Town of Sunburst

Prepared by Town of Sunburst
for Montana State Library MLIA Grant Program FY 2022

Submitted by Ashleigh Byers

Submitted on 03/01/2021 4:03 PM Mountain Standard Time

Opportunity Details

Opportunity Information

Title
MLIA Grant Program FY 2022

Description
In accordance with the Montana Land Information Act (MLIA), the Montana State Library administers an annual grant program to distribute accumulated funds from the Montana Land Information Account, established by MLIA. Grant applications are evaluated by the State Library and its advisory council, the Montana Land Information Advisory Council, and follow the MLIAC Grant Subcommittee Code of Ethics. Grant criteria are established based on the original intent of the MLIA and the goals and objectives of the annual Montana Land Information Plan. Please direct all grant program questions to MLIAGrants@mt.gov.

Please use the companion, MLIA Grant Application packet for more program information and instructions.
https://docs.msl.mt.gov/MLIAC/FY2022/MLIAGrantApplicationPackage_FY2022.pdf

Awarding Agency Name
Montana State Library

Agency Contact Name
Erin Fashoway

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

Funding Information

Total Program Funding
$250,000.00

Funding Sources
State

Award Information

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

Award Announcement Date
5/31/2021

Award Type
Competitive

Capital Grant
No

Indirect Costs Allowed
No

Matching Requirement
Yes

Submission Information

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

Submission Timeline Type
One-Time

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

Allow Multiple Applications
Yes

Technical Assistance Session

Technical Assistance Session
Yes And Required

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

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

Eligibility Information

Eligibility Type
Public

Eligible Applicants

Additional Eligibility Information

https://geoinfo.msl.mt.gov/mliagrant

Applicants must represent one of the following forms of government within Montana:

Any department, agency, board, commission, or other division of state government. (This includes the Montana University System.)

Any city, county, or other division of local government.

A tribal government/entity within the state.

Project Information

Application Information

Application Name
Town of Sunburst

Award Requested
$27,600.00

Cash Match Requirement
$0.00

Cash Match Contributions
$6,500.00

In-Kind Match Requirement
$0.00

In-Kind Match Contributions
$9,009.25

Total Award Budget
$43,109.25

Primary Contact Information

Name
Ashleigh Byers

Email Address
abyers@sunburstmt.com

Address
PO Box 245
Sunburst, MT 59482

Phone Number
248-709-5223

Project Description

Part 01: Proposal Information

Proposal Information

Please see the MLIA Grant Application Package for more information about the MLIA Grant -
https://docs.msl.mt.gov/MLIAC/FY2022/MLIAGrantApplicationPackage_FY2022.pdf.

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

Identify Grant Priority

Development of base geographic data to support local information needs	▾

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

Multi-Year Proposal
○ Yes
◉ No

Executive Summary

Recent water and sewer infrastructure line failures and breakages have presented a pressing need within the Town of Sunburst Public Works Department. All mapping of the town's aging system date back to its founding time period in the early 1920's. As portions of water and sewer mains were damaged, repaired, or replaced, system mapping was not. The largest challenge facing distribution system manageability for Sunburst Public Works Director, Brian Roark, is knowing where and how to properly maintain one of the most critical components of both the water and sewer systems. The town seeks to update its original and almost non-existent paper mapping system with GIS mapping tools for long-term system sustainment. A project to develop an electronically maintained GIS mapping of the infrastructure systems would become a tremendous asset in maintenance and crisis prevention. In 2020, three distribution leaks sprung simultaneously, creating an emergency water restriction for the town. Problem location delayed the repairs by more than three days and ultimately required higher costs in recruiting professional services to assist. This infrastructure maintenance and prevention tool is essential to Sunburst's economy. Once completed, this data will be utilized not just locally, but will provide profitable information to Toole County, the State of Montana, and additional connected agencies such as the Department of Homeland Security, Montana Rural Water, and MT Department of Environmental Quality.

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 idenitfied partner in .pdf version. Any funds pledged to this proposal must be reflected in the statements of support. See MLIA Grant Compliance – MLIA Grant Funding Partners section for the definition of a funding partner in the FY2022 MLIA grant application packet.

Please follow the instructions below to report information about all applicable funding partners and to attach letters of support. If there are no funding partners on this project, please select "Mark as Complete" and move on to the next form.

