Teton County NG911 and Geo-Enabled Elections Training and Support

Submitted by Dani Arps

Submitted on 02/15/2022 4:43 PM Mountain Standard Time

Opportunity Details

Opportunity Information

Title
MLIA Grant Program FY 2023

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 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

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 link above.

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.

Project Information

Application Information

Application Name
Teton County NG911 and Geo-Enabled Elections Training and Support

Award Requested
$22,320.00

Cash Match Requirement
$0.00

Cash Match Contributions
$0.00

In-Kind Match Requirement
$0.00

In-Kind Match Contributions
$4,800.00

Total Award Budget
$27,120.00

Primary Contact Information

Name
Dani Arps

Email Address
darps@tetoncountymt.gov

Address
1 Main Ave N, PO Box 610
Choteau, MT 59422

Phone Number
406-750-6788

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

Integrating GIS into the Planning and Preparation for Geo-Enabled Elections ▾

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

Teton County seeks funding to help with training new staff for preparation of data for Geo-Enabled Elections and NG911 data collection. The Teton County Planning Department is made up of one staff member, who is newly hired in January 2022 and requires GIS training and technical support for Geo-enabled Elections and NG911 program development. Training for new GIS data to meet NENA standards as well as compliance for NG911 and elections in addition to editing data for compliance with NENA standards is paramount moving forward. This is an ongoing project; the maintenance and correction of addresses, precinct layers, districting information and other data as requested by the State Library and other agency databases is the continuation of the Teton County Planning Department's commitment to the GIS data collection system. We plan to continue maintenance to Fire/EMS boundaries that have occurred since the last update for 911, voting boundary adjustments, school district boundaries, incorporated and annexed land boundaries, conservation district boundaries, fire fee boundaries, commission boundaries, administrative boundaries, water and sewer districts and other layer data that needs updating or verification. In addition, residences and buildings are addressed in compliance with elections data and safe access for critical emergency response. Some of the maintenance of this information includes corrections, additions and updates. Teton County has worked to maintain consistent and accurate GIS information and stay up-to-date on trainings whenever available and relies on training from our contractor to identify discrepancies in data that can be edited for compliance.

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 **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

Name of Contact
Joe Dellwo

Name of Agency
Teton County Commission

Street Address
1 Main Ave S

City
Choteau

Zip Code
59422

Contact Phone Number
406-466-2151

Statement of Support
MLIA support

Do you have a second Funding Partner?
○ Yes
◉ No

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 Teton County proposal is critical for obtaining the necessary funding to support the ongoing projects began by the former Planner in previous years. Teton County has historically been awarded these funds to help maintain records, modify and update GIS data for NG911 addressing for NENA compliance, accuracy in maintaining administrative boundaries and now is also utilizing GIS information for the transition from MT Votes to ElectMT and Total Address system data that is paramount to the integrity of our voting systems. The Teton County Planning Department maintains current records and GIS data that is utilized for multiple departments including DES/Ambulance, Fire, Clerk and Recorder and the Road Department. Accurate and consistent data collection is absolutely essential in the daily functions of local government. Teton County also provides support and partners with the City of Choteau, the Town of Dutton, the Town of Fairfield and various water and sewer districts in the rural communities to maintain data for growth as well as supporting their ARPA-funded improvement projects. Teton County partners with the City of Choteau to support their independent planning objectives as outlined in their Growth Policy and GIS data is a strong part of those plans. Communication between all stakeholders within the rural communities and the County is and continues to be a consistent goal for all agencies involved as it benefits every citizen within the County.

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 artifical 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

Teton County's proposal for funding is right in line with all of the Tier 1 priorities, as historically Teton County has been awarded funds to maintain accurate GIS data for NG911 addressing/NENA standards compliance, PSAP boundaries and other administrative boundaries. This work will continue as the data collection and correction is ongoing. Teton County has been working through a transition at the end of the 2021 calendar year to a new Planner who started in January 2022. That person requires training in GIS software, maintenance of records, as well as coordination with multiple state agencies and other county GIS technicians. The public benefit is in the transparency and utilization of addressing information relayed to the State Library with Geo-Enabled Elections data to accurately reflect districting boundary information to ensure the ballot system is exact to each voter. The maintenance of this spatial data is critical to the integrity of our voting systems, which have been addressed in recent legislation and benefits all voters in the state of Montana.

