

**MONTANA LAND  
INFORMATION ACT  
GRANT APPLICATION  
STATE FISCAL  
YEAR 2024  
JULY 1, 2023 – JUNE 30, 2024**

**LINCOLN COUNTY  
Geo-Enabled Elections**



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## APPLICATION FOR FY2024 MLIA GRANT FUNDING

### SECTION 1 – ORGANIZATION, PARTNER, AND PROPOSAL INFORMATION

<b>Primary Applicant Contact Information</b> <i>(Please fill this section out in its entirety)</i>	
Name of Agency/Entity:	Lincoln County, MT
Department:	Elections
Division/Section:	
Street:	512 California Ave
City:	Libby
County:	Lincoln
State:	MT
Zip Code:	59923
<i>Project Manager Contact Information:</i>	
Name:	Paula Buff
Title:	Lincoln County Election Administrator
Email Address:	pbuff@libby.org
Phone Number:	406-283-2302
Fax Number:	
<i>Secondary Project Manager Contact Information:</i>	
Name:	Amanda Eckart
Title:	C&R/Election Deputy Public Administrator
Email Address:	aeckart@libby.org
Phone Number:	406-283-2304
<b>MLIA Grant Funding Request &amp; Match:</b>	
Total Requested MLIA Funds:	\$19,070.00
Total Matched Funds:	\$9,894.00

<b>Proposal Information</b>	
Date Submitted:	2/15/2023
Identified Grant Priority:	Geo-Enabled Elections
Annual or Multi-Year Proposal:	2023-2024
Proposal Prepared By:	Paula Buff
Short Title of Proposal:	Lincoln County Geo-Enabled Elections
<p><b>Executive Summary:</b></p> <p>The purpose of this project is to ensure our local and statewide administrative boundaries are built upon MDSI framework layers and created and maintained using GIS best practice standards in Montana. Our primary objective is to improve the integrity of data relating to Lincoln County Elections by using an authoritative geocode locator based on the Lincoln County Road centerline layer, using NENA compliant NG9-1-1 data model standards. This foundation will be the basis for all our local mailing and address lists, as well as all databases with addresses. In addition, the geocode locator will be applied to the addresses we derive from the new election management system for the State of Montana, ElectMT/TotalAddress, to verify those addresses against the state voting districts, boundaries, precincts, etc.</p>	

<b>Funding Partners:</b> <i>(required for each partner, copy box as needed)</i>	
Name of Contact:	
Name of Agency:	
Street:	
City:	
County:	
State:	
Zip Code:	
Contact Email Address:	
Contact Phone Number:	

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## SECTION 2 – RELEVANCE

Lincoln County’s proposal plans to develop a standardized, sustainable method to collect, maintain, and document a GIS framework for land records management built on MDSI framework layers and apply them to improve the integrity of data relating to elections. Lincoln County has historically been awarded these funds to update GIS data for NG911 addressing for NENA compliance and accuracy in maintaining administrative boundaries. Our current goal is to utilize GIS information for the migration to ElectMT and TotalAddress system data. By doing so, we can correct addresses that are in error in TotalAddress, providing an exact match. Lincoln County intends to leverage GIS to ensure the correct ballot gets to the correct voter in every election.

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## SECTION 3 – PUBLIC BENEFIT

Accurate land records and other MSDI layers such as road centerlines, site/structure addresses and administrative boundaries help avoid location errors and ensure voters are placed in the correct precinct/split, receive the correct ballot, and vote in the right electoral contests. Specifically, the MSDI layers we plan to integrate include cadastral parcels, road centerlines, site/structure addresses and MSDI administrative boundaries including: school districts; county boundaries; and House and Senate districts recently developed by the Department of Commerce. We also intend to work with local administrative boundaries including: municipal boundaries; precinct/split boundaries; commissioner districts; fire; hospital, and other special districts. Once the aforementioned layers and boundaries are in place, our address verification process will be much more accurate and will provide useful tools for County staff and the public.

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## SECTION 4 – PROJECT MANAGEMENT AND ORGANIZATIONAL CAPABILITY

The project manager is Paula Buff, Lincoln County's Election Administrator. For 2+ years Paula has applied for, and received multiple HAVA grants and an ARPA grant on behalf of Lincoln County Elections. Paula manages the budget for the Elections Department. In addition, Paula has over a decade of experience managing various projects including multiple database migrations while working as an Intellectual Property Manager. Paula was responsible for managing a multi-million-dollar patent portfolio, including a \$1.2 million annual portfolio budget, extensive vendor management, and managed a team of over 50 patent paralegals across the globe. Paula will manage the project and meet the reporting requirements including financial, quarterly and final reports. Paula will be supported by her key personnel, Amanda Eckart and Michelle Byrd, Deputy Clerk/Addressing.