Do you have a Funding Partner?
○ Yes
◉ No

PLEASE MARK THIS FORM AS COMPLETE TO MOVE ON

Part 03: Relevance

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

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

_____

Relevance

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

Relevance

This local infrastructure mapping project meets all objectives of the Montana Land Information Act by:

1. Developing a collection of both water and sewer infrastructure distribution system location/composition data.
2. Maintaining current infrastructure system condition/locations through an accurate and manageable electronic GIS program.
3. Utilizing the data in providing the town's infrastructure investors (resident's) with up to date service line, valve stop, and main line information. Additionally, equipping the Public Works Department with proper knowledge for maintenance, repair planning, and crisis prevention of the systems.

The Sunburst mapping project meets FY2022 Montana Land Information Plan Priority 2.2, demonstrating the 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 through its following goals:

1. Professionally develop geographic data by creating a useful electronic mapping program to replace the outdated/inaccurate paper mapping of little usefulness.

2. Equip the Sunburst Public Works Department with the information necessary to properly locate, maintain, and plan for water/sewer distribution management.

3. Provide Sunburst residents and connected agencies with knowledge of the infrastructure systems they have invested into for generations.

SCORING: RELEVANCE - 100 TOTAL POINTS

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

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

(Reviewer Only)

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

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

(Reviewer Only)

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

Part 04: Public Benefit

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

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

Is the proposed project for GIS Project Planning applicants and applicants with the sole purpose of collecting new survey control data?
○ Yes
● No

Public Benefit

The proposed project falls within the MSDI theme of Administrative Boundaries for Montana Incorporated Cities and Towns. While not only providing property data and utility infrastructure knowledge for the citizens of Sunburst, this project will create electronically accessible data on a larger scale in Toole County and the State of Montana. As any update or enhancement to a municipality benefits its county and in turn its state, bringing Sunburst up to speed with larger municipalities will boost it economically as newcomers see the continued progression towards improved infrastructure.

The Sunburst area is home and funnel to many federal employees employed by Customs and Border Protection. A large Border Patrol Station lies within Sunburst limits and is one of the town's largest sources of utility revenue. These efforts toward infrastructure sustainment strongly support the Department of Homeland Security agency and our federal employee families who comprise approximately 50% of the community.

The data developed through our project goals will provide additional connected agencies with important knowledge and database for future project planning and government spending, some of them are: Montana Department of Environmental Quality, Montana Rural Water Systems, Toole County, and the State of Montana.

Town administration has placed focused priority on community knowledge and involvement especially in the past three years. The upswing in economic growth is proving that these changes are well worth the effort and causing new comers to feel at ease investing in town property. The pertinent data this project will provide will aide in the economic growth efforts for the local community and entire county; in turn benefitting the State of Montana.

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
Mrs.

Primary Project Manager Name
Ashleigh Byers

Primary Project Manager Title
Finance Administrator

Primary Project Manager Organization
Town of Sunburst

Primary Project Manager Email Address
abyers@sunburstmt.com

Primary Project Manager Phone Number
248-709-5223

Secondary Project Manager

Salutation
Mr.

Secondary Project Manager Name
Brian Roark

Secondary Project Manager Title
Public Works Director

Secondary Project Manager Organization
Town of Sunburst

Secondary Project Manager Email Address
sunburstshop1@gmail.com

Secondary Project Manager Phone Number
406-450-4283

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 Sunburst team which will see this project through its goals and success is comprised of a few experienced key players who will perform the following roles:

Primary Project/Grant Management & Finance Administrator - Ashleigh Byers
Ashleigh will be overseeing every scope of the project with specific focus on the finance management, MSL communication and requirements, and collaboration between each invested party. She has over 3 years experience obtaining and managing planning and project grants for the town, while reversing the near failing state of the town's finances through severe expenditure cut-backs and implementation of multiple revenue increases. She is in a continual state of seeking ways to fund the community's goals and needs.