Regarding Tier 2 objectives, the citizens of Teton County will directly benefit from the awarding of these funds as Teton County has a substantial Flood Hazard area that is in the middle of a re-mapping project using LIDAR and local survey data to update FIRM maps that are from the early 1980's. Many people living in Teton County are subject to required flood insurance and compliance with FEMA regulations is critical to healthy and sustainable development throughout the County. Elevation data and Cadastral information are obviously imperative to the cooperative efforts of the update as well as consistent and transparent information being made available to the public regarding how these changes will impact the flood zones, development, growth and ultimately the livelihood of those living here. The new Teton County Planner is also the new Floodplain Administrator and has been working closely with the DNRC to learn about floodplain permitting in the County. Further training is necessary as this process evolves.

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
Ms.

Primary Project Manager Name
Dani Arps

Primary Project Manager Title
Grant Administrator/Planner

Primary Project Manager Organization
Teton County

Primary Project Manager Email Address
darps@tetoncountymt.gov

Primary Project Manager Phone Number
406-750-6788

_____

Secondary Project Manager

Salutation
Mr.

Secondary Project Manager Name
Mark Korte

Secondary Project Manager Title
Weed Department Supervisor

Secondary Project Manager Organization
Teton County

Secondary Project Manager Email Address
mkorte@tetoncountymt.gov

Secondary Project Manager Phone Number
406-466-2155

_____

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
Regarding the successful 2017 MLIA grant awarded to Teton County for NG911 development, the goals were "...to build toward the development of consistent and standardized update procedures related to NG911 data while providing the ability to share that same information via ArcGIS Online." More specifically, Goal 1, Objective B states, "Task 1: Use ArcGIS simple data loader to import existing structures, road centerlines, administrative boundaries, and EMS boundaries into NENA compliant feature classes mating attribute fields where possible." This goal has been achieved by 2021, but is also ongoing; the updating and creation of new data following compliance formats is critical for the data entered into ArcGIS Pro to be converted via a third-party vendor to data accessible for the local Teton County dispatcher and Sheriff's Office so that emergency services is able to rapidly and accurately respond to critical events utilizing the GIS records we keep. In that same 2017 MLIA grant awarded to Teton County, Goal 2, Objective B states, "Participate in Webex training sessions with Geodata Services, Inc." which is also an ongoing and very necessary part of this proposal. The communication between Teton County and the support contractor happens multiple times per week. Objective D has two tasks which are ongoing as well, "Create an ArcGIS Online web application that allows EMS personnel to review and provide comments on EMS boundaries (e.g., Fire, Ambulance), create and configure ArcGIS Online web map and Web AppBuilder application of EMS boundaries, and coordinate with adjacent Counties to integrate existing EMS boundaries and identify areas with interlocal agreements." This proposal seeks to fortify those goals moving forward to ensure accurate collection of GIS data for EMS response. Project support and sustainability are achieved with the weekly scheduled training virtual meetings between Teton County, the support contractor and the State Library Staff in order to keep us all on the same page working through data dissemination.

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

Teton County is seeking funding to support training and ongoing maintenance of GIS data utilized for Geo-Enabled Elections through the Teton County Planning Department and partnerships with local, state and contracted agencies. This project benefits from previously-funded MLIA grant projects (2017 and 2018 NG911). The project manager is Dani Arps, the Teton County Planner/Grant Administrator. Key personnel also include Mark Korte, the Teton County Weed Department Supervisor, staff at the support contractor, as well as staff at the State Library. Other key personnel include the staff of the Teton County Clerk and Recorder's office who work closely with the Planner to determine accurate boundary data, research and maintenance of land records and verification of information pertaining to voting district boundaries.

