

Montana Land Information Act Grant Program Info Package

Fiscal Year 2024



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advisement from the Grant Review Subcommittee
of the Montana Land Information Advisory
Council*

Pursuant to Section 4 (c) of the Montana Land
Information Act (Senate Bill 98) and Administrative
Rule IV of the Montana Land Information Act.

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PURPOSE OF THE LAND INFORMATION ACT

“The purpose of the [Montana Land Information Act (MLIA)] is to develop a standardized, sustainable method to collect, maintain, and disseminate information in digital formats about the natural and artificial land characteristics of Montana. Land information changes continuously and is needed by businesses, citizens, governmental entities, and others in digital formats to be most effective and productive. [The MLIA] will ensure that digital land information is collected consistently, maintained accurately in accordance with standards, and made available in common ways for all potential uses and users, both private and public. [MLIA] prioritizes consistent collection, accurate maintenance, and common availability of land information to provide needed, standardized, and uniform land information in digital formats.” (Section 90-1-402, Montana Code Annotated (MCA))

Montana citizens and GIS practitioners in Montana have a decades-long investment in a strong foundation of GIS knowledge, partnerships, spatial data infrastructure, and data-sharing tools. This investment in GIS empowers local, state, and federal government staff as well as business, industry, education, and research personnel seeking to understand Montana’s economy, demography, landscape, and much more.

MLIA statute and administrative rule require that the Montana State Library, hereinafter referred to as the State Library, with advice from the Montana Land Information Advisory Council (MLIAC), establish a granting process. This document provides an overview of the MLIA granting process, instructions for grant applicants, and the grant application forms. The State Library provides state GIS coordination and oversight of MLIA grants. Where appropriate, the products of the grants shall comply with general State information technology and geospatial data standards and/or best practices.

According to the Montana Land Information Act, “The granting process must give preference to interagency or intergovernmental grant requests whenever multiple state agencies, local governments or agencies, or Indian tribal governments or tribal entities have partnered together to meet a requirement of the land information plan.” (Section 90-1-404 (1) (e), MCA)

RELATIONSHIP TO THE LAND INFORMATION PLAN

The MLIAC Grant Review Subcommittee, hereinafter referred to as the Subcommittee, establishes criteria for the MLIA granting process. Criteria are developed based upon the original intent of the MLIA and the goals and objectives set forth in the Montana Land Information Plan.

The State Library, in coordination with the MLIAC, prepares this plan annually to describe the priority needs to collect, maintain, disseminate, and steward land information. This includes the coordination, collection, maintenance, integration, or dissemination of Montana Spatial Data Infrastructure (MSDI) themes or other associated work. The plan is endorsed by the MLIAC and approved by the State Library Commission.

The Plan prioritizes land information needs for Montana's citizens. Government and private sector entities or other stakeholder groups within Montana may implement portions of the Land Information Plan. Entities applying for MLIA grants should implement strategies and initiatives that advance the priorities identified within the Land Information Plan.

PURPOSE OF THE GRANT PROGRAM

The purpose of the Montana Land Information Act Grant Program is to assist state agencies, local governments, or Indian tribal governments with implementing the priorities of the Land Information Plan. Collaboration is extremely important, and the granting process gives preference to interagency or intergovernmental grant requests whenever multiple state agencies, local governments or agencies, or Indian tribal governments or tribal entities have collaborated together to meet a requirement of the Land Information Plan.

Applicants should read the FY2024 Land Information Plan prior to starting the grant application process, in order to understand the defined Land Information Priorities for the state of Montana: [link](#).

MLIA GRANT COMPLIANCE

TECHNICAL QUESTIONS

Please direct all questions related to the MLIA Grant Application and Process to the Montana State Library: MLIAGrants@mt.gov | 406-444-5354.

PROGRAM ELIGIBILITY

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

- Any department, agency, board, commission, or other division of state government.
 - The Montana University System
- Any city, county, or other division of local government.
- A tribal government within the state.

INFORMATION MUST BE CREATED TO STANDARD & MADE PUBLICLY AVAILABLE

Upon award, all data, information, products, code, media, etc. created or updated through a Montana Land Information Act Grant must be made publicly available.

- All deliverables created or updated are considered public information and can and will be freely used by the Montana State Library.
- All deliverables created or updated through an MLIA Grant must reference the Montana State Library and utilize the official Montana State Library logo.
- Sensitive or private information must not be collected through an MLIA Grant.
- Applicants purchasing GPS receivers/equipment with MLIA project funds are required to purchase devices that can leverage the Montana State Reference Network.

