



Map Missoula

Prepared by Missoula County
for Montana State Library MLIA Grant Program FY 2022

Submitted by Samuel Scott

Submitted on 03/01/2021 10:33 AM 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.

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
Map Missoula

Award Requested
\$37,646.00

Cash Match Requirement
\$0.00

Cash Match Contributions
\$0.00

In-Kind Match Requirement
\$0.00

In-Kind Match Contributions
\$29,157.00

Total Award Budget
\$66,803.00

Primary Contact Information

Name
Samuel Scott

Email Address
sdscott@missoulacounty.us

Address
**200 W Broadway
Missoula, MT 59802**

Phone Number
(406) 258-3231

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

Total Number of Proposed Project Years

5

Current Year of the Project (eg. 1 of 4)

2 of 5

Executive Summary

Missoula County is embarking on year two of a multi-year, multi-stage project called "Map Missoula" which will provide comprehensive land information and increased public access to historical land records by enhancing cadastral data. The first stage of the project, completed over FY2021, established the parcel fabric infrastructure, and developed procedures for linking public documents to conveyable parcels within the parcel fabric. Staff began to digitizing tracts of record and link historical deed records to the parcel fabric. Year one progress was accomplished through an interdepartmental collaboration of the county's GIS Division and the Office of the Clerk & Recorder. Future Montana Land Information Act Grant funds will be used to support temporary employees for the time and effort needed to continue to create the data linkages.

Missoula County currently hosts and maintains the Missoula County Property Information System. This system expands on the statewide cadastral by linking subdivisions, certificates of survey, deeds, and other land records. The Property Information System provides a valuable tool to public agencies, private businesses and non-profits, and individual landowners through the customizable display of additional layers and other land-use information.

It is the goal of Missoula County to increase accessibility of public records, improve government efficiency, and promote transparent policymaking by expanding the functionality of the Property Information System.

With the help of MLIA Grant funds over the last year, Missoula County has established procedures and built the necessary geospatial infrastructure to map tracts of record and link recorded documents to those tracts. To date, the team has linked over 30,000 recorded deeds to parcels within the fabric. Additionally, the project will establish sustainable processes to connect all newly recorded documents to parcels in real-time.

Map Missoula is an initiative that meets the purpose of the Montana Land Information Act to "...develop a standardized, sustainable method to collect, maintain, and disseminate information in digital formats about the natural and artificial land characteristics of Montana...". Additional information about Map Missoula can be found at mapmissoula.us.

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: 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

Relevance

Is the proposed project for the sole purpose of collecting new survey control data

- Yes
 No

Relevance

The proposed project will satisfy the Tier 2 Grant Priority: "Development of geographic information systems that support on-going government workflows and build GIS capacity" with efforts focused on 2.2: "Development of base geographic data layers that support local information needs and support activities including but not limited to, land use planning, infrastructure, and asset management."

The Missoula County Property Information System (found here: <https://gis.missoulacounty.us/propertyinformation/>) uses the cadastral tax parcel fabric to display an array of land information including the layers defined in the MSDI Administrative Boundaries Theme. The Property Information System disseminates land information and records collected and maintained by a range of local agencies. For example, permits issued by local authorities are tied to parcels, zoning districts are displayed, and MS4 data is depicted.

The online availability of this data is crucial to the operation of government within Missoula County. The Property Information System provides a consistent and comprehensive view of all property so that land use decisions made by staff, elected officials, and landowners are based on accurate information. There are, however, challenges faced in the information provided by the Property Information System due to the fundamental reliance on parcel data being sourced from taxation information.

The historical nuances and logistics of maintaining the tax parcel fabric have resulted in situations where multiple tracts of record lie within a single tax parcel or, conversely, where multiple tax parcels represent a single tract of record. A common occurrence in Missoula County is the representation of single tracts of record as multiple tax parcels due to a boundary created by a levy district or aliquot part line.

