



Map Missoula - Year 3

Prepared by Missoula County
for Montana State Library MLIA Grant Program FY 2023

Submitted by Samuel Scott

Submitted on 02/11/2022 11:26 AM Mountain Standard Time

Opportunity Details

Opportunity Information

Title

MLIA Grant Program FY2023

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 Program Application Guidelines for more program information and instructions:
<https://docs.msl.mt.gov/MLIAC/FY2023/MLIAGrantProgramApplicationGuidelinesFY2023.pdf>

The MLIA Grant Program will be offering two training programs for MLIA grant applicants. One training will be held on January 25, 2022, at 1:30 p.m. to provide instruction on completing and submitting an application using the AmpliFund system. A second training will be held on January 28, 2022, at 9:00 a.m. to provide instruction on the nuts and bolts of writing a grant proposal. Registration is required for both training sessions. More details and registration information can be found at the following link:
<https://docs.msl.mt.gov/MLIAC/FY2023/MLIAGrantTrainingFlyer2022.pdf>

Prospective applicants are also encouraged to contact MLIA Grant Program staff for assistance with the grant application. Staff are available for one-on-one meetings with applicants to answer questions and provide guidance on completing the MLIA Grant Application. Please contact mliagrants@mt.gov for assistance.

Awarding Agency Name

Montana State Library

Agency Contact Name

Erin Fashoway

Public Link

<https://mt.amplifund.com/Public/Opportunities/Details/123802e0-eb1a-49ba-aef4-1804047fe225>

Is Published

Yes

Funding Information

Total Program Funding

\$250,000.00

Funding Sources

State

Award Information

Award Period

07/01/2022 - 06/30/2023

Award Announcement Date

5/16/2022

Award Type

Competitive

Capital Grant

No

Indirect Costs Allowed

No

Matching Requirement

Yes

Submission Information

Submission Window

01/13/2022 4:30 PM - 02/15/2022 5:00 PM

Submission Timeline Type

One Time

Submission Timeline Additional Information

<https://docs.msl.mt.gov/MLIAC/FY2023/MLIAGrantProgramApplicationGuidelinesFY2023.pdf>

Allow Multiple Applications

Yes

Technical Assistance Session

Technical Assistance Session

Yes

Session Date and Time

01/25/2022 1:30 PM

Conference Info / Registration Link

<https://docs.msl.mt.gov/MLIAC/FY2023/MLIAGrantTrainingFlyer2022.pdf>

Eligibility Information

Eligibility Type

Public

Eligible Applicants

Additional Eligibility Information

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

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

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

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

A tribal government/entity within the state.

Additional Information

Additional Information URL

<https://docs.msl.mt.gov/MLIAC/FY2023/MLIAGrantTrainingFlyer2022.pdf>

Additional Information URL Description

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Project Information

Application Information

Application Name

Map Missoula - Year 3

Award Requested

\$42,703.32

Cash Match Requirement

\$0.00

Cash Match Contributions

\$0.00

In-Kind Match Requirement

\$0.00

In-Kind Match Contributions

\$29,512.90

Total Award Budget

\$72,216.22

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 Program and Application Guidelines for more information about the MLIA Grant - <https://docs.msl.mt.gov/MLIAC/FY2023/MLIAGrantProgramApplicationGuidelinesFY2023.pdf>.

The applicant must identify one MLIA FY2023 Grant Priority that the proposed project will address. To read about all MLIA Grant Priorities, please read the [FY2023 MLIA Land Information Plan](#).

Identify Grant Priority

Development of base geographic data layers that are standardized, regularly maintained, and made publicly available to support local information needs and activities

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)

3 of 5

Executive Summary

Missoula County is embarking on year three of a five-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 fiscal year 2021, established a parcel fabric infrastructure, and developed procedures for linking public documents to conveyable parcels within that parcel fabric. Through year one, staff began digitizing tracts of record and linking historical deed records to the parcel fabric. Year two, conducted over fiscal year 2022, continued this progress. The project thus far has been accomplished through an interdepartmental collaboration of Missoula 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 two years, 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 120,000 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 [FY2023 MLIA Grant Program and Application Guidelines](#).

