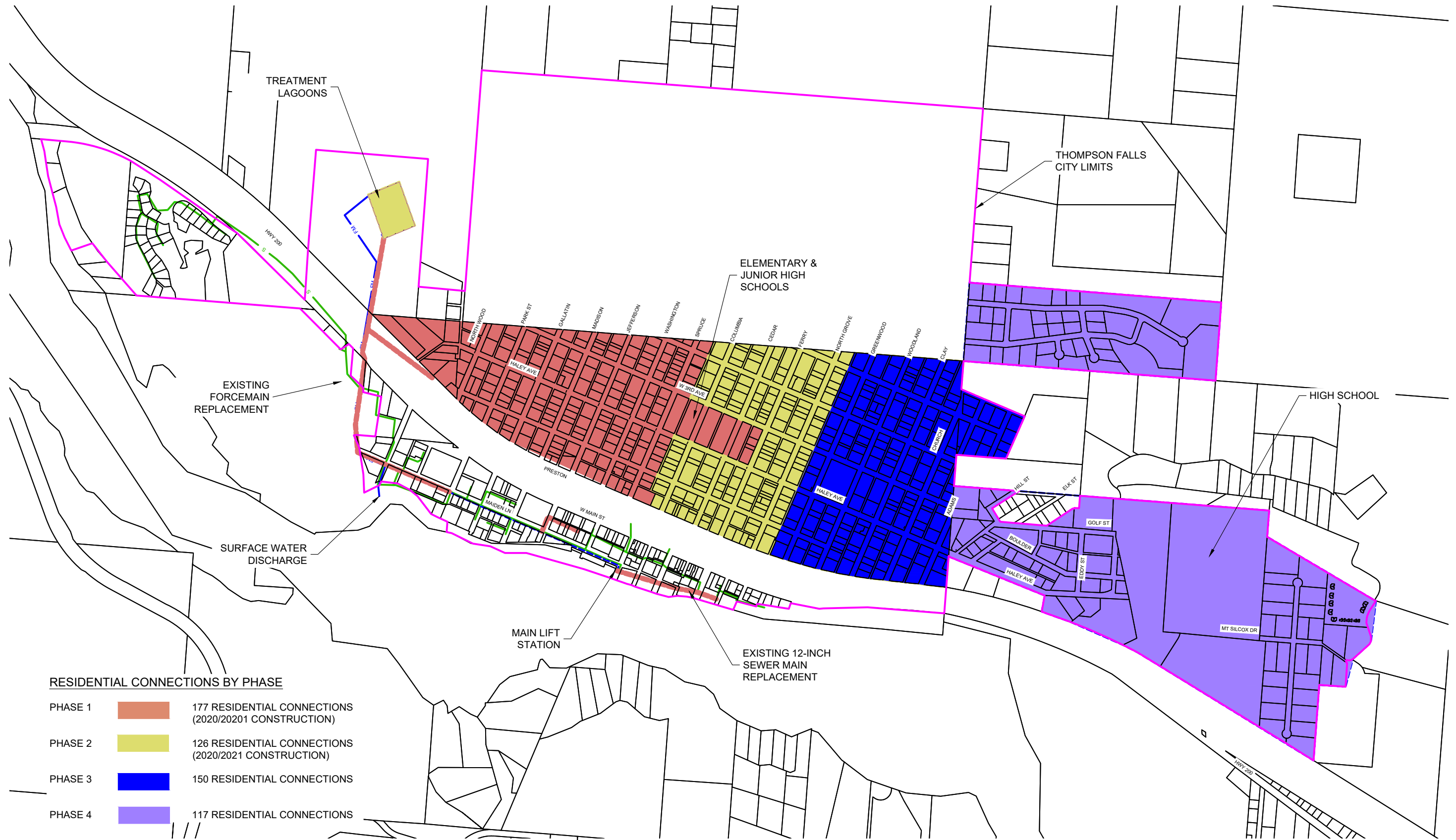
#### Digitization and dissemination of documents related to PLSS and non-PLSS corners

Control points collected by our surveyor will be provided to the Montana State Library for incorporation into the existing PLSS framework. Additionally, the survey control points will be submitted to the Sanders County Clerk and Recorder for documentation and preservation. Further dissemination will be provided by updating existing administrative layers and boundaries on public maps and documents.