The dynamic nature of the current tax parcel fabric and cadastral data allows for a relatively accurate representation of property ownership at the current moment in time. However, the alteration of a property boundary and subsequent change to the tax fabric does not necessarily mean that the prior boundaries have been expunged. Making this distinction and creating an accurate display of all boundaries that exist, regardless of current taxation, is critical to land use planning, development decisions, and transparency in public record.

Documents recorded with Clerk & Recorder such as deeds, mortgages, and easements, reference property as it exists in terms of transferable boundaries rather than as property exists for tax purposes. In other words, recorded documents reference property by the boundaries through which it can be bought and sold. For this reason, a parcel fabric which recognizes conveyable boundaries rather than tax boundaries is better suited to document linkages. An enhanced parcel fabric would also allow for real-time ownership and subdivision updates.

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

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

Advances in the GIS capability of Missoula County are providing a significant benefit to governmental entities, businesses, and citizens. Usage statistics of the Missoula County Property Information System in 2020 indicate over 214,000 sessions of activity. Those sessions equated to nearly 1.4 million events (queries, map interactions, etc.) by users. Based on an average session of 9.7 minutes and the average Montana hourly wage of \$21.81, we measured the value of the time spent using the Property Information System at a minimum to be \$756,567. In terms of taxpayer savings and government efficiency, it would have required 17.5 full-time employees to fulfill the public information requests that the Property Information System completed in 2020. This measured value of the Property Information System has been increasing annually.

The infrastructure of the Property Information System is a catalyst to increasing the availability of land records. Key to increasing the accessibility of records, however, is the addition of conveyable tracts of record and the ability to examine property boundaries over time. Aside from the inherent benefits of more accurate parcel representation, the combination of these two attributes, conveyability and change over time, enables the accurate linkage of all recorded documents to parcels at a moment in time. This capability provides substantial benefit to stakeholders in property decisions.

To illustrate, a developer who is looking at a property will be able to select the parcel and examine its history. Developers will be able to view all documents which reference that parcel in any of its prior configurations to determine what governing instruments must be considered.

These features would also prove vital in informing government decisions. For instance, all facets of a parcel and the surrounding area's history must factor into the agency staff's review of subdivision or subdivision exemption applications before rendering their recommendation to the governing body.

For example, these linkages between recorded documents and parcels will enable users to easily inspect a tract's chain of title, covenants, deed restrictions, and other encumbrances.

The addition of a parcel fabric made up of tracts of record will increase the value of all MSDI frameworks through increased accuracy and specificity. The enhanced fabric will identify parcels which have been improperly bisected by districts included in the MSDI Administrative Theme (i.e. school, weed, TIF, fire) and assist jurisdictions in correcting misapplied taxation attributes.

Demonstrated by the usage statistics above, the Property Information System presents land information in a way that is accessible by industry professionals and the general public. Enhancement of the data displayed will provide a wide range of increased benefits to stakeholders across the region.

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

Samuel Scott

Primary Project Manager Title

Real Property Projects Coordinator

Primary Project Manager Organization

Missoula County

Primary Project Manager Email Address

sdsconfig@missoulacounty.us

Primary Project Manager Phone Number

406-258-3231

Secondary Project Manager

Salutation

Mr.

Secondary Project Manager Name

Mike Snook

Secondary Project Manager Title

GIS Manager

Secondary Project Manager Organization

Missoula County

Secondary Project Manager Email Address

msnook@missoulacounty.us

Secondary Project Manager Phone Number

406-258-3275

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

The project is being undertaken collaboratively by two Missoula County departments: the GIS Division and the Office of the Clerk & Recorder, each of which contributes pertinent knowledge, skills, and equipment necessary to support and sustain the project. The success of Map Missoula in its first year of MLIA funding demonstrates that Missoula County has the required organizational capability to complete the proposed project.