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 FY2023 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 [FY2023 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.b: "Development of base geographic data layers that are standardized, regularly maintained, and made publicly available, to support 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 tax 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

Meets Purpose of MLIA (Reviewer Only)

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)

Meets Land Information Plan Defined Grant Priority (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 one or more specific **MSDI themes**, including any theme-specific priorities as identified in the [FY2023 Land Information Plan](#);
2. Enhance the land information needs of multiple business workflows/initiatives, agencies, and/or jurisdictions; and
3. Benefit the citizens of Montana
4. **Exception:** This section is not required for GIS Project Planning applicants or applicants with the sole purpose of collecting new survey control data.

Is the proposed project for GIS Project Planning applicants or 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 2021 indicate over 231,000 sessions of activity. Based on an average session of 9.4 minutes and the average Montana hourly wage of \$22.73, we measured the value of the time spent using the Property Information System at a minimum to be \$822,598. In terms of taxpayer savings and government efficiency, it would have required more than 17 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

(Reviewer Only)

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)

(Reviewer Only)

The applicant's proposal demonstrates how the proposal will benefit one or more specific MSDI themes, including any theme-specific priorities identified in the FY2023 Land Information Plan; enhance the land information needs of multiple business workflows/initiatives, agencies, and/or jurisdictions; and benefit the citizens of Montana. (0-100 points)

1. *The proposal clearly describes how it will benefit one or more specific MSDI themes, including any theme-specific priorities identified in the FY2023 Land Information Plan;*
2. *The proposed project describes how it will enhance the land information needs of multiple business workflows/initiatives, agencies, and/or jurisdictions; 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;*
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

Assistant Director, Missoula County Clerk & Recorder

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 two years 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, the department's Assistant Director, will serve as the primary project manager. Shyra Scott, the Office's Director for the last nine years, provides significant experience with the specifics of Missoula County records as well as database and project management. The Clerk & Recorder has consistently shown 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.

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.

SCORING: ORGANIZATIONAL CAPABILITY (0-25 Points) (Reviewer Only)

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 Assistant Director for the Missoula County Clerk & Recorder. In this capacity, Sam supervises recording office staff, 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 with the help of the secondary project manager. 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 temporary employee, interns, and their day-to-day operations will be directly supervised by Sam.

OTHER KEY PERSONNEL

=> Shyra Scott, Clerk & Treasurer Director, Missoula County Clerk & Treasurer

Shyra Scott, Director for the Missoula County Clerk Treasurer, 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 fiscal year 2021 and 2022, the Missoula County GIS Division and the Office of the Clerk & Recorder, under 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 120,000 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.

SCORING: PROJECT MANAGEMENT (0-75 Points) (Reviewer Only)

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_2023_MissoulaCounty_InvoiceSample

APPLICANT’S FINANCIAL CONTACT

Salutation

Ms.

Financial Contact Name

Kim Seeberger

Financial Contact Title

Clerk & Treasurer Director

Financial Contact Organization

Missoula County

Financial Contact Email Address

kseeberger@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 on the progress made in the initial two years 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.

These initial stages 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. 35% of conveyance documents are expected to be mapped by the end of year two (FY22). During years two through four of Map Missoula, the bulk of historical documents will be mapped. The objective is to map 25% of historical conveyance documents each year. Year three, fiscal year 2023, will see an additional 25% of conveyance documents mapped, bringing the total to 60% mapped.

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.

In-kind contributions, in the form of staff-time, dedicated to Map Missoula over the last two years have shown Missoula County's commitment to this project. 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

(Reviewer Only)

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

Did the applicant receive an MLIA grant in fiscal year 2022?

- Yes
- No

Applicants awarded an FY2022 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 2022 MLIA Grant Project Title

Map Missoula Year Two

FY 2022 MLIA Grant Progress Report

Missoula County was awarded a \$39,046.00 MLIA Grant in fiscal year for year two of Map Missoula. The goal as stated in the Statement of Work was to "Link 25% of recorded deeds to the parcel fabric" that was established in fiscal year 2021, bringing the total of mapped documents to 35% of recorded conveyances. Objectives within this goal included hiring a full-time temporary employee and two interns. To date, all employees have been hired and trained.

The other objective of Map Missoula Year Two is to map 6.25% of deeds each quarter. As we enter quarter three, we are on schedule to map 25% of deeds by the end of the grant term. Slight delays have been seen due to recruitment timelines and employee absences due to COVID-19. However, on-schedule project completion is fully expected.

The project has remained within the expected budget for fiscal year 2022 regarding both the MLIA funded and in-kind funded portions of the project. The FY22 Grant also included \$1,400.00 for travel related to a presentation on Map Missoula at the 2022 MAGIP Big Sky GeoCon. This conference is scheduled for April 2022 and details will be finalized in quarter three of this grant year.