Where applicable, data must meet state-adopted accuracy standards/best practices, as follows:

- A. Must meet state-adopted accuracy standards/best practices, as follows:
 1. Coordinate System and Reference Frame Requirements*:
 - a. Horizontal: NAD 1983 (2011) State Plane Montana, Meters,
 - b. Vertical (if needed): NAVD 1988, Meters,
 - c. *Note: Mapping Control has differing requirements (*See Appendix B*).
 2. NG9-1-1 Standard for site/structure address points, road centerlines, service boundaries: NENA NG9-1-1 Data Model Standard (NENA-STA-006.2-2022),
 - a. Validate 9-1-1 Data against the Montana State Library's Data Validation & Aggregation Tool.
 3. Boundaries should be created/edited to align with existing MSDI data layers: Cadastral and Administrative Boundaries Frameworks.
 4. Survey/Mapping Control – *See Appendix B*.
 5. Montana State Reference Network (mtsrn.org):
 - a. Requirements for installing a new station, see *Appendix D*.
 - b. MTSRN should be used when collecting Survey Control Data and completing field data collection efforts.
 6. To promote interoperability and standardization with data collected with MLIA Grant funds: Use the Esri Local Government Information Model (LGIM) when collecting non-MSDI and non-NG9-1-1 data,
 7. All applicable deliverables collected through an MLIA Grant must be registered with the Montana GIS Data List, unless it is incorporated into an existing registered dataset (i.e., MSDI layer), and have associated metadata records that comply with adopted standards: https://mslservices.mt.gov/Geographic_Information/Data/DataList/.

Grantee must submit a copy of final data to the State Library. This data is for record of work completed. The State Library does not act as the disseminator of the information.

FY2024 LAND INFORMATION PLAN PRIORITIES FOR GRANTS

MLIA Grants for FY2024 will be evaluated based on one of the following defined Land Information Plan Grant Category priorities (see Relevance and Public Benefit). Applicants are required to identify one priority when developing grant proposals. Please see the FY2024 Land Information Plan for the full grant categories.

Tier 1 Grant Priorities

Grant priorities that support the Montana Spatial Data Infrastructure or other vital statewide data layers. All Tier 1 Grant Priorities will take precedence over Tier 2 Grant Priorities in the prioritization of MLIA Grant Funds.

- a. Develop GIS Information to Support Next Generation 9-1-1 (NG9-1-1) – Development of GIS data that are National Emergency Number Association (NENA) Standard Compliant.
- b. Montana Spatial Data Infrastructure Improvement to Cadastral and Administrative Boundaries Themes.
- c. Integrating GIS into the Planning and Preparation for Geo-Enabled Elections.

Tier 2 Grant Priorities

Development of geographic information systems that support ongoing government workflows and build GIS capacity:

- a. GIS Planning: Create a plan to assist potential MSDI partners for MLIA Grants to clearly identify their current GIS needs and to help them develop a realistic scope of work, budget, and schedule to achieve a project. The Montana State Library will make up to 4% of funds available for GIS Planning Project grants. These projects will help MSL partner with local governments to prepare grant partners.
- 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, water resources, and asset management.
- c. Support Geographic Information Systems for Public Safety, Emergency Management, Disaster & Emergency Services Operations, and Community Resilience Planning.
- d. RTN Network Buildout: Support the buildout of the MTRSN Realtime Network.

MLIA GRANT PROJECT MANAGER

The defined MLIA Grant Project Manager (PM) serves as the primary point of contact to the Montana State Library throughout the life of the MLIA Grant Project. For the purposes of the MLIA Grant Program, if awarded, the defined PM must meet the following requirements or expectations:

1. Must be an employee of the eligible grant applicant's organization.
2. Is responsible for coordinating the negotiation of the MLIA Statement of Work (contract).
3. Is responsible for the success of the MLIA Grant Project.
4. The PM, not a hired consultant, is expected to manage the entire project from start to completion.
5. Is required to submit invoices, financial reports, quarterly progress reports, data deliverables, and a final project report.
6. When submitting quarterly/final report(s), the PM is expected to present an original report from the perspective of the grantee's organization, not a hired consultant's perspective.
7. Is responsible for oversight of the publishing of any and all metadata in the GIS Data List.
8. Acts as the primary point of contact for all related technical issues.
9. Is responsible for communication with the Montana State Library's Grant Project Manager. It is the policy of the State Library to communicate only with the grantee regarding MLIA Grant Projects, not with hired contractors or consultants.
10. Delivers presentations about the grant project to the Montana Land Information Advisory Council, the Montana State Library Commission, or the Montana Association of Geographic Information Professionals.

The designated Project Manager must be willing and able to perform all aspects of managing the grant project and must have the necessary expertise to ensure the successful completion of the project.