The GIS Division of the Technology Department provides GIS services throughout Missoula County while also supporting the spatial data needs of other local jurisdictions and agencies. Of particular importance to the implementation of this project is the success that Missoula County GIS has shown in maintaining the parcel data geometry of the Cadastral theme. Missoula County is one of seven counties in Montana that maintains the cadastral parcel geometry within their own boundaries in place of the MT Department of Revenue.

Mike Snook will serve as the secondary project manager. Mike has held the position of GIS Manager for Missoula County since 2013 and has personally directed the development and maturation of the Property Information System and dozens of other GIS projects, data collection and distribution tasks, and interdepartmental and interjurisdictional spatial information efforts.

The Office of the Missoula County Clerk & Recorder, the other key project partner, is well-suited to create and maintain document-parcel linkages. Led by Tyler Gernant, first elected in 2014, the Office of the Clerk & Recorder is responsible for maintaining and providing accessibility to the public record. Sam Scott will serve as the primary project manager. Sam works as the department's Real Property Project Coordinator, a position created in 2018 which represents a concerted dedication of resources and effort towards projects which further the accessibility of records while promoting intradepartmental collaboration to improve efficiency and reduce the duplication of efforts across Missoula County. Shyra Scott, the Office's Recording Director for the last eight years, provides significant experience with the specifics of Missoula County records as well as database and project management.

In 2013, the Clerk & Recorder digitized most land records that had been recorded in Missoula County and three years later, the next step to format the images for public access began. All digitized documents are now available, free of charge, on the Property Information System and the Missoula County Land Records Research Page (found here: <https://gis.missoulacounty.us/Research/>). In addition to the availability of these records via Book & Page search, the Clerk & Recorder has indexed the grantor, grantee, legal description, related documents, and other document data.

Missoula County already operates the data storage capacity and infrastructure necessary for a project of this scope. The Clerk & Recorder maintains all recorded documents on an independent server in Tyler Technologies Eagle Recorder software. Missoula County currently has an Enterprise License Agreement with GIS Software vendor ESRI so no additional licenses for the necessary ArcGIS software are anticipated.

Contributing to Missoula County's capability is the support for the project that has been gathered across county departments as well as throughout the community. Departments regularly working with property, specifically the Missoula City-County Health Department, Public Works, County Surveyor, Community & Planning Services, Treasurer, County Attorney, and the Board of County Commissioners have all participated in defining the scope and goals of the Map Missoula project. Many of these departments employ their own GIS staff or have institutional knowledge that may prove beneficial as the project moves forward.

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

Sam Scott, the primary project manager, serves as the Real Property Projects Coordinator for the Missoula County Clerk & Recorder. In this capacity, Sam reviews recorded documents including subdivisions, certificates of survey, and deeds for compliance with MCA and Missoula County Subdivision Regulations. With a GIS background, Sam also provides mapping support to county departments and the public as needed. Additionally, Sam undertakes projects that further the accessibility and transparency of Clerk & Recorder records. Sam will provide GIS support to the secondary project manager and will direct the corresponding land record digitization, indexing, and organization to facilitate the spatial connections. Sam received his GIS certificate from the University of Montana as well as bachelor's degrees in community & environmental planning and political science and a master's degree in public administration. Sam has worked in the Office of the Clerk & Recorder since 2016, gaining extensive insight into historical and current recording processes.

Mike Snook, GIS Manager for Missoula County, will serve as the secondary project manager. Mike has extensive knowledge of both the GIS and land record components of this project. Mike's expertise is exhibited by the current functionality of the Property Information System. Related to this project, features of note include the maintenance of the current parcel fabric as well as an application programming interface (API) which connects documents recorded with the Clerk & Recorder to cadastral parcels. Mike has directed or assisted an array of state and local government agencies in the development and maintenance of their GIS infrastructures including Missoula County, the City of Missoula, Ravalli County, and the Montana Department of Revenue.