Fiscal Years 2018-2021 MLIA Grant Cycles

Please indicate whether or not the applicant was awarded any MLIA grants during state fiscal years 2018-2021. 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 2021?

- Yes
- No

FY 2021 MLIA Grant Project Title

Map Missoula Year One

FY 2021 MLIA Grant Summary

Missoula County was awarded a \$11,720.00 MLIA Grant in fiscal year 2021 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.

All four objectives were met successfully within the grant term. Despite slight changes to scheduling and timelines due to COVID-19, the project remained on-schedule and within the allocated budget. Data was published to the Montana GIS Data List in June of 2021 as agreed in the Statement of Work. The work completed in year one of Map Missoula laid the foundation for the remaining four years to be completed successfully.

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

Part 08: Project Scope of Work, Budget Justification, and Application Authorization

This section of the application must be used to attach application forms completed outside of the AmpliFund system. Required templates may be downloaded in each subsection below.

Project Scope of Work and Budget Justification

Please complete the Scope of Work and Budget Justification template provided below and upload your completed document as a Microsoft Word document.

Link to template:

https://docs.msl.mt.gov/MLIAC/FY2023/MLIA_FY2023_ApplicationForms.zip

Please upload your completed Scope of Work and Budget Justification here as a Microsoft Word document.

MLIA_SOW_BUDGET_Map_Missoula

Detailed Budget Table

Please complete the Detailed Budget Table template provided below and upload your completed table as both an Excel spreadsheet and as a PDF document.

Link to template:

https://docs.msl.mt.gov/MLIAC/FY2023/MLIA_FY2023_ApplicationForms.zip

Please upload an Excel version of your completed Detailed Budget Table here.

MLIA_FY2023_DetailedBudgetTable

Please upload a PDF version of your completed Detailed Budget Table here.

MLIA_FY2023_DetailedBudgetTable

Additional Information for PLSS Grants

MLIA Proposed Survey Control Point Collection Form - https://docs.msl.mt.gov/MLIAC/FY2023/PLSSForm_MLIA_FY2023.zip

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, as well as additional questions related to PLSS grants.

Is the proposed project a PLSS/survey control project?

- Yes
 - No
-

Additional Documents (optional)

Please provide any additional uploads such as maps or other forms that provide information about the project.

05 - 2022-081 authorization of the FY2023 MLIA grant application submitted by Samuel Scott on behalf of Missoula County

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 2023 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

2/11/2022

SCORING: SCOPE OF WORK - 100 TOTAL POINTS

Please review the attached Scope of Work document, 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, the Detailed Budget Spreadsheet, and the attached Budget Justification Narrative, 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 & Digitize Tracts of Record (Full-time)	\$36,703.68	\$0.00	\$36,703.68
Objective 1.4: Link Historical Documents & Digitize Tracts of Record (Internship)	\$5,999.64	\$0.00	\$5,999.64
Objective 1.4: Link Historical Documents & Digitize Tracts of Record (Project Manager)	\$0.00	\$29,512.90	\$29,512.90
Subtotal	\$42,703.32	\$29,512.90	\$72,216.22
<hr/>			
Total Proposed Cost	\$42,703.32	\$29,512.90	\$72,216.22

Revenue Budget

	Grant Funded	Non-Grant Funded	Total Budgeted
Grant Funding			
Award Requested	\$42,703.32		\$42,703.32
Subtotal	\$42,703.32		\$42,703.32
<hr/>			
Non-Grant Funding			
Cash Match		\$0.00	\$0.00
In-Kind Match		\$29,512.90	\$29,512.90
Subtotal		\$29,512.90	\$29,512.90
<hr/>			
Total Proposed Revenue	\$42,703.32	\$29,512.90	\$72,216.22

Proposed Budget Detail

See attached spreadsheet.

Proposed Budget Narrative

Personnel

Eligible Project 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 & Digitize Tracts of Record (Full-time)

This proposal requests funding for 40 weeks of a full-time temporary employee for a total of 1,600 hours. Missoula County proposes a \$19.50 hourly wage for this full-time employee. Wage expenses for this position will total \$31,200.00. Missoula County pays an estimated 17.64% in fringe benefits for temporary employees. At \$19.50 per hour for 1,600 hours, fringe benefit costs for this employee will be \$5,503.68. The total cost, and funds requested, of the full-time position will be \$36,703.68.