#### Development and enhancement of administrative boundaries, including but not limited to data layers recognized by the MSDI Administrative Boundaries Theme

Development and enhancement of administrative boundaries, including but not limited to data layers recognized by the MSDI Administrative Boundaries Theme

F:\1-16137-Thompson Falls Wastewater PER\CADD 1-16137\Exhibits\2020 PER Update Exhibits\1-16137-FIG2-3 CollectionAlt\_C1Phasing.dwg



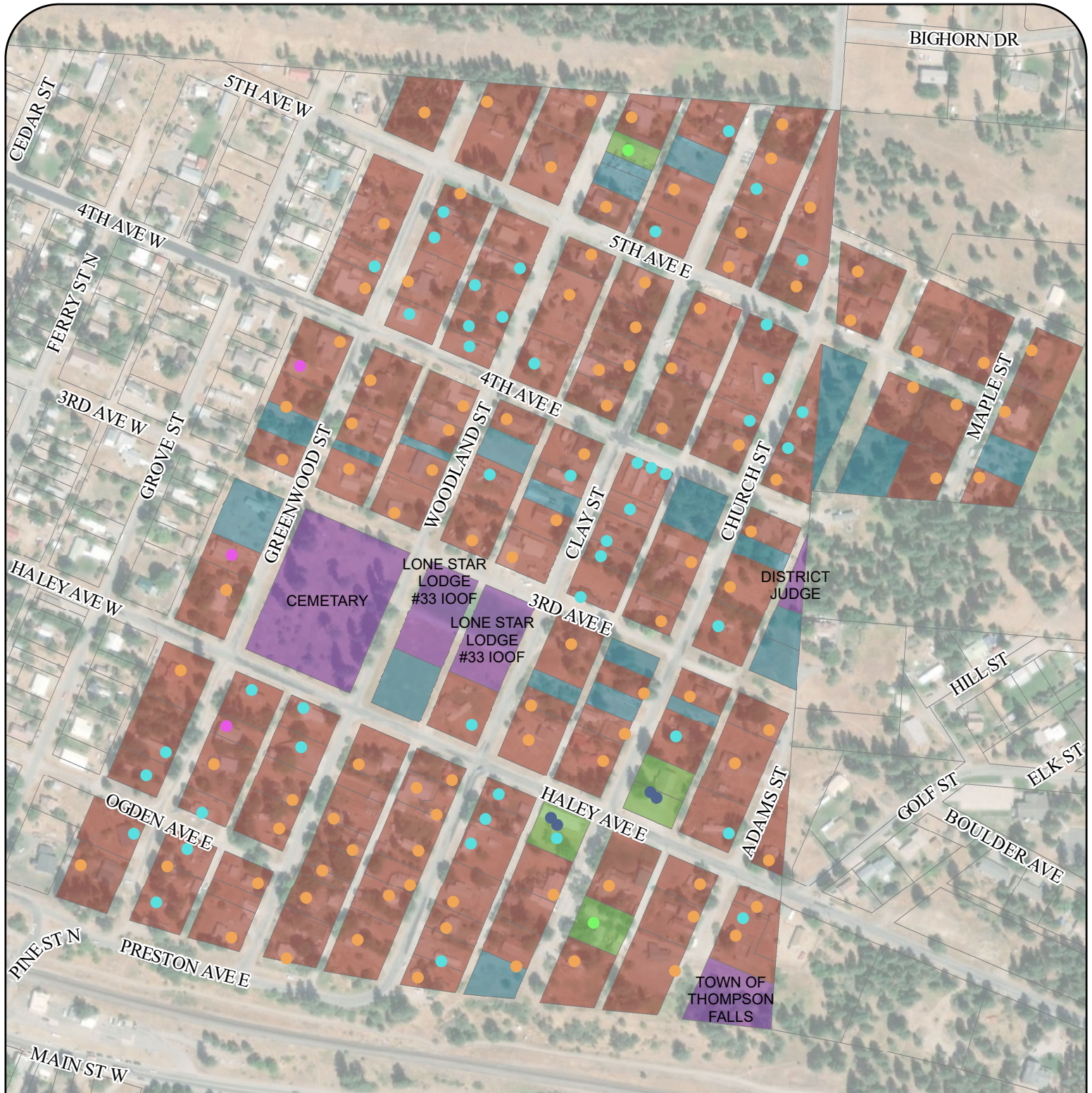
**RESIDENTIAL CONNECTIONS BY PHASE**

- PHASE 1  177 RESIDENTIAL CONNECTIONS (2020/20201 CONSTRUCTION)
- PHASE 2  126 RESIDENTIAL CONNECTIONS (2020/2021 CONSTRUCTION)