As the primary project manager, Sam will be responsible for communicating and reporting with the State Library as well as fulfilling the data requirements and publishing data to the GIS Data List. Specifically, the project manager will submit the required quarterly reports providing updates on the project timeline and budget as well as the final status report upon closeout of the project. The hired interns and their day to day operations will be directly supervised by Sam.

OTHER KEY PERSONNEL

=> Shyra Scott, Recording Director, Missoula County Clerk & Recorder

Shyra Scott, Recording Director for the Missoula County Clerk & Recorder, will support this project through assisting the document linkages and sustainability regarding future document indexing and database management. In 2018, Shyra earned her master's in public administration from the University of Montana. Shyra has been with Missoula County since 2013 and is the individual with the most comprehensive understanding of Missoula County records. Shyra also has experience in the private sector with title insurance and has a proven record of success with projects that increase the accessibility of public record. Shyra has independently managed the digitization and indexing of Missoula County historical land records—the same records that are now to be linked to parcels.

PROJECT ROLES

Over FY2021, the Missoula County GIS Division and the Office of the Clerk & Recorder, through the leadership of Sam Scott and Mike Snook, have developed thorough and sustainable processes to link recorded documents to parcels while also ensuring that all historical recorded documents are accounted for and linked to parcels or designated as a non-spatial reference.

So far, in the first year of Map Missoula, with assistance of interns funded through MLIA funds, the team has established efficient and sustainable processes and mapped over 30,000 historical documents to the parcel fabric. The success of the project to date demonstrates the applicable GIS and project management experience of the key personnel. As this is a multi-year project, continued success of the project objectives is expected.

The employees will be overseen by the project manager and will work within the Office of the Clerk & Recorder. Priority will be given to students from the University of Montana GIS Certificate program. The project manager will work with educational institutions to satisfy any internship or credit requirements of interns. For all internship purposes, the University liaison will be Kevin McManigal, Coordinator of the University of Montana Certificate in GIS Sciences and Technologies. A statement of support from Kevin McManigal is attached.

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
-

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

MLIA_2022_MissoulaCounty_InvoiceSample

AGENCY'S FINANCIAL CONTACT

Salutation

Ms.

Financial Contact Name

Shyra Scott

Financial Contact Title

Recording Director

Financial Contact Organization

Missoula County

Financial Contact Email Address

sscott@missoulacounty.us

Financial Contact Phone Number

406-258-4758

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

Map Missoula is a multi-year, multi-stage project which will provide comprehensive land information and increased public access to historical land records by enhancing cadastral data. The current stage of the project will build off of the progress made in the initial year of Map Missoula which established the parcel fabric infrastructure, developed procedures for linking public documents to conveyable parcels, and began to digitize tracts of record and link historical deed records to the parcel fabric. MLIA grant funds will be used to support temporary employees for the time and effort needed to create the data linkages.

This initial stage of the project provided a proof of concept and established the necessary processes and procedures to approach a project of this scope. Additionally, staff mapped a substantial segment of historical documents. During years 2 through 4 of Map Missoula, the bulk of historical documents will be mapped. The objective is to map 25% of historical conveyance documents each year.

As the initial stage of Map Missoula established the infrastructure, workflows, and troubleshooting necessary to support the completed project, the resources required to reach project conclusion will be staff time only. Outside of MLIA Grant funding, Missoula County will maintain consistent efforts towards completing the remaining document linkages.

Through the creation of the Real Property Project Coordinator position, Missoula County has ensured that there will be continual staff time dedicated to the completion of the project. Similarly, the GIS Division is committed to more accurately representing tracts of record in Missoula and will continue to devote staff time to digitizing parcels and creating document linkages. In addition to current Missoula County staffing, additional grant opportunities and partnerships will be pursued to decrease the overall duration of labor that will be dedicated to the project.

The project coordinators will work with the Montana State Library to publish and otherwise make available the data that is created through Map Missoula. In addition to the data and other reporting requirements throughout the grant cycle, the project managers will work with the Montana State Library to ensure that improvements to MSDI data layers made across the entirety of the Map Missoula project will be made available.