Objective 1.4: Link Historical Documents & Digitize Tracts of Record (Internship)

This proposal requests funding for 30 weeks of internships at 10 hours per week for a total of 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 \$17.00 hourly wage for the internships. Wage expenses for this position will total \$5,100.00. Missoula County pays an estimated 17.64% in fringe benefits for temporary employees, including interns. At \$17.00 per hour for 300 hours, fringe benefit costs for this employee will be \$899.64. The total cost, and funds requested, of the internship position will be \$5999.64.

Objective 1.4: Link Historical Documents & Digitize Tracts of Record (Project Manager)

Multiple Missoula County personnel will dedicate time to Map Missoula. Shyra Scott and Mike Snook will participate in the recruitment of these positions and in 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 these positions. None of these in-kind personal expenses are submitted in this budget as contributions from Missoula County as they are too variable to quantify. Direct guidance of the full-time employee and interns will be performed by the Project Manager, Sam Scott. Sam will also be mapping documents alongside the Map Missoula staff. 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 FY22 grant award. Sam Scott's current wage is \$25.93. Additionally, Missoula County pays Sam Scott's fringe benefits at a rate of 36.8% for a fringe cost of \$9,542.24 per hour. The total cost of the Project Manager per hour is \$35,472.24. Sam will be dedicating no less than 40% of his staff time towards Map Missoula via supervision of temporary employees and working directly on the parcel fabric and linking documents. This equates to a total in-kind contribution of \$29,512.90 over FY23.

Performance Plan

Proposed Performance Plan

Project Deliverables

Goal Name	Goal Type	Goal Details
Link 25% of recorded deeds to the parcel fabric. Provide data deliverable to State Library.	Percentage Achieved	Desired Percentage 25.00 %

Proposed Performance Narrative

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 that all final deliverables be completed no less than 10 business days before June 30, 2023. The Montana State Library considers any product of the project (e.g., code, database, training materials, maps, photos, video, etc.) to be a project deliverable. All deliverables must be provided to the State Library as evidence of project completion and must be made publicly available. Please note that a detailed Scope of Work must be uploaded in the Project Scope of Work, Budget Justification, and Application Authorization section of this application.

Link 25% of recorded deeds to the parcel fabric. Provide data deliverable to State Library.

Link an additional 25% of recorded deeds to the parcel fabric, bringing the total of documents mapped to 60%. The project managers will then 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 & FY22 Map Missoula data deliverables. The sole data deliverable for Map Missoula Year 3 is related to Objective 1.4 and each of the tasks within 1.4: Link Historical Documents and Digitize Tracts of Record. Completion of this data deliverable will be June 15th, 2023.

FY2023 MLIA Grant Application

Map Missoula Year 3

Scope of Work:

Goal 1. Link an additional 25% of recorded deeds to the parcel fabric, bringing the total of documents mapped to 60%.

Objective 1.1. Hire Full-time Employee for 40-week tenure

Task 1.1.1. Position Posting – Full-time position will be posted for a minimum of two weeks. Qualified applicants will be interviewed, position will be offered, and an individual will be hired following County procedures for recruiting a qualified GIS technician.

-Completion Date: August 15, 2022

Objective 1.2. Hire Autumn Intern

Task 1.2.1. Position Posting – Internship position will be posted for a minimum of two weeks. Qualified applicants will be interviewed, position will be offered, and an individual will be hired following County procedures for recruiting a qualified GIS intern.

-Completion Date: August 22, 2022

Objective 1.3. Hire Spring Intern

Task 1.3.1. Position Posting – Internship position will be posted for a minimum of two weeks. Qualified applicants will be interviewed, position will be offered, and an individual will be hired following County procedures for recruiting a qualified GIS intern.

-Completion Date: January 9, 2023

Objective 1.4. Link Historical Documents and Digitize Tracts of Record

Task 1.4.1. Map 6.25% of recorded deeds – Map an addition 6.25% of recorded deeds by the submission of the first quarterly report.

-Completion Date: October 10, 2022

Task 1.4.2. Map 6.25% of recorded deeds – Map an addition 6.25% of recorded deeds by the submission of the second quarterly report.

-Completion Date: January 10, 2023

Task 1.4.3. Map 6.25% of recorded deeds – Map an addition 6.25% of recorded deeds by the submission of the third quarterly report.