Secondary Project Management & Public Works Director - Brian Roark
Brian has worked in management capacity over the Sweet Grass, Sunburst, and Shelby municipal utility systems for more than 13 years. He is a valuable asset of wise long-term planning and infrastructure maintenance. He recently made an employment switch back to a struggling Sunburst; unable to find or afford a reliable Public Works Director since he left in 2010. Following valuable experience gained managing the City of Shelby's water and sewer systems, he agreed to once again come help his Sunburst hometown of over 30 years. He deeply cares about the important factors and needed improvements to sustain his healthy community and its infrastructure. Brian's role will cover on-site management and labor as well as the backup grant management scope of the project.

Technical Engineering Plan and Project Development - Triple Tree Engineering
Brad Koon and Jason Crawford have a standing relationship and retaining contract with the Town of Sunburst. During his employment history with KLJ Engineering, Brad developed a special vested interest in Sunburst infrastructure through the many years they were contracted with the town. Soon after beginning his own business with Jason, Triple Tree won the bid as the town's contracted engineer in 2019 because of the priceless history and informational value Brad brought to the table during his previous work for the town. To this day, Brad & Jason diligently bend over backwards to ensure our community's needs are met. Their technical role in this project it critical and it could not be carried out without them.

Sunburst Mayor - Holly Hovland
Mayor Hovland is a power horse and hard driver, impressively so when considering the volunteer capacity in which she serves our community; refusing compensation for her service. She is extremely vested in the town and faithfully gives of herself to produce the community's best practices. She will serve as the final authority and decision approval in the executive scope of the project.

Through this team's work experience and well established relationships, they will be able to successfully carry out each scope of work. Recently similar projects accomplished by this team and in current task order are: DNRC-RRGL Water PER Planning Grant, TSEP Water PER Planning Grant, DNRC - RDGP Petroleum Clean-up Project, TSEP Sewer Emergency Grant, current FY21 RRGL, & TSEP Water Infrastructure Project Applications, RDGP Project Application, and the Legislative Hearing Process.

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
Management Plan -
Through recent experience managing and closing out numerous grant awards, Ashleigh possess a competence that every granting agency hopes for. She will go above and beyond to ensure that the MSL grant management team is well informed and pleased with the development of project tasks, whether that be over the phone or through e-mail correspondence. Her project reporting, updates, and invoicing will be timely as expected with immediate notification of any project task or timeline adjustments. She is quick to respond to all forms of communication. Recent agencies who have worked directly with Ashleigh through grant management are: DNRC - Renewable Resources Grant & Loan Program (Lindsay Volpe & David Larson), DNRC - Reclamation and Development Grant & Loan Program (Heidi Anderson), and TSEP - Community Development (Rebecca Shaw and Richard Knatterud). Executives, individual employees, and hired consultants find it a joy to work with Ashleigh on a project. She is enthusiastic about witnessing a project's success and reaping the benefits of the goals. She enjoys seeing the community benefit from the visions and hard work of motivated and goal driven teams; receiving fulfillment from the happiness that hard work brings to other people. The Sunburst management team practices a clear and productive working relationship between Public Works Director Brian Roark, Finance Administrator Ashleigh Byers, and Triple Tree's Brad Koon & Jason Crawford. Mayor Hovland, the municipal board, and community find each individual in this team an essential asset in numerous capacities.

Financial Management -
Ashleigh Byers will communicate all expenditures, invoicing MSL as expenses are incurred, and report financing and budgeting as requested by MSL. Please see attached example of an official invoice document used by Ashleigh in previous grant invoicing. However, she can also adjust to any format preferred by MSL grant management personnel.

Past Record of Performance -
Ashleigh's recent grant management experience is most likely very similar to management required of MSL. Four separate planning/project grants have been awarded to Sunburst through Montana State funds since 2020 and have been successfully closed out according to agency requests. The experience gained was the critical component of agency representative communication and careful attention to requirement detail. No agency will posses the same requirements and can in fact vary drastically from one to another. As project manager on all of these projects, she has learned that they all involve a greater time commitment than originally envisioned before starting them. Applying is half the battle, but managing is another feat in and of itself. She is prepared to work for the funds if awarded by this agency and will carry out the goals and objectives of the MSL - MLIA grant program.

Hiring a Consultant - Technical Engineer
Sunburst procured its engineering firm before beginning larger scale water infrastructure planning in 2019. Triple Tree Engineering bears a bided contract with the town and works diligently to assist employees and administration with all current technical needs.