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

Did the applicant receive an MLIA grant in fiscal year 2021?

- Yes
- No

Applicants awarded an FY2021 MLIA Grant must report on the progress made toward meeting the requirements of the grant. The report must include the status of the project timeline, tasks, and deliverables.

FY 2021 MLIA Grant Project Title

Map Missoula

FY 2021 MLIA Grant Progress Report

Missoula County was awarded a \$11,720.00 MLIA Grant in FY2021 for the initial year of Map Missoula. The project goal as stated in the Statement of Work was to "Build a parcel fabric of conveyable tracts of record and link recorded documents to parcels". Within this goal, there were four objectives, each with measurable tasks. Specifically, the objectives were: Build upon the County's existing parcel fabric and establish procedures to link documents to parcels, purchase and set up workstations, hire and train temporary employees, and begin linking historical documents to digitized tracts of record.

As we prepare to enter the final quarter of Map Missoula's first year, the project is progressing as anticipated. The first three objectives, relating to procedures, hardware & software, and staffing have all been completed successfully. Changes in the academic calendar and the need to work remotely, both due to COVID-19, required minor alterations to the internship schedules. However, the total number of hours worked by interns, and therefore the budget, have remained the same.

The final objective of the FY2021 grant, linking documents to parcels, is underway and will continue through the remaining years of Map Missoula. To date, over 30,000 documents have been mapped to their appropriate tract(s) of record. The deliverables as identified in the FY2021 Statement of Work include the newly created parcel fabric data, metadata, and linked historical documents. This data deliverable will be published to the Montana GIS Data List in June 2021, as scheduled. Additionally, the procedural manual created through year one of Map Missoula will be delivered prior to project closeout. This procedural manual has been in progress throughout the year as procedures were established and as different scenarios were encountered. It will continue to be a living document as the project continues.

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

Samuel Scott

Date Signed

2/26/2021

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

Missoula County Authorization & UM Letter of Support

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
Personnel			
Objective 1.4: Link historical documents and digitize tracts of record	\$31,999.00	\$0.00	\$31,999.00
Objective 1.4: Link historical documents and digitize tracts of record	\$5,647.00	\$0.00	\$5,647.00
Objective 1.4: Link historical documents and digitize tracts of record	\$0.00	\$29,157.00	\$29,157.00
Subtotal	\$37,646.00	\$29,157.00	\$66,803.00
<hr/>			
Total Proposed Cost	\$37,646.00	\$29,157.00	\$66,803.00

Revenue Budget

	Grant Funded	Non-Grant Funded	Total Budgeted
Grant Funding			
Award Requested	\$37,646.00		\$37,646.00
Subtotal	\$37,646.00		\$37,646.00
<hr/>			
Non-Grant Funding			
Cash Match		\$0.00	\$0.00
In-Kind Match		\$29,157.00	\$29,157.00
Subtotal		\$29,157.00	\$29,157.00
<hr/>			
Total Proposed Revenue	\$37,646.00	\$29,157.00	\$66,803.00

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.

Objective 1.4: Link historical documents and digitize tracts of record

Tasks 1.4.1 through 1.4.4 are applicable to this budget line item: Full Time Employee Personnel and Fringe Benefits Costs. This proposal requests funding for 40 weeks of a full time temporary employee for a total of 1,600 hours. Missoula County proposes a \$17.00 hourly wage for this full time employee. Wage expenses for this position will total \$27,200. Missoula County pays an estimated 17.64% in fringe benefits for temporary employees. At \$17.00 per hour for 1,600 hours, fringe benefit costs for this employee will cost \$4,799. The total cost, and funds requested, for the full time position will be \$31,999.