Project management will primarily be accomplished through email communication, scheduled weekly training Zoom/Teams meetings between the County Planner, the support contractor as well as involving the staff at the State Library when necessary to accomplish trainings and continuity. Teton County will continue to use the ArcGIS Pro license and ArcGIS Online accounts to manage current data, web map services and hosted feature layers as necessary to issue new addresses and maintain NENA compliance while updating PSAP information. Teton County has been communicating via email and Zoom meetings (which allows for screen sharing) with Megan Burns, Bob Cochran and Michael Fashoway at the State Library to further develop the tools necessary to share information with the public, the County Clerk and Recorder's Office, EMS staff, Sheriff's Office and Planning Board as well as the general public via hosted maps available on the County's website. Teton County also works closely with the consultant, via email, phone calls and Zoom to complete maintenance tasks and GIS trainings.

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

Name of consultant company/organization
Geodata Services, Inc.

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

Geodata Services will provide approximately 5 hours per week of training for Geo-Enabled Elections. They will also provide training in ArcGIS Pro and technical support with web-based map services hosted by Teton County. Geodata Services will also provide training for maintenance of administrative boundary layers in preparation and compliance with Geo-Enabled Elections data. This communication will come via emails, scheduled Zoom meetings and follow-up phone call conversations. Teton County initially procured services with Geodata Services, Inc. in 2011 and Geodata Services, Inc. has continued to provide support and training for approximately 30 projects in that time.

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
invoice template

APPLICANT'S FINANCIAL CONTACT

Salutation
Mrs.

Financial Contact Name
Paula Jaconetty

Financial Contact Title
Clerk and Recorder

Financial Contact Organization
Teton County

Financial Contact Email Address
pjaconetty@tetoncountymt.gov

Financial Contact Phone Number
406-466-2693

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

In the past several years, Teton County has been utilizing a combination of 911 Advisory Council grant funds as well as MLIA grant funds and a modest budget to launch and cultivate the integration of spatial data to better assist EMS responders, Road Department projects, Floodplain Administration, planning activities, land use, voting districts, property recordation, and many other critical activities within the County that benefit both government agencies and the general public. This proposal seeks to continue that development and utilize the most innovative methodology, available trainings and industry networking capabilities to stay on the leading edge of GIS data collection and dissemination. Even though Teton County is a relatively small county, the need for this funding is substantial. Long-term funding for the Planning Department will ideally come through a combination of grant-source funding, developer-paid fees and standard budget line items identified each year through thorough research. Currently, there are two staff members who work for the County and utilize GIS in their daily work. The previous Planner of more than 20 years retired at the end of 2021 and the new Planner requires training beyond the two months of job-shadowing at the end of 2021. However, the need to demonstrate how using GIS can benefit multiple department projects and organization will be critical. The upcoming Bipartisan Infrastructure Law will provide funding for roads, bridges and other surface transportation maintenance and repair. Teton County is committed to utilizing those funding opportunities as well to continue the ongoing endeavors of proactively mitigating hazards for responsible development throughout the County.

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

Did the applicant receive an MLIA grant in fiscal year 2022?
○ Yes
⦿ No

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

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

FY 2018 MLIA Grant Project Title
Teton County NG911 MSAG Check & NENA Conversion

FY 2018 MLIA Grant Summary
"Teton County has been developing our road centerlines, structures, and administrative boundaries, to prepare for Next Generation 9-1-1. We received a MLIA grant in FY 2016-2017 to convert our data to the Esri local government information model, standardize our fire and EMS boundaries, and build a sustainable GIS foundation. This proposed project will accomplish the next phase, completing synchronization audits of our required NG 9-1-1 layers with the E911 tabular databases with the MSAG and ALI and adjusting our export processes and workflows to match the final National Emergency Number Association's (NENA) database standard. The project will expand the correction and spatial accuracy adjustments we made in 2017 in the county seat Choteau where structure and addressing was historically inaccurate, off by as much as 2 city blocks. We need to apply that process to the final two incorporated towns in the county, Fairfield and Dutton. We expect the final NENA data model will be released in final form during the FY 2017-2018, we will work with our consultant to finalize our NENA required data attributes and workflow to regularly convert our required layers to a NENA compliant dataset for Teton County DES."