Project Management:

a. The applicant must demonstrate adequate skills, qualifications, and experience for the defined project managers, key personnel, and funding partners.

b. Financial Management - Applicant provides a contact and a copy of the official invoice document for their respective organization in a .pdf format.

c. Management Plan – The applicant demonstrates how the defined project manager—not the hired consultant—will manage the entire project, including meeting the mandatory reporting requirements, communicating with the State Library, fulfilling data requirements, and managing all hired consultants.

d. Past Record of Performance – The applicant must demonstrate the defined project managers' GIS project, grant, and, if applicable, consultant management experience. The applicant must provide concrete examples of each and explain how the experience gained in those projects relates to the current proposal.

e. Hiring a Consultant – If applicable, the applicant must describe the plans to hire a consultant and procurement process for acquiring professional services. If a consultant has been hired, applicant must identify the consultant, define the amount of time, identify key personnel, and the consultant's procured services and work completed relevant to the proposal.

(Reviewer Only)

Project Management (0-75 Points) (Reviewer Only)

_____

Identified Consultant Information

If the applicant plans has hired and is under contract with a consultant who will perform work on the project, please select "yes" and complete the fields that appear below.

Has the applicant hired a consultant to perform work on the proposed project?

◉ Yes
○ No

Name of consultant company/organization

Triple Tree Engineering

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

Brad Koon, PE works for Sunburst in the capacity of Technical Project Management. Jason Crawford, PE usually performs work for Sunburst in the capacity of Technical Project Laborer. Brad and Jason have roles which interchange at times depending upon who is better equipped to handle a task at the time. Jason was the primary technical engineer who completed Sunburst's recent Water System Preliminary Engineering Report. Brad was the primary technical engineer who provided TSEP with a history and current events during the 2019 Sewer Lift Station Pump Failure Emergency Project. Both men are available immediately or within minutes of contact and are always faithful to produce assistance or advice when requested by Ashleigh Byers, Brian Roark, or Mayor Hovland. Brad and Jason combined have performed over 200 hours of technical project work for the Town of Sunburst including: 2010 Sewer Lift Station Replacement Project, 2005 Storm Drainage Proposal Project, 2019 Emergency Lift Station Pump Project, 2020 Water Infrastructure Technical Preliminary Engineering Report, and 2020 Street Erosion Repair and Prevention Planning.

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 Invoice Example

AGENCY'S FINANCIAL CONTACT

Salutation

Mrs.

Financial Contact Name

Ashleigh Byers

Financial Contact Title

Finance Administrator

Financial Contact Organization

Town of Sunburst

Financial Contact Email Address

abyers@sunburstmt.com

Financial Contact Phone Number

248-709-5223

Part 06: Project Sustainability

Project Sustainability

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

Project Sustainability Narrative

The described project team and additional town employees are very excited about the potential for this project funding. If funded, the project's goals will produce such valuable information that long-term funding sustainment will become priority in the annual budget. The tools this mapping will provide will become apart of the actual system infrastructure itself. Much data and preventive information is currently missing due to this need. With increased measures on expenditure cuts and alternate forms of revenue, future funding for this project would be self provided through utility revenue and MLIA funding will not be relied upon. The amount of funds this project will spare in the future causes this project to most likely become one which will pay for itself in future years as infrastructure continues to age and repairs are better planned for. Ashleigh Byers will ensure that all data developed as a result of this project benefits the Montana State Library. Sunburst will enthusiastically contribute to the development of MSL's long-term goals and program objectives. Any information collected as a result of this project will be a benefit to similar municipalities in our situation, therefore benefitting other counties and the State of Montana as a whole.

SCORING: PROJECT SUSTAINABILITY - 100 TOTAL POINTS

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

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

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

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

(Reviewer Only)

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

Part 07: Grant Accountability

Renewable Grant Accountability

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

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

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

Fiscal Years 2017-2020 MLIA Grant Cycles

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

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

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

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

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

Part 08: Project Authorization

Authorization Statement

I have read the application in its entirety, and I certify that the information and all statements in the application are true, complete, and accurate to the best of my knowledge. I further certify that we are committed to funding our share of the project, including both pledged applicant cash and pledged applicant in-kind, as stated in the proposed project budget. I further certify that the proposed project, should it be approved for MLIA funding, will comply with all applicable state, local, and federal laws, regulations, and standards.