Objective 1.4: Link historical documents and digitize tracts of record

Tasks 1.4.1 through 1.4.4 are applicable to this budget line item: Internship Personnel and Fringe Benefit Costs. This proposal requests funding for 30 weeks of internships at 10 hours per week for a total 300 hours. There will be two internships, one during the autumn semester, and one in the spring semester. Each will be 15 weeks. Missoula County proposes a \$16.00 hourly wage for the internships. This is the same wage that was paid to FY21 interns. Wage expenses for this position will total \$4,800. Missoula County pays an estimated 17.64% in fringe benefits for temporary employees, including interns. At \$16.00 per hour for 300 hours, fringe benefit costs for the interns will cost \$847. The total cost, and funds requested, for the internships will be \$5,647.

Objective 1.4: Link historical documents and digitize tracts of record

Tasks 1.4.1 through 1.4.4 are applicable to this budget line item: In-Kind Personnel and Fringe Benefits. Multiple Missoula County personnel will dedicate time to Map Missoula. Shyra Scott and Mike Snook will participate in the recruitment of these positions and general project oversight. Missoula County Information Systems will assist in the maintenance of the GIS parcel fabric infrastructure, and Missoula County Human Resources will assist in the recruitment of the positions. None of these in-kind personnel expenses are submitted in this budget as contributions from Missoula County as they are too variable to accurately quantify. Direct guidance of the full time employee and interns will be performed by Sam Scott. Sam will also be mapping documents alongside the full time employee and interns. Sam's time working on these efforts is submitted as an in-kind contribution. This time will be documented via timesheets and financial reporting as was done for the prior FY21 Grant. Sam Scott's wage at the beginning of FY22 will be \$25,6139. Sam will be dedicating no less than 40% of his staff time towards the Map Missoula project via supervision of temporary workers and working directly on the parcel fabric and linking recorded documents. Over FY22, this equates to \$21,311. Missoula County pays Sam Scott's fringe benefits at a rate of 36.8%. The fringe cost per hour will be \$9.43. Sam will be dedicating no less than 40% of his staff time towards the Map Missoula project via supervision of temporary workers and working directly on the parcel fabric and linking recorded documents. Over FY22, this equates to \$7,846. Combined, Missoula County will be dedicating \$29,157 in In-Kind funds to year two of Map Missoula.

Performance Plan

Proposed Performance Plan

Project Scope of Work

Goal Name	Goal Type	Goal Details
Goal 1: Link 25% of recorded deeds to the parcel fabric	Percentage Achieved	Desired Percentage 25.00 %
Objective 1.1: Hire Full Time Employee	Milestone	Due Date 08/15/2021
Task 1.1.1: Position Posting	Milestone	Due Date 07/11/2021
Task 1.1.2: Hiring Process	Milestone	Due Date 08/15/2021
Objective 1.2: Hire Autumn Intern	Milestone	Due Date 08/30/2021
Task 1.2.1: Position Posting	Milestone	Due Date 08/01/2021
Task 1.2.2: Hiring Process	Milestone	Due Date 08/30/2021
Objective 1.3: Hire Spring Intern	Milestone	Due Date 01/10/2022
Task 1.3.1: Position Posting	Milestone	Due Date 12/19/2021
Task 1.3.2: Hiring Process	Milestone	Due Date 01/10/2022
Objective 1.4: Link historical documents and digitize tracts of record	Percentage Achieved	Desired Percentage 25.00 %
Task 1.4.1: Map 6.25% of recorded deeds	Percentage Change	Desired Percentage 6.25 % Current Percentage 0.00 %
Task 1.4.2: Map 6.25% of recorded deeds	Percentage Change	Desired Percentage 12.50 % Current Percentage 6.25 %
Task 1.4.3: Map 6.25% of recorded deeds	Percentage Change	Desired Percentage 18.75 % Current Percentage 12.50 %
Task 1.4.4: Map 6.25% of recorded deeds	Percentage Change	Desired Percentage 18.75 % Current Percentage 25.00 %
Objective 1.5: Reporting and Data Deliverables	Milestone	Due Date 06/06/2022
Task 1.5.1: Quarter 1 Report	Milestone	Due Date 10/10/2021