- PHASE 3  150 RESIDENTIAL CONNECTIONS
- PHASE 4  117 RESIDENTIAL CONNECTIONS

**FIGURE 2-3  
COLLECTION SYSTEM  
PLANNING**

CITY OF THOMPSON FALLS  
WASTEWATER TREATMENT SYSTEM PER





**Figure 3-1 Phase 3 Wastewater Structure and Parcel Map**

Structures (159)

Structure Type (# of Structures)

- Building (Generic) (3)
- Church, Place of Worship (4)

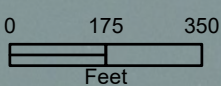
- Commercial Site (2)
- Dwelling (Single-Family) (103)
- Mobile Home (47)

Phase 3 Parcels (183)

Classification (# of Parcels)

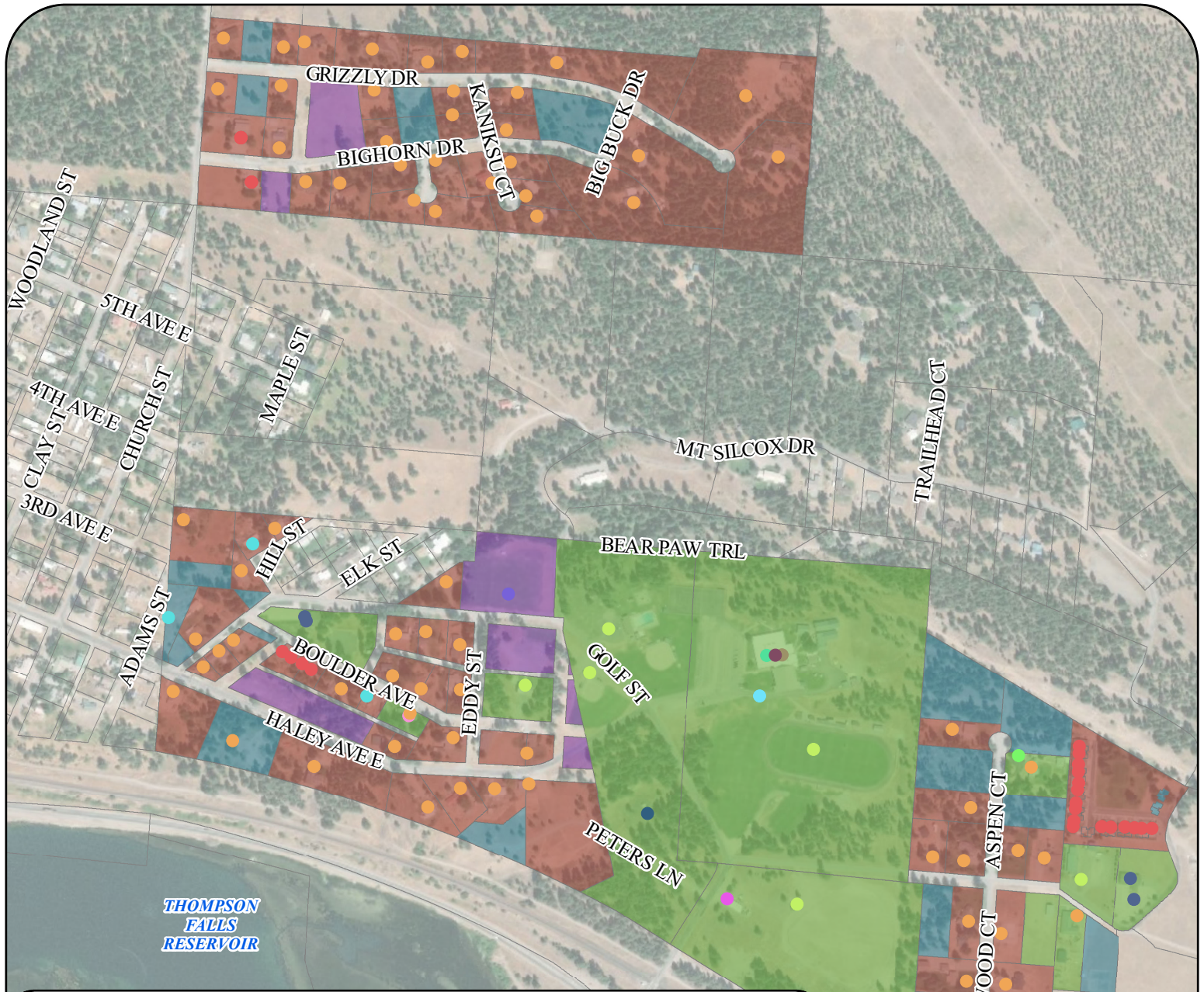
- Commercial (5)
- Exempt (5)
- Residential (150)
- Vacant (23)