I authorize the Montana State Library to publish the contents of this application and to use the contents of this application for training, promotional, or other purposes.

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

Please read the above statement and accept the following terms:
☒ Acknowledgment that I have read and accept the Terms and Conditions contained in this online application
☒ Acknowledgment that the applicant understands that the MLIA grant program is funded using State funds and does not involve any federal funding.
☒ Acknowledgment that the applicant has read the FY 2022 Montana Land Information Plan.
☒ Acknowledgment that the applicant understands that the purchasing of supplies or acquisition of contractual services may be subject to local or state procurement laws, and the applicant agrees to comply with any applicable laws, rules, and regulations governing the procurement of supplies or contractual services for their grant project.

Please type First and Last Name
Holly Hovland

Date Signed
3/1/2021

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
Sunburst Main Drawings

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			
Ashleigh Byers	$0.00	$3,520.00	$3,520.00
Benjamin McAlpine	$0.00	$360.00	$360.00
Brian Roark	$0.00	$3,444.00	$3,444.00
Subtotal	**$0.00**	**$7,324.00**	**$7,324.00**
Travel			
Brian Roark	$0.00	$385.25	$385.25
Subtotal	**$0.00**	**$385.25**	**$385.25**
Equipment			
Laptops & Data Software	$0.00	$1,500.00	$1,500.00
Subtotal	**$0.00**	**$1,500.00**	**$1,500.00**
Supplies			
Brian Roark	$350.00	$0.00	$350.00
Subtotal	**$350.00**	**$0.00**	**$350.00**
Contractual			
Triple Tree Engineering	$27,250.00	$5,000.00	$32,250.00
Subtotal	**$27,250.00**	**$5,000.00**	**$32,250.00**
Other			
Mayor Hovland	$0.00	$900.00	$900.00
Volunteer Council Board	$0.00	$400.00	$400.00
Subtotal	**$0.00**	**$1,300.00**	**$1,300.00**
Total Proposed Cost	**$27,600.00**	**$15,509.25**	**$43,109.25**

Revenue Budget

	Grant Funded	Non-Grant Funded	Total Budgeted
Grant Funding			
Award Requested	$27,600.00		$27,600.00
Subtotal	**$27,600.00**		**$27,600.00**
Non-Grant Funding			
Cash Match		$6,500.00	$6,500.00
In-Kind Match		$9,009.25	$9,009.25
Subtotal		**$15,509.25**	**$15,509.25**
Total Proposed Revenue	**$27,600.00**	**$15,509.25**	**$43,109.25**

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.

Brian Roark

Management of entire on-site project.

Benjamin McAlpine

On-site Project Labor as needed by Brian Roark.

Ashleigh Byers

Grant and Project Management

Travel

Eligible Projects Costs: Enter the total amount in the "Direct Cost" field (Direct Cost = Grant Funded + Cash Match + In-Kind Match). Change "Non-Grant Funded" to "Yes". Enter in your Match Dollar Amount. The "Grant Funded" is your requested MLIA funds. See the Guidelines for more information.

Brian Roark

Helena Travel for GIS Project Training.

Equipment

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.

Laptops & Data Software

Electronic equipment required to utilize and sustain long-term data planning.

Supplies

Eligible Projects Costs: Enter the total amount in the "Direct Cost" field (Direct Cost = Grant Funded + Cash Match + In-Kind Match). Change "Non-Grant Funded" to "Yes". Enter in your Match Dollar Amount. The "Grant Funded" is your requested MLIA funds. See the Guidelines for more information.

Brian Roark

Budgeted supplies above everyday Public Works use required for tasks directly related to project.

Contractual

Eligible Projects Costs: Enter the total amount in the "Direct Cost" field (Direct Cost = Grant Funded + Cash Match + In-Kind Match). Change "Non-Grant Funded" to "Yes". Enter in your Match Dollar Amount. The "Grant Funded" is your requested MLIA funds. See the Guidelines for more information.

Triple Tree Engineering

Professionally Contracted Technical Scope of GIS Infrastructure System Mapping.

Other

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.