Goal Name	Goal Type	Goal Details
Task 1.5.2: Quarter 2 Report	Milestone	Due Date 01/10/2022
Task 1.5.3: Quarter 3 Report	Milestone	Due Date 04/10/2022
Task 1.5.4: Final Report	Milestone	Due Date 06/06/2022
Task 1.5.5: Data Deliverable	Milestone	Due Date 06/06/2022

Project Deliverables

Goal Name	Goal Type	Goal Details
Data Deliverable	Milestone	Due Date 06/06/2022

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 June 30, 2022.

Goal 1: Link 25% of recorded deeds to the parcel fabric

At the start of FY22, Missoula County expects to have roughly 10% of deeds linked to the parcel fabric. The goal of Year Two of Map Missoula is to map an additional 25% of recorded deeds within the parcel fabric, bringing the total of mapped documents to 35%.

Objective 1.1: Hire Full Time Employee

Hire a full time employee for a 40 week tenure beginning August 15th, 2021.

Task 1.1.1: Position Posting

Full time position will be posted for a minimum of two weeks, beginning no later than July 11th, 2021.

Task 1.1.2: Hiring Process

Qualified applicants will be interviewed, position will be offered, and an individual will be hired.

Objective 1.2: Hire Autumn Intern

Hire one intern for a 15 week tenure beginning at the start of the autumn semester.

Task 1.2.1: Position Posting

Internship position will be posted for a minimum of two weeks beginning no later than August 1st, 2021.

Task 1.2.2: Hiring Process

Qualified applicants will be interviewed, position will be offered, and an individual will be hired.

Objective 1.3: Hire Spring Intern

Hire on intern for a 15 week tenure beginning at the start of the spring semester. Date is still to be determined pending finalization of academic calendar.

Task 1.3.1: Position Posting

Internship position will be posted for a minimum of two weeks beginning no later than December 19th, 2021.

Task 1.3.2: Hiring Process

Qualified applicants will be interviewed, position will be offered, and an individual will be hired.

Objective 1.4: Link historical documents and digitize tracts of record

At the beginning of FY22, Missoula County will have mapped 10% of recorded deeds to the parcel fabric. The objective is to increase the share of mapped documents to 35%, for an increase of 25% over FY22, year two of Map Missoula.

Task 1.4.1: Map 6.25% of recorded deeds

Map an additional 6.25% of recorded deeds by submission of the first quarterly report.

Task 1.4.2: Map 6.25% of recorded deeds

Map an additional 6.25% of recorded deeds by submission of the second quarterly report.

Task 1.4.3: Map 6.25% of recorded deeds

Map an additional 6.25% of recorded deeds by submission of the third quarterly report.

Task 1.4.4: Map 6.25% of recorded deeds

Map an additional 6.25% of recorded deeds by submission of the final report.

Objective 1.5: Reporting and Data Deliverables

Complete quarterly and final reports by the established deadlines and provide final data deliverable to the Agency. For the purposes of this application, reporting deadlines were copied from FY21.

Task 1.5.1: Quarter 1 Report

This quarterly report will include a summary of the project to date, including any alterations to the project timeline or budget.

Task 1.5.2: Quarter 2 Report

This quarterly report will include a summary of the project to date, including any alterations to the project timeline or budget.

Task 1.5.3: Quarter 3 Report

This quarterly report will include a summary of the project to date, including any alterations to the project timeline or budget.

Task 1.5.4: Final Report

The final report will include a narrative of the project that follows the full grant term, including any alterations to the original project timeline or budget. Additionally, the report will highlight the achievement of objectives and tasks listed in the scope of work and draw ties between the narrative and the final data deliverable.