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.
SOW and Budget Narrative

_____

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.
FY2023BudgetTable

Please upload a PDF version of your completed Detailed Budget Table here.
FY2023BudgetTable

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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.

_____

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
Danielle Arps

Date Signed
2/15/2022

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				
	Dani Arps- Planner	$1,920.00	$0.00	$1,920.00
	Dani Arps- Planner	$0.00	$4,800.00	$4,800.00
	Subtotal	**$1,920.00**	**$4,800.00**	**$6,720.00**
Contractual				
	Training Contractor Support	$20,400.00	$0.00	$20,400.00
	Subtotal	**$20,400.00**	**$0.00**	**$20,400.00**
	Total Proposed Cost	**$22,320.00**	**$4,800.00**	**$27,120.00**

Revenue Budget

		Grant Funded	Non-Grant Funded	Total Budgeted
Grant Funding				
	Award Requested	$22,320.00		$22,320.00
	Subtotal	**$22,320.00**		**$22,320.00**
Non-Grant Funding				
	Cash Match		$0.00	$0.00
	In-Kind Match		$4,800.00	$4,800.00
	Subtotal		**$4,800.00**	**$4,800.00**
	Total Proposed Revenue	**$22,320.00**	**$4,800.00**	**$27,120.00**

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.

Dani Arps- Planner

Direct Cost= 2hrs/wk @ $20/hr x 48 weeks for correction/compliance of Geo-Enabled Elections data and training calls/Zoom meetings with training contractor

Dani Arps- Planner

5 hours/wk @ $20/hr for 48 weeks for training

Contractual

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.

Training Contractor Support

Training 5hrs/wk @ $85/hr x 48 wks

Performance Plan

Proposed Performance Plan

Project Deliverables

Goal Name	Goal Type	Goal Details
Training Contractor Support	Narrative	Narrative See Below
County Planner Training	Narrative	Narrative See Below
County Planner data input/corrections/edits	Narrative	Narrative See Below

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.

Training Contractor Support

Training on software, Geo-Enabled Elections data

County Planner Training

Attend online GIS trainings, calls/Zoom meetings with State Library staff, training contractor staff

County Planner data input/corrections/edits

Issuing new addresses in correct format for NENA and PSAP compliance, Geo-Enabled Elections data collection for Clerk and Recorder and State Library use

Teton County MLIA Grant Program Scope of Work and Budget Narrative

Goal 1. Contractor Support (total 5hrs/wk for 48 weeks)
    Objective 1.1.   Audit Data/Reporting/Training (ongoing)
        Task 1.1.1.   Run automated audit reports nightly, communicate via email/calls/Zoom to train on ArcGIS Pro, ArcGIS Online, PSAP Worksheet edits, coordinate with State Library and County for collaboration meetings
                -Completion Date: June 30, 2023

Goal 2. County Planner Training (total 7 hrs/wk for 48 weeks)
    Objective 2.1.   County Planner Training (2 hrs wk/ for 48 weeks)
        Task 2.1.1.   County Planner attend online GIS trainings, calls/Zoom meetings with State Library staff, contractor support staff to correct deficient data for NENA compliance standards
                -Completion Date: June 30, 2023
        Task 2.1.2.   County Planner data input/corrections, edits (5 hrs/wk for 48 weeks)
                -Completion Date: June 30, 2023

Budget Narrative:

Teton County's MLIA grant funding request is quite simple: we are requesting funds to support training and the continuation of a technical support contractor as part of an ongoing, phased project that began in 2011 with NG911 addressing and is now also encompassing the Geo-Enabled Elections system. Specifically, some hours each week are dedicated to the technical support contractor auditing current data attributes for the NG911 addressing (for NENA compliance) and PSAP compatibility as well as providing training on ArcGIS Pro and ArcGIS online that the new County Planner/Grant Administrator has taken over at the beginning of 2021. The current budget is made up of the percentage of recording fees that goes back to the County, planning application fees, some 911 Advisory Council grant funding, the previous years' MLIA grant award funds and a portion of the County's general budget funds to support the Planning Department. Teton County also will apply for the Bipartisan Infrastructure Law legislation that will provide funding for planning and roads, bridges and other surface transportation safety improvements when that becomes available.