REPORTING REQUIREMENTS

- Quarterly Reports: Summary of the project, achievements, schedule, and budget.
- Final Status Report: Due by the project closeout, the report includes:
 - Summary of project,
 - Financial report,
 - Description of methods for data creation/collection,
 - Data and its associated metadata,
 - Proof data has been published to the Montana GIS Data List (if applicable),
 - Map depicting the project, and
 - All negotiated project deliverables.

GRANT PERIOD AND EXTENSION POLICY

Awarded MLIA grant projects run for a one-year term, starting on July 1, and ending June 30 of the following calendar year, unless otherwise negotiated. Extensions must be requested, in writing, by the identified Project Manager. Extension requests will be considered based on reasons due to legitimate circumstances encountered beyond the grantee's control and project performance to date.

COLLABORATION AND COORDINATION

Collaboration, coordination, and partnership are important when creating and maintaining geographic information. As stated in the MLIA statute, "The granting process must give preference to interagency or intergovernmental grant requests whenever multiple state agencies, local governments or agencies, or Indian tribal governments or tribal entities have partnered together to meet a requirement of the land information plan." (Section 90-1-404 (1) (e), MCA) Grant applications that meet the grant criteria and warrant approval will be placed at the top of the priority list.

MULTIYEAR, PILOT, OR GIS PROJECT PLANNING

Multiyear, pilot, or planning projects are acceptable under this grant program. Geospatial data conversion or implementation projects are broad in scope and can take numerous years to complete. The MLIA Grant Program is an annual program, intended for a grant recipient to receive funding for a project that must be fully completed and fully reported in only one year. GIS data-conversion projects can experience "scope creep" and can sometimes take more than one year to complete.

Multiyear – MLIA grant projects must be identified and approved as multiyear projects. Being an approved multiyear project does not guarantee future funding, nor does it bypass the application process. Previously approved multiyear projects that meet the grant criteria and warrant approval may be given preference.

GIS Project Planning Grants – MLIA GIS Project Planning Grants are intended to help potential applicants for MLIA Project Grants to clearly identify their current GIS resources and needs and to help them develop a realistic scope of work, budget, and schedule to achieve a project. For example, a planning grant may be used to determine if GIS training and equipment is an essential first step for an applicant versus the collection of data and creation GIS databases.

Planning grants can provide potential project grantees with the time and resources to travel to Helena to meet with State Library Staff to either develop a project or to more fully review and prepare for an identified project.

Planning grants can be used to cover the following costs:

- Vehicle mileage at the current State of Montana rate;
- Lodging in Helena;
- Per Diem (meals);
- Travel time from the applicant's main place of business (county seat or city); and
- Time spent meeting with State Library staff.

Planning grants cannot exceed \$1,500.00 and will be pro-rated depending upon the distance of the applicant from Helena. There is a 50 percent match requirement for the grant. Thus, if an applicant is awarded a \$1,000 grant, they must provide \$500 in matching funds. Matching funds can be provided as in-kind in the form of the applicant paying for travel, staff time, etc. Documentation must be provided to the State Library to verify a match; this can include receipts or payroll records. A required deliverable for this type of project would be a well-developed GIS Project Plan to be used for a future MLIA Grant Project.

MTSRN BUILDOUT

MTSRN Buildout is a new category of the MLIA Grant Program for FY2024. Priority for funding these projects will be given based on the following:

- A. There is a lack of coverage within the current system Montana State Reference Network (MTSRN) **AND** a proposed reference station site location has been established.
- B. Each proposed site location must have a stable place to mount an antenna:
 - bedrock,
 - non-alluvial stable ground on which to construct a pillar, or
 - drill brace mount or a solid structure preferably a single-story building.
- C. The proposed site location could be your government location, a local school, or other facility. Three requirements at each potential site locations also include:
 - legal access (or the ability to secure legal access),
 - reliable power (120V 5A is sufficient), and
 - internet connection.
- D. Budget proposals must include Nodes costs and the additional cost for non-tradition nodes.

Interested applicants should immediately contact the Montana RTN Coordinator to discuss potential projects and assistance with technical requirements:

- Kazi Arifuzzaman, Montana RTN Coordinator
 - karifuzzaman@mt.gov

MLIA GRANT FUNDING PARTNERS

A funding partner from the MLIA Grant Program perspective is either a **funding source** or a **funding recipient**.

- A **funding source** is an entity providing anything of value (in-kind or cash).
- A **funding recipient** is an entity that is directly receiving MLIA Grant dollars. All funding recipients must be eligible grant recipients.

The value of geospatial data holdings is not considered appropriate for in-kind matches; therefore, data providers are not considered funding partners. Data providers and other project participants should not be treated as funding partners; however, their role should be documented in the Relevance and Public Benefit sections of the application.