Mayor Hovland

Executive Volunteer Services

Volunteer Council Board

4 Volunteer Board Members. Match rate: $50/Hour X 8 Hours Total.

Performance Plan

Proposed Performance Plan

Project Scope of Work

Goal Name	Goal Type	Goal Details
Goal 1	Milestone	Due Date 10/01/2021
Objective 1.1	Narrative	Narrative See Below
Task 1.1.1	Narrative	Narrative See Below
Task 1.1.2	Narrative	Narrative See Below
Objective 1.2	Milestone	Due Date 10/01/2021
Task 1.2.1	Narrative	Narrative See Below
Task 1.2.2	Narrative	Narrative See Below
Goal 2	Milestone	Due Date 03/01/2022
Objective 2.1	Narrative	Narrative See Below
Task 2.1.1	Narrative	Narrative See Below
Objective 2.2	Narrative	Narrative See Below
Task 2.2.1	Narrative	Narrative See Below
Task 2.2.2	Narrative	Narrative See Below
Goal 3	Milestone	Due Date 06/15/2022
Objective 3.1	Narrative	Narrative See Below
Task 3.1.1	Narrative	Narrative See Below
Task 3.1.2	Narrative	Narrative See Below
Objective 3.2	Narrative	Narrative See Below
Task 3.2.1	Narrative	Narrative See Below
Objective 3.3	Narrative	Narrative See Below

Goal Name	Goal Type	Goal Details
Task 3.3.1	Narrative	Narrative See Below

Project Deliverables

Goal Name	Goal Type	Goal Details
Deliverable 1 – Evaluation Report	Milestone	Due Date 10/01/2021
Deliverable 2 – GIS Infrastructure Mapping System Development	Milestone	Due Date 03/01/2022
Deliverable 3 – GIS Mapping System Infrastructure Improvement Budget	Milestone	Due Date 06/15/2022

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

Goal 1 - Onsite Investigation & Evaluation Report for Creation of New GIS Infrastructure Mapping System

Objective 1.1

1.1 Technical Evaluation of Existing Data

Task 1.1.1

Task 1.1.1 – Triple Tree will review pre-existing paper mapping system to determine how sites and system components will be mapped into the new GIS system. System records available from the town will be reviewed and additionally obtained from DEQ to help establish pipe age, pipe sizes, and pipe types.

Task 1.1.2

Task 1.1.2 – Triple Tree will conduct an onsite survey of the entire system including location of the existing system components. These components include valves, hydrants, curb stops, air relief valves, pressure regulating valves, tank, treatment building, wells, pumps, etc.

Objective 1.2

1.2 Creation of Needs Assessment

Task 1.2.1

Task 1.2.1 – Engineers will provide a technical report on evaluation of onsite survey findings.

Task 1.2.2

Task 1.2.2 – Findings will support technical report of replacement and maintenance solutions through the new GIS.

Goal 2

Goal 2 - Create & Learn to Utilize GIS Infrastructure Mapping System

Objective 2.1

2.1 Triple Tree will technically create the GIS infrastructure mapping system.

Task 2.1.1

Task 2.1.1 – Engineers will input onsite survey data into GIS.

Objective 2.2

2.2 Transfer GIS to town's new electronic system.

Task 2.2.1

Task 2.2.1 – Purchase all required electronic equipment and software.

Task 2.2.2

Task 2.2.2 – Train employees in device and software use.

Goal 3

Goal 3 – Budgeting Future Improvement and Sustainment

Objective 3.1

3.1 Determine and Prioritize Problem Locations.

Task 3.1.1

Task 3.1.1 – Evaluate GIS, mark, and plan for necessary repairs.

Task 3.1.2

Task 3.1.2 – Meet with local boards to collaborate on potential solutions.

Objective 3.2

3.2 Budget and Schedule Improvements.

Task 3.2.1

Task 3.2.1 – Meet to discuss and set aside funds to carry out water and sewer system improvements.

Objective 3.3

3.3 Share Project Information with State to Benefit other Local Entities.

Task 3.3.1

Task 3.3.1 – Reach out to the State of Montana and other entities that would like to utilize new informational GIS data to give back to the agencies which provided the funding.

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.