Budgetary assumptions include the above-mentioned funding and renewal of work with the support contractor for data auditing and technical assistance as well as staff attending trainings, or an RFP for that contract if it becomes necessary. Historically, the support contract has been relatively predictable within the budget taking an hourly rate over the estimated 48 work weeks in a year and a set number of hours dedicated to the training and correction of data. Renewal of the ArcGIS Pro licenses, professional memberships, road sign materials, vehicle maintenance, trainings, travel and conferences are some of the other anticipated department expenses beyond the needs expressed in this grant proposal's budgetary assumptions. Teton County is simply requesting MLIA grant funds for training and support.

In the even that this proposal is denied, the budget would have to shift funds around within the department to cover the very necessary cost of the support contractor. Such a scenario would be detrimental. This would negatively impact every remaining aspect of the budget items as well as the

performance, accuracy and abilities of the Planning Department to produce high-quality data that is critical to many daily operations of the County.

FY2023 MLIA Grant Application

[Insert Project Name Here]

MLIA GRANT DETAILED BUDGET TABLE

Tasks	Category Type	Funding Source	Hours	Rate	Cost
Task 1.1.1- Contractor Support hours	Contractual	MLIA Grant Funds	240	85	$ 20,400.00
Task 2.1.1- County Planner Training	Personnel (incl. fringe benefits)	MLIA Grant Funds	96	$ 20.00	$ 1,920.00
Task 2.1.2- County Planner data input/correction NG911 and Geo-Enabled Elections	Personnel (incl. fringe benefits)	In-Kind	240	$ 20.00	$ 4,800.00
			Totals:		$ 27,120.00
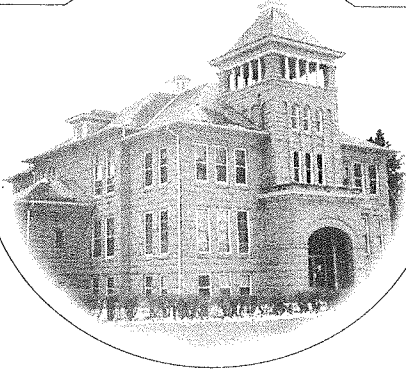
BOARD OF COUNTY COMMISSIONERS
P.O. Box 610
Choteau, MT 59422

Office: (406) 466-2151 • Fax: (406) 466-3244

February 7, 2022

To: Montana State Library, Grant Review Subcommittee of the Montana Land Information Advisory Council

RE: MLIA Grant Program Support Letter

To whom it may concern:

The Teton County Commissioners are proud to support the grant application for the MLIA grant program so that our newly hired Planner can seek funding to help with GIS training, maintenance of the NG911 addressing program for compliance with national safety standards and Geo-enabled elections data for the Clerk and Recorder.

The Teton County Planning department is made up of one staff, who is new to the department this January. New training is a necessary cost as well as a support contractor for the maintenance and updating of GIS data critical to the job requirements.

Thank you for your consideration of this proposal for the Montana Land Information Act Grant Program for Teton County.

Sincerely,

_____
Joe Dellwo, Chairman

_____
Dick Snellman, Commissioner

_____
Sam Carlson, Commissioner

STATEMENT

Teton County Clerk and Recorder

STATEMENT # 200
DATE: FEBRUARY 15, 2022

PO Box 610
1 Main Ave S
Choteau, Montana 59422
Phone 406-466-2693 Fax 406-466-3244

**BILL
TO**

COMMENTS

DATE	DESCRIPTION	BALANCE	AMOUNT

CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	AMOUNT DUE

REMITTANCE	
Statement #	200
Date	
Amount Due	
Amount Enclosed	

Make all checks payable to Teton Clerk and Recorder
THANK YOU FOR YOUR BUSINESS!