FUNDING INFORMATION

The amount of “available grant funds,” guided by Administrative Rule 10.102.9102 (1), is defined as follows: “the balance of the Montana Land Information account on March 31 of each fiscal year, plus an estimate of not-yet-deposited state funds held by counties as of that date, less the state library’s budget associated with duties and responsibilities defined in 90-1-404, MCA, for the fiscal year and any funds committed to grants.”

- MLIA Grant funds are established as state special revenue funds from recordation fees.
 - *These are not federal funds.*
- **Projected available grant funds for FY2024: \$250,000. Grant proposals requesting MLIA funding that exceeds the amount available will not be considered.**
- No applicant may pass granted funds back to an MSDI stewarding agency for work on MSDI themes.
- Funds are only dispersed to the awarded MLIA Grant applicants; funds are not dispersed directly to contractors or other third parties.
- The grantee may request up to 80% of the total awarded grant funds, and the final 20% of the awarded grant funds will be withheld until approval of the project’s completion.

AUTHORIZING STATEMENT

Upon registration, applicants will be asked to provide the contact information for an individual responsible for signing an FY2024 MLIA Grant Application authorizing statement. Upon

submission and approval of a completed grant application, the submitted Authorizing Contact will be required to sign an authorizing agreement with the Montana State Library.

The State of Montana uses DocuSign to execute electronic signatures. Accommodations can be made for those eligible applicants that are unable to execute digital signatures through the DocuSign tool.

FY2024 MLIA Grant Application Authorizing Statement Language:

I, [INSERT AUTHORIZING CONTACT HERE], on behalf of [INSERT ENTITY/AGENCY HERE] hereby certify that I have read the FY2024 MLIA Grant Application in its entirety and that all statements in the application are true, complete, and accurate to the best of my knowledge. 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.

By signing this authorization, [INSERT ENTITY/AGENCY HERE] is obligated to fund its portion of the project, including both pledged applicant cash and applicant in-kind funds as stated in the proposed project budget. [INSERT ENTITY/AGENCY HERE] also authorizes 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, [INSERT AUTHORIZING CONTACT], certify that I am authorized to enter into a binding agreement with the Montana State Library to obtain a grant if this application receives approval.

GRANT EVALUATION CRITERIA

Complete grant applications will be evaluated based on the following five parts:

- 1. Relevance*** – The proposal meets the purpose of the Montana Land Information Act; references a grant category priority in the Land Information Plan; and clearly demonstrates how the grant project will further the Land Information Plan objectives for the defined category. (15%)
**This section is not required for applicants with the sole purpose of collecting new survey control data or MTSRN Buildout.*
- 2. Public Benefit*** – The proposal demonstrates how the grant project will benefit a specific MSDI theme; enhance the land information needs of multiple agencies and across jurisdictions; and benefit the citizens of Montana. (15%) **This section is not required for GIS Project Planning applicants, MTSRN Buildout applicants, and applicants with the sole purpose of collecting new survey control data.*
- 3. Project Management and Organizational Capability** – The proposal demonstrates the applicant’s past record of performance with similar projects; the ability to implement the methodology described in the scope of work; the organization’s

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capability to maintain the project; and adequate skills, qualifications, and experience of the Project Manager, key personnel, funding partners, and consultants to complete the project. (10%)

- 4. Scope of Work** – The proposal demonstrates adequate research and preparation; ensures the completion of the project within the one-year requirement; demonstrates knowledge and use of existing data standards/best practices and existing data models; and includes a complete project timeline of defined project tasks, including equipment purchases, and outlines their interdependencies. The proposal must clearly and concisely describe how the proposed grant activities and products will accomplish goals and objectives of the identified grant category priority. Proposal must clearly define all project deliverables. (25%)
- 5. Budget** – The proposal clearly demonstrates that the project can be completed within the proposed budget; fully justifies all project expenditures reported in the budget tables and equipment purchases outlined in the scope of work; clearly outlines the costs of all identified scope of work tasks/activities; and demonstrates that the organization can leverage outside funding. A letter of support must be submitted for each identified Funding Partner. (25%)
- 6. Sustainability** – The proposal demonstrates future project sustainability and includes a plan for long-term funding and future enhancements. (10%)

Applications are considered based on the completeness of documentation, ability to follow directions, meeting of stated basic eligibility, well written narratives, performance on past MLIA Grants, and merit in meeting the goals and strategies as stated in the Montana Land Information Plan for Fiscal Year 2024 and the purpose of the Montana Land Information Act. Budget information is evaluated for reasonableness and appropriateness to the purpose of the MLIA as well as to the applicant's project goals.

The Subcommittee members will review and rank every complete grant application according to scoring procedures based on the criteria percentages. The scored and ranked proposals and supporting documentation will be provided to the MLIAC and the Montana State Library Commission for final review and decision.