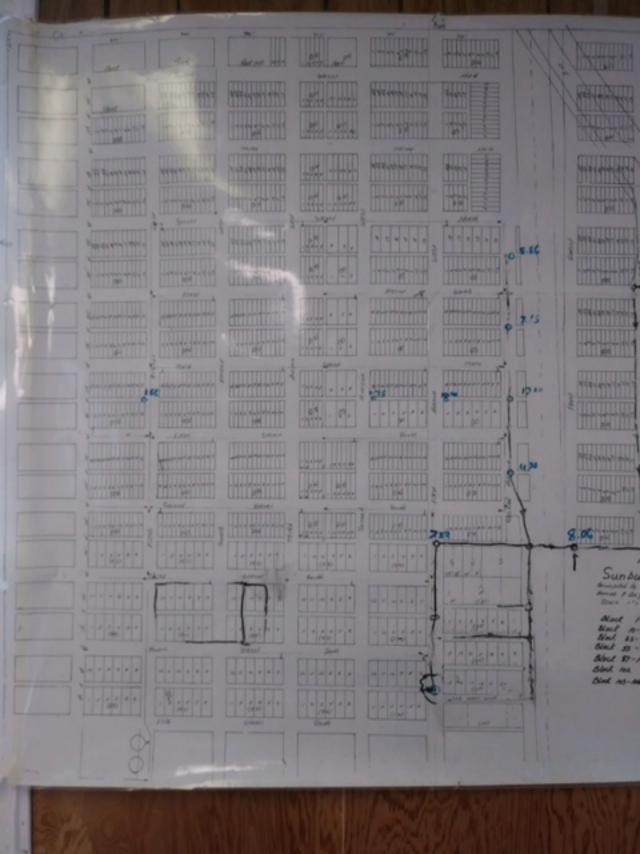**Deliverable 1 – Evaluation Report**

Deliverable 1 – Evaluation Report. The problems with current mapping will be identified. Solutions through the GIS Mapping System will be defined. The Evaluation Report will result from task 1.1.1 – 1.2.2 completion – Therefore meeting Objectives 1.1 and 1.2 and Goal 1. Completion Deadline: October 1, 2021

Deliverable 2 – GIS Infrastructure Mapping System Development

Deliverable 2 – GIS Infrastructure Mapping System Development. GIS will be technically developed, completed, and ready for daily use by the Town of Sunburst. It will be shared with MSL at this time. GIS Development will result from task 2.1.1 – 2.2.2 completion – Therefore meeting Objectives 2.1 and 2.2 and Goal 2. Completion Deadline: March 1, 2022

Deliverable 3 – GIS Mapping System Infrastructure Improvement Budget

Deliverable 3 – GIS Mapping System Infrastructure Improvement Budget. GIS will be utilized as a budgeting tool for sustained distribution system improvements. Meetings will be conducted to complete this task during the budget process and a preliminary budget will be provided to MSL. The Infrastructure Improvement Budget will result from task 3.1.1 – 3.3.1 completion – Therefore meeting Objectives 3.1, 3.2, and 3.3, and Goal 3. Completion Deadline: June 15, 2022

	MONTANA STATE LIBRARY	• PREPARE ONE ORIGINAL
	VENDOR INVOICE	• SEND TO MONTANA STATE LIBRARY
		• (keep a copy for your records if desired)

VENDOR'S NAME AND ADDRESS	BILLED TO
Town of Sunburst PO BOX 245 - 104 1st Street N Sunburst MT, 59482	MONTANA STATE LIBRARY – MLIA 1515 E 6th Avenue HELENA, MONTANA 59620

QUANTITY	DESCRIPTION OF GOODS DELIVERED OR SERVICES RENDERED	AMOUNT
	Grant Agreement # RITP-20-1611	
	Invoice #19831; Triple Tree Engineering Sunburst Grant Manager: Ashleigh Byers	
	Period of Performance: 07-01-2021 – 07-31-2021 MSI Grant Manager: Erin Fashoway	
5.5	Engineer III: 5.5 Hours Original Map Evaluation and Needs Assessment	797.50
10.0	Engineer II: 10 Hours On Site Ground Data Collection; Sunburst Sunrise Addition #4	1,250.00
	(See attached Triple Tree invoice including detailed job description and project update.)	
	GRAND TOTAL	$ 2,047.50

STATE USE ONLY APPROVED FOR PAYMENT	*I certify that this invoice is correct in all respects and that payment has not been received*	
	Vendor's Name	Town of Sunburst
	Date Processed	8-15-2021
Authorized Signature	Vendor's Signature	
Date	Title	Finance Administrator