-Completion Date: April 10, 2023

Task 1.4.4. Map 6.25% of recorded deeds – Map an addition 6.25% of recorded deeds by the submission of the final report.

-Completion Date: June 10, 2023

Budget Narrative:

Map Missoula Year 3 includes a total grant funded request of \$42,703.32 combined with an in-kind contribution from Missoula County of \$29,512.90 for a total FY2023 budget of \$72,216.22. All funds allocated in this budget proposal are dedicated to personnel costs for the staff that will be completing Objective 1.4. Specifically, those personnel costs will go to linking historical recorded documents and digitizing tracts of record in the ESRI ArcGIS Parcel Fabric that has been built over the initial two years of Map Missoula.

Map Missoula Year 3 proposes to follow the same structure as Year 2. Missoula County will hire one full-time temporary employee for 40 weeks for a total of 1,600 hours and 30 weeks of internships, split between an autumn and spring intern, at 10 hours per week for a total of 300 hours. The budget includes three line-items, all within Objective 1.4. Each of the line items relate to a different personnel cost: Full-time employee, Internship, & Project Manager in-kind contribution.

The descriptions for Objective 1.4 line-items are as follows:

Objective 1.4: Link Historical Documents & Digitize Tracts of Record (Full-time)—This proposal requests funding for 40 weeks of a full-time temporary employee for a total of 1,600 hours. Missoula County proposes a \$19.50 hourly wage for this full-time employee. Wage expenses for this position will total \$31,200.00. Missoula County pays an estimated 17.64% in fringe benefits for temporary employees. At \$19.50 per hour for 1,600 hours, fringe benefit costs for this employee will be \$5,503.68. The total cost, and funds requested, of the full-time position will be \$36,703.68.

Objective 1.4: Link Historical Documents & Digitize Tracts of Record (Internship)—This proposal requests funding for 30 weeks of internships at 10 hours per week for a total of 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 \$17.00 hourly wage for the internships. Wage expenses for this position will total \$5,100.00. Missoula County pays an estimated 17.64% in fringe benefits for temporary employees, including interns. At \$17.00 per hour for 300 hours, fringe benefit costs for this employee will be \$899.64. The total cost, and funds requested, of the internship position will be \$5999.64.

Objective 1.4: Link Historical Documents & Digitize Tracts of Record (Project Manager)—Multiple Missoula County personnel will dedicate time to Map Missoula. Shyra Scott and Mike Snook will participate in the recruitment of these positions and in 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 these positions. None of these in-kind personal expenses are submitted in this budget as contributions from Missoula County as they are too variable to quantify. Direct guidance of the full-time employee and interns will be performed by the Project Manager, Sam Scott. Sam will also be mapping documents alongside the Map Missoula staff. 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 FY22 grant award. Sam Scott's current wage is \$25.93. Additionally, Missoula County pays Sam Scott's fringe benefits at a rate of 36.8% for a fringe cost of \$9.54224 per hour. The total cost of the Project Manager per hour is \$35.47224. Sam will be dedicating no less than 40% of his staff time towards Map Missoula via supervision of temporary employees and working directly on the parcel fabric and linking documents. This equates to a total in-kind contribution of \$29,512.90 over FY23.

FY2023 MLIA Grant Application Scope of Work and Budget Narrative

Map Missoula has successfully met the objectives defined in prior grant years with a matching budgetary structure as proposed above. Map Missoula Year 3 includes an increase in total budget (grant funded and in-kind) of \$5,413. The increase in budget is a result of increases in wages of the Project Manager and temporary employees. The wages proposed above are in line with Missoula County and market rates for GIS technicians and interns. Additionally, the wage increase will support a more efficient recruiting process and to recruit qualified applicants in an increasingly competitive marketplace.

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 2022-081
Feb. 10, 2022

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

Dear Ms. Fashoway,

This letter serves as authorization of the FY2023 MLIA grant application Samuel Scott submitted 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 contributions, 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 the contents 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,

BOARD OF COUNTY COMMISSIONERS

Juanita Vero

6F45D36DCC41E9C2B2D512DC93A576B2 [readysign](#)

Juanita Vero, Chair

Josh Slotnick

137D51ED69FA2244FFA409545EBDD56E [readysign](#)

Josh Slotnick, Commissioner

David Strohmaier

A6ACE081E2505A3A08967E7EBB8C312 [readysign](#)

David Strohmaier, Commissioner

BCC/ac



**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