MLIA GRANT APPLICATION & AWARD TIMELINE

The granting process timeline, guided by Administrative Rules of Montana (ARM) 10.102.9105, “Establishing the Grant Application and Granting Process,” is as follows:

Pre-Award Phase - Funding Opportunities and Application Review

- **Announcement:** By **January 13**, the State Library and the Subcommittee shall develop and publish the grant materials for the following fiscal year beginning on July 1.
- **Submittal:** Grant applications received by the State Library before **11:59 p.m. MST** on **February 15, 2023**, will be considered for evaluation.

Award Phase - Award Decisions and Notifications

- **MLIAC Review and Award Decision:** “(4) By **May 1** of each fiscal year, the state library, based on grant criteria and with advice of the grant review subcommittee, shall identify grant applications that meet the grant criteria and warrant approval and shall rank them in priority order.” (ARM 10.102.9105)
- **Montana State Library Commission Award Decision:** “(5) By **May 15** of each fiscal year, the state library commission, with advice of the grant review subcommittee, shall finalize the priority order of the grants. (6) The state library shall disburse available grant funds to grant applicants in the order of priority set forth under (5).” (ARM 10.102.9105)
- **Notification of Award:** Upon the approval of the prioritized list of grant applications, the State Library will notify all applicants after **May 15**.
- **Term:** The grant year starts on **July 1**, coinciding with the State of Montana fiscal year, and concludes on **June 30** the following calendar year. Exact closeout dates for deliverables and final request for grant funds will be negotiated in the statement of work.

Post-Award Phase – Implementation, Reporting, and Closeout

- **Reporting:** Award recipients submit quarterly reports and a final project report.
- **Request for Grant Funds:** Grant funds can only be requested upon the initiation of the grant year, after the signed statement of work (SOW) is in place, and when the proof for reimbursement can be documented. The grantee may request up to 80% of the total awarded grant funds, and the final 20% of the awarded grant funds will be withheld until approval of the project’s completion. Work performed or purchases made prior to the grant year and/or before a SOW has been fully executed cannot be reimbursed. Request for grant funds will require an invoice, including the invoice from the applicant and supporting documentation for the expenditures.
- **Grant Closeout:** Grant recipients submit the final grant project report, financial report, data products, and final financial requests to the State Library. The State Library and the grantee must review and ensure that all requirements of the grant project have been met. Upon completing all the closeout requirements, including a review of the final financial and technical reports, the grant lifecycle ends.

MLIA GRANT REGISTRATION & APPLICATION SUBMITTAL

The Montana State Library implemented a new grant registration and application submittal process with the use of Microsoft Office Documents, Microsoft Forms, Microsoft SharePoint, and DocuSign. All applicants will be required to complete and submit their applications using this new process and system. Any applications submitted in any other format will not be considered for funding.

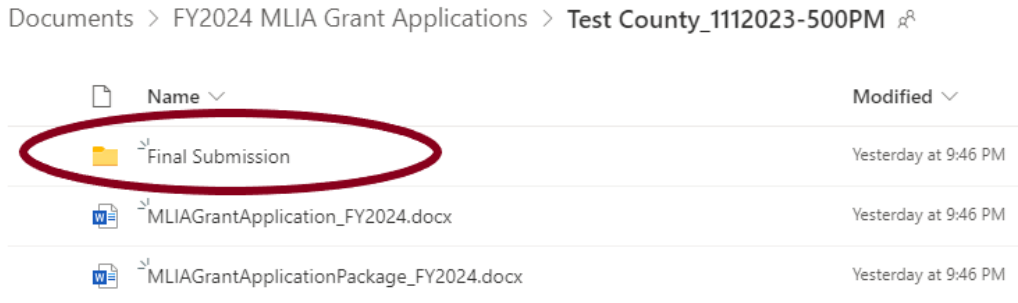
MLIA Grant Program Registration & Application Submittal Process:

1. Applicants are required to first submit an initial registration requesting access to the FY2024 MLIA Grant Program's Application System.
 - a. Registration form: [FY2024 MLIA Grant Program - Application Registration Form.](#)
 - b. Required registration information: Organization, Primary/Secondary Contact Information, Project Information, Authorizing Signer Contact Information
2. Following submission of *the Registration Form*, the applicant will be notified via email that MSL received the registration request.
3. MSL will review all requests for registration. Only eligible grant recipients shall be approved: see *Grant Eligibility in MLIA Grant Compliance* section.
4. If approved, applicants will be notified via email. Both the primary and secondary contacts will receive an *Invitation* email to submit an FY2024 MLIA Grant Application. This email will include instructions on how to use a provided "SharePoint" folder link.