Task 1.5.5: Data Deliverable

The project managers will work with the Agency project manager to ensure a smooth submission of all data and its publication to the Montana GIS Data List. All appropriate metadata and methods will be included. This data deliverable will be modeled after the FY21 Map Missoula data deliverable.

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.

Data Deliverable

Following the structure of the Map Missoula FY21 MLIA Grant data deliverable, Missoula County will provide the parcel fabric data with corresponding metadata and linked historical recorded documents to parcels produced through this project. The data deliverable will be created through Objective 1.4 and Tasks 1.4.1 through 1.4.4.

Missoula County Commissioners

Mailing Address: 200 West Broadway
Physical Address: 199 West Pine
Missoula, MT 59802-4292

P: 406.258.4877 | F: 406.258.3943
E: bcc@missoulacounty.us



BCC 2021-056
Feb. 25, 2021

Erin Fashoway
State GIS Coordinator Montana State Library
P.O. Box 201800
Helena, MT 59620-1800

Dear Ms. Fashoway,

This letter serves as my authorization of the FY2022 Montana Land Information Act grant application submitted by Samuel Scott on behalf of Missoula County. 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 Missoula County is committed to funding its 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.

Missoula County authorizes the Montana State Library to publish the contents of this application and to use them 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.

Sincerely,

DocuSigned by:

E0FA9ECBCECC409...

David Strohmaier

Missoula County Commissioner, Chair

BCC/ac



Kevin McManigal, Lecturer in GIS and Cartography
Department of Forest Management
32 Campus Drive, CHCB 439
Missoula, Montana 59812
Phone: 406-243-6691

February 28th, 2021

Dear County of Missoula,

From the Department of Forest Management at the University of Montana, I would like to offer my support of Missoula County's continued participation in the Montana Land Information Act Grant Program. The project has employed two University graduate student interns in the last year, and has been an overwhelming success that deserves to carry on.

The plan to create a historical database of land ownership within Missoula County is an important one. Many of these documents exist only in paper form, and consolidating decades of data into digital format will help both the county, and the public gain easier access to this important information. It is also appreciated that student interns are performing much of the work, as it gives them valuable experience, and further solidifies the strong relationship between the University of Montana and Missoula County. We look forward to continuing the relationship.

Sincerely,

A handwritten signature in cursive script that reads "Kevin McManigal".

Kevin McManigal
Department of Forest Management
Lecturer, Coordinator of the GIS Certificate





**TYLER R. GERNANT
CLERK & TREASURER
200 WEST BROADWAY
MISSOULA MT 59802-4292
(406) 258-4752**

State of Montana
Montana State Library
1515 E. Sixth Ave.
Helena, MT 59620

[Date]

To Whom It May Concern,

Enclosed is an Invoice for \$_____ pursuant to the Montana Land Information Act Grant Project Statement of Work dated [TBD] between the Montana State Library and Missoula County.

This invoice covers the period of _____ through _____.

If you have any questions, please contact me at (406) 258-3231.

Sincerely,

Samuel Scott
MLIA Grant Project Manager

Missoula County

INVOICE

200 West Broadway
Missoula, MT 59802-4292
Phone: (406) 258-4910

INVOICE #NUMBER
DATE: ENTER DATE

TO:

State of Montana
Montana State Library
1515 E. Sixth Ave.
Helena, MT 59620

FOR:

Montana Land Information Act Grant

DATE	DESCRIPTION	HOURS	RATE	AMOUNT
9/1/21 – 9/30/21	MLIA Share of Personnel Costs for Applicant (Supporting information below)	20	\$16.416	\$348.32
TOTAL				\$348.32

Documentation for Personnel Funds

MLIA Task	Personnel Title	Hours	Rate	Fringe Cost	Billed Amount
1.1.1 - Create Document Linkages	GIS Intern	20	\$16.00/hour	\$1.416/hour	\$348.32

Direct any questions to: Project Manager Samuel Scott

Make checks payable to: Missoula County, 200 West Broadway, Missoula, MT 59802-4292