Parcel Boundary



Service Layer Credits: Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community





**Figure 3-2 Phase 4 Wastewater Structure and Parcel Map**

Structures (128)

Structure Type (# of Structures)

- Building (Generic) (1)
- Cemetery (1)
- Church, Place of Worship (4)
- Civic, Community Center (6)
- Commercial Site (1)
- Dwelling (Multi-Family) (30)

● Dwelling (Single-Family) (75)

- Education Facility (Generic) (1)
- Emergency Shelter (1)
- Government of Military Facility (Generic) (2)
- Library (1)
- Mobile Home (3)
- Nursing Home, Long-Term Care (1)
- School (K-12) (1)

Phase 4 Parcels (137)

Classification (# of Parcels)

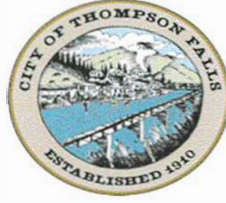
- Commercial (11)
- Exempt (City of Thompson Falls) (8)
- Residential (96)
- Vacant (22)
- Parcel Boundary

Service Layer Credits: Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community





# City of Thompson Falls



Mayor  
Mark Sheets

Ward I  
Larry Lack  
Raoul Ribeiro, Pres.

Ward II  
Katherine Maudrone  
Earlene Powell

Ward III  
Ruth Cheney  
Shawni Vaught

February 25, 2021

Erin Fashoway  
Montana State Library  
PO Box 201800  
Helena, MT 59620-1800

Re: Statement of Support

Dear Ms. Fashoway:

The City of Thompson Falls will apply for an \$10,000 Montana Land Information Act (MLIA) grant Right-of-Way and Boundary Delineation Study for the City's Phase 3 and Phase 4 Wastewater project area. The purpose of the study is to accurately identify the location of the City's corporate limits and the location of its deeded right-of-ways within the Phase 3 & Phase 4 project areas. The estimated cost of the project is \$12,000, and the City of Thompson Falls is committed to participating as a Funding Partner by obligating \$2,000 in cash to match the MLIA funding.

By collecting new Public Land Survey System survey control data and sharing the data with State Library, the proposed project will benefit the residents of Thompson Falls and Montana by improving the digital representation of the PLSS.

We look forward to working with you on this important project. If you have any questions, please contact me at (406) 827-3557 or [tfallsmayor@blackfoot.net](mailto:tfallsmayor@blackfoot.net).

Sincerely,

Mark Sheets  
Mayor