Application Submittal Process:

1. Applicants will be required to use Microsoft SharePoint folder to store, finalize, add content, and submit all application materials.
2. System Verification – A system email will be sent to the registered primary/secondary contacts allowing access to their FY2024 MLIA Grant Application Microsoft SharePoint folder.
 - a. This folder will contain the applicable FY2024 MLIA Grant Application required materials: Final Submission Subfolder, Grant Application Package, Budget Table, MLIA Grant Application, PLSS Template, and/or Realtime Network Templates.
3. The FY2024 MLIA Grant Application Microsoft SharePoint folder is meant for use by the approved primary and secondary contacts only!

4. Final Submittal Location: When the applicant is ready to submit the grant application. All required materials must be uploaded to the “*Final Submission*” subfolder, located in their assigned FY2024 MLIA Grant Application Microsoft SharePoint folder.



MLIA GRANT APPLICATION SECTIONS AND INSTRUCTIONS

Applicants are required to fill out the official FY2024 MLIA Grant Application and applicable required documents. Upon registration these materials will be distributed. Applicants are required to use the defined method described in the MLIA Grant Registration & Application Submittal Section.

ORGANIZATION, PARTNER, AND PROPOSAL INFORMATION

1. Information about the government organization.
2. MLIA Grant Funding Request & Match information.
3. Proposal Information
 - Define the [FY 2024 Montana Land Information Plan](#) Priority the proposed grant project addresses.
 - Identify if the proposed project is one or multiple years.
 - Write an executive summary for the proposed project.
 - 400-word limit.
4. Identify all funding partners.

RELEVANCE | 15% OF TOTAL SCORE

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.
2. Clearly demonstrate how the proposal meets the defined [FY 2024 Montana Land Information Plan](#) Priority.
3. 300-word limit.

This section is not required for applicants with the sole purpose of collecting new survey control data or MTSRN Buildout Projects.

PUBLIC BENEFIT | 15% OF TOTAL SCORE

Describe why and demonstrate how the proposal will:

1. Benefit a specific MSDI theme.
2. Enhance the land information needs of multiple agencies or jurisdictions.
3. Benefit the citizens of Montana.
4. 300-word limit.

This section is not required for GIS Project Planning applicants and applicants with the sole purpose of collecting new survey control data or MTSRN Buildout.

PROJECT MANAGEMENT & ORGANIZATIONAL CAPABILITY

10% OF TOTAL SCORE

Organizational Capability – The applicant must 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. All players in this proposed project must be identified: project managers, key personnel, and funding partners.

Invoicing Methodology – In order for the MSL to distribute awarded grant funds for incurred authorized project costs, the MLIA Grant Award Recipient must invoice MSL for reimbursement. The applicant must provide a sample, in PDF format, of the applicant’s official invoice document and cover memo.

Project Management – The applicant must identify both a primary and a secondary project manager and provide contact information for each. The applicant must demonstrate the defined project managers', key personnel's, and funding partners' adequate skills, qualifications, and experience for the defined project. *(2-page limit)*

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. **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.
3. **Hiring a Consultant (if applicable)** – If the applicant has an existing contract with a consultant or plans to hire a consultant, the procurement process for acquiring professional services must be described in detail.
 - a. If a consultant has been hired, please identify the consultant, define the amount of time, identify key personnel, and the consultant's procured services and work completed relevant to the proposal.

SCOPE OF WORK | 25% OF TOTAL SCORE

In this section, applicants must demonstrate adequate research and preparation; demonstrate knowledge of existing data standards/best practices and existing data models; and include a complete project timeline of defined project tasks and outline their interdependencies. The proposal must include how the applicant will apply quality control/quality assurance procedures for data (features/attributes) collected and/or edited by any identified consultants and the applicant.

Formatting, Writing, and Mandatory Form Requirements for this Section –

1. Refer to all hired or potential consultants/contractors as "consultant." Do not use individual or company names, e.g., Raster & Vector GIS Firm.
2. The following format is required for labeling goals, objectives, and tasks:
 - a. All goals must be numbered, e.g., Goal 1: Improve GIS for County XYZ.
 - b. All objectives must be numbered in order and include their overarching goal, e.g.: Objective 1.1: Complete an MLIA Grant Application.
 - c. All tasks must be numbered in order and include their overarching goal and objective, e.g., Task 1.1.1: Register for new MLIA Grant Application Process.
 - d. All tasks must have an associated Completion Data listed: Month/Date/Year.

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3. Collecting Survey Control – Applicant must submit the “FY2024 MLIA Grant Application - Proposed Survey Control Point Collection” form, provided with application materials when registered, to identify the proposed collection.
4. MTSRN Buildout – Applicant must submit the “FY2024 MLIA Grant Application Support the buildout of the MTSRN Realtime Network Requirements for Establishing RTN Station Template” form, provided in this application, to identify the proposed collection.
5. 4 page-limit.

Goals and Objectives – List the project goal or goals and objectives. Goals are separate and distinct from objectives. Project goals should be broad and provide a general statement of the project purpose. Each goal should have at least one measurable objective. Each objective should describe a specific outcome of the project and when this outcome will be achieved.

Tasks – Tasks must be described in chronological order necessary to accomplish the work under each objective. This description must provide sufficient detail to show that the tasks are achievable and will accomplish the objectives stated in the application. The description also should provide detail concerning the specific results of each task.

1. All tasks must list a completion date.
2. All equipment purchases must be listed as separate tasks. Each equipment purchase must be clearly described and include specific justification how the purchase will help achieve the applicant’s goals and objectives.
 - a. Equipment purchases must comply with section 90-1-411 (1), MCA: “Money in the account may be used only for the purposes of this part, including purchasing technology to assist in collecting, maintaining, or disseminating land information and funding the budget required under 90-1-410.”
3. Please refer to the MLIA Grant Compliance Section for *GIS Project Planning Grants* eligible expenditures and activities.
4. Please refer to *Appendix B* for requirements for collecting survey control.
5. Please refer to *MLIA Grant Compliance Section: MTSRN Buildout* and *Appendix D* for requirements for MTSRN Buildout.

Deliverables – Provide complete list of all project deliverables: i.e., data sets, scripting code, maps, training materials, photographs, written workflows, video. Assure that this information aligns with the tasks identified in the Goals, Objectives & Tasks.

BUDGET JUSTIFICATION & BUDGET TABLES | 25% OF TOTAL SCORE

Applicants must demonstrate that the project can be completed within the proposed budget, fully justify all project expenditures, leverage existing funds, and explain long-term funding plans. The applicant must present a clear financial picture of all funds used for the purposes of successfully completing this proposed project. Refer to all hired or potential consultants/contractors as "consultant." Do not use individual or company names, e.g., Raster & Vector GIS Firm.

Budget Narrative – Applicant must clearly state the assumptions used to develop the proposed budget, including all sources of contracted and subcontracted cost estimates. If the applicant's share is to be considered in-kind funds, the source of those in-kind funds must be documented. Matching in-kind funds must be specific to the project and be fully justified. They may be monetary or in other forms such as staffing, infrastructure, or technology support. All funding sources listed in the subsequent budget forms must be fully explained. If grant funds are to be distributed to multiple funding recipients through contractual agreements or other means, those must be explained in the narrative. *(2 page-limit)*

Budget Tables – Applicants must complete the provided table (excel) "MLIA Grant Detailed Budget," to define the budget, complete instructions can be found within the provided excel document.

Funding Partner and Required Statements of Support – All funding partners, funding sources/recipients, must be identified. Statements of support are required for each identified funding partner. 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. Please attached a PDF version of each statement of support to the grant application.

Matching Funds – Matching funds—either cash or in-kind—are not required by the MLIA Grant Program. However, matching funds from the applicant and any funding partners do demonstrate the applicant's commitment to the proposed project. Therefore, applicants proposing higher levels of matching funds will be scored more highly than applicants pledging little or no matching funds.

PROJECT SUSTAINABILITY | 10% OF TOTAL SCORE

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. (300-word limit)

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. This section is not scored, but past performance will be considered in prioritization of funds.

Please use this web map to research and identify past awarded MLIA Grants:

<https://arcg.is/0muzPf>.

Applicants awarded MLIA Grants within the past five years, must include the following reporting:

- FY2023 MLIA Grantees: 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. (300-word limit)
- FY2022 - FY2019 MLIA Grantees: 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. (200-word limit).

APPENDIX A – GRANT ADMINISTRATIVE COST GUIDELINES

One MLIA grant evaluation criteria is how much of the MLIA dollar is spent directly accomplishing the proposed project goals/objectives vs. the amount of MLIA funds spent on organizational administrative costs. MLIA grant submissions may include reasonable administrative costs; the question arises as to what is “reasonable.” Any definition of “reasonable administrative costs” is subjective, so the criteria is not intended to exclude any rational administrative costs; certainly, none that use these costs as “matching” funds in support of the MLIA project goals.

Therefore, the State Library and the Subcommittee will consider any administrative costs up to 5% of the total MLIA funds requested “reasonable” upon their face value. If the MLIA administrative costs funds requested exceed 5%, the grant requestor must detail and individually justify each administrative cost. When evaluating the “above 5%” submissions, the Subcommittee and the State Library will consider the:

- Ratio of the total MLIA funded administrative costs to the total MLIA grant funds requested: the higher the ratio, the lower the overall grant score.
- Justification for each administrative cost category, and their application to the goals and objectives of the MLIA Land Information Plan.
- The mix of current grant submissions and the relative value of this submission to the short and long-term goals of the MLIA Council.

The State Library and the Subcommittee have the following options:

- Reject the grant,
- Ask the grant requestor to modify the administrative costs,
- Rate the grant lower in the MLIA grant funding priority list, and/or
- Accept the administrative costs as submitted.

APPENDIX B – COLLECTING SURVEY CONTROL

Data collection and submittal requirements for survey control, to improve the digital representation of the PLSS:

Technical Requirements

- A. Survey Control must be collected by a land surveyor licensed to practice in Montana.
- B. If the project area is covered by the Montana State Reference Network ([MTRSN](#)), MTRSN should be used for data collection.
- C. Survey/Mapping Control must be collected and submitted as follows:
 1. Coordinate System and Reference Frame
 - a. Horizontal: NAD 1983 (2011) Epoch 2010.0
 - b. Vertical: NAVD 1988, GEOID18
 2. Hired Surveyor will be required to report Latitude, Longitude, Northing, Easting, Ellipsoid Height, Orthometric Height
 3. For data collected using GPS
 - a. Elevation will be reported
 - i. Orthometric using GEOID18
 - b. A corresponding RINEX file will be submitted for each corner
 - c. Antenna Height – Monument mark to Antenna Reference Point
 4. Data must be submitted using the Montana Control Point Database (MCPD) spreadsheet:
https://ftpgeoinfo.msl.mt.gov/Data/Spatial/MSDI/GeodeticControl/MCPD_MASTER_TEMPLATE.zip

Additional Information Submittal and Collection Requirements

- A. Applicant must submit the MLIA Proposed Survey Control Point Collection, with the MLIA Grant Application, form and list all proposed Survey Control points.
 1. The Montana State Library will review proposed Survey Control points for relevance and optimal distribution for the enhancement of digital representation of the PLSS. If awarded, the MSL will work with MLIA Grant Award Recipient to ensure the best plan for collection, considering cost and the overall improvement to the PLSS.
- B. A digital copy of the certified corner recordation document for all collected Survey Control points must be submitted in a digital format.
- C. The MSL requires certified corner records documents for the enhancement of the digital representation of the Public Land Survey System (PLSS).
 1. If certified corner record documents for the county(s) are available in a digital format: the grantee will submit all digital corner record documents for the county.
 2. If certified corner record documents for the county(s) are not available in a digital format: MSL will work with the grantee to obtain needed corner record documents for the county.

APPENDIX C – REFERENCED DOCUMENTS OR WEBSITES

Montana Land Information Act – Statutes and Administrative Rules:

https://msl.mt.gov/about/commission_councils/montana_land_information_advisory_council/statutes

Montana Land Information Plan:

https://msl.mt.gov/geoinfo/GIS_Community/GIS_Coordination/Land_Information_Plans

Montana Land Information Advisory Council:

https://msl.mt.gov/about/commission_councils/montana_land_information_advisory_council/

Montana State Library Commission:

https://msl.mt.gov/about/commission_councils/commission/

Montana Spatial Data Infrastructure Theme Stewards:

<http://msl.mt.gov/GIS/msdi>

MLIA Grant Information:

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

Montana GIS Data List:

<http://msl.mt.gov/GIS/DataList>

Montana State File Transfer Service:

<http://transfer.mt.gov/>

Montana Control Point Database Submission Spreadsheet:

https://ftpgeoinfo.msl.mt.gov/Data/Spatial/MSDI/GeodeticControl/MCPD_MASTER_TEMPLATE.zip

APPENDIX D – MTSRN REQUIREMENTS

New Station must follow these requirements:

- A. Cannot exist within 30 miles (50 km) of existing station:
 - a. [Existing MTSRN Map](#).
- B. Station location must have adequate access to both reliable power source (120V 5A is sufficient) and an internet connection.
- C. Must follow NGS Standard. Please see the National Geodetic Survey (NGS) Guidelines for New and Existing Continuously Operating Reference Stations (CORS): [NGS Guidelines for Establishing CORS 2020 Edition](#)
- D. Proposals should include costs for Nodes and the additional cost for non-tradition Nodes.
- E. Applicant Organization must be willing to sign an MOU with the MSL and agree to maintenance requirements
- F. Each proposed site location must have a stable place to mount an antenna:
 - o bedrock,
 - o non-alluvial stable ground on which to construct a pillar, or
 - o drill brace mount or a solid structure preferably a single-story building.
- E. The proposed site location could be your government location, a local school, or other facility. Three requirements at each potential site locations also include:
 - o legal access (or the ability to secure legal access),
 - o reliable power (120V 5A is sufficient), and
 - o internet connection.

Interested applicants should immediately contact the Montana RTN Coordinator to discuss potential projects and assistance with technical requirements:

- Kazi Arifuzzaman, Montana RTN Coordinator
 - o karifuzzaman@mt.gov