The Secondary project manager is Amanda Eckart. Amanda has worked in Lincoln County Elections for a year and a half. During Amanda's tenure with the Elections Department, she has assisted in school, municipal and Federal Elections. Amanda was a key stakeholder during the testing and development stages of ElectMT and was the manager for parallel testing during the 2022 Primary and General Elections. Amanda has extensive experience working in the address library in MTVotes, working with web maps, and TotalAddress.

Paula and Amanda will be the primary staff communicating with the Montana State Library, fulfilling data requirements, and managing Lincoln County's hired Consultant for this project.

Lincoln County is currently working with Outlaw GIS as our County GIS Consultant, herein after referred to as "Consultant". We plan to have our Consultant do a significant portion of editing, including data loading and geodatabase model configuration, ongoing data assessments and training.

Outlaw GIS specializes in GIS services for county governments and community planning. Staff include Ashley Bache who has 4 years' experience in GIS. Outlaw GIS has contracted with Lincoln County for a year. During that time Outlaw GIS commandeered the previous contract from GeoControl, who assists MSAG and ALI maintenance, along with continuing support, operation and maintenance of Next Generation 9-1-1 Grant.

Ashley has prior experience working with Sanders County Election Administrator and Clerk & Recorder on a Geo-Enabled Elections MSL Montana Land Information Act Grant. Ashley participated in a two-year 911 Advisory Council Grant preparing data for the transition to Next Generation 9-1-1.



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## SECTION 5 – SCOPE OF WORK

Goal 1: Enhance the Lincoln County Election Staff GIS capacity through GIS training on the fundamentals of GIS using ESRI products along with cross training our Consultant in ElectMT/Total Addressing.

Objective 1.1: Develop a system and workflow for creating and maintaining our local government layers and address.

Task 1.1.1: Obtain one additional single use Standard Esri ArcGIS license for Elections Office.

– Completion Date: July 15, 2023

Task 1.1.2: Build GIS capacity through GIS training on the fundamentals of GIS using ESRI products to the Election Staff from our Consultant during the first fifteen weeks of the project for 2 hours per week.

– Completion Date: October 1, 2023

Task 1.1.3: Provide an additional 10 weeks of training and mentoring hours with scheduled 1-hour sessions request by the Deputy Clerk/Addressing throughout the remainder of the project. Develop and implement self-guided Esri online training to compliment Consultant training for the Deputy Clerk/Addressing.

- Completion Date: January 1, 2024

Task 1.1.4: Provide training on ElectMT to Consultant: Lincoln County Election staff will provide training to Consultant on the new Montana State Voter Database ElectMT/Total Address. This training will consist of a basic tutorial of how the system works and how TotalAddress interfaces with ElectMT to geocode all electors in the database. This training will take approximately 8 hours to complete, potentially broke up into 2-hour weekly sessions for 4 weeks.

– Completion Date: August 25, 2023

Goal 2: Provide information to Montana State Library to assist in getting the right ballot to the right voter.

Objective 2.1: Assess accuracy of local address list and TotalAddress lists by geocoding available addresses using the locator built from the Lincoln County NENA compliant NG9-1-1 data model.

Task 2.1.1: Apply the local geocode locator built from the Lincoln County NENA compliant NG9-1-1 data to voter addresses from TotalAddress. From the results, identify addresses with addressing issues and questions.

– Completion Date: December 31, 2023

Task 2.1.2: Develop and implement a workplan to identify address corrections from TotalAddress and local data in order to provide an exact match.

– Completion Date: December 31, 2024

Goal 3: Create, manage and maintain administrative boundaries and share them with the public.

Objective 3.1: Assess and document the geographic source of our administrative and election boundary segments and their consistency with statewide standards, GIS best practices, and MSDI Framework layers.

Task 3.1.1: Collect & sustain the Lincoln County Commissioner districts as a county wide voting unit GIS Layer and our pilot layer to learn and adapt the process for editing and maintaining our local government layers.

– Completion Date: February 28, 2024

Task 3.1.2: Convert the Commissioner Districts from polygon to polylines in order to review and document the source for each boundary segment intended to align with MSDI layers. Review and prepare feature level metadata on the topological alignment and degree of difference between the administrative boundaries and the source MSDI layers they are intended to align with. Add feature level metadata attributes to the administrative boundaries polyline data schema to track edits and provide a record of authoritative changes and comments.

– Completion Date: February 28, 2024

Task 3.1.3: Following the Commissioner District pilot, review and summarize sources for MSDI administrative boundary layers for school districts, precincts, incorporated communities, county, fire districts and local administrative layers for levy districts in a consistent narrative format.

– Completion Date: June 30, 2023

Task 3.1.4: Create a plan for developing unavailable key data layers required for Geo-Enabled elections.

– Completion Date: June 30, 2023

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## SUBSECTION 5 – DELIVERABLES

1. Training on software, Geo-Enabled Elections data, and ElectMT/Total Address.
2. Provide information to the Montana State Library to assist in getting the right ballot to the right voter
  - a. Compare the count of voters maintained local address list and TotalAddress lists.
  - b. Provide corrected addressing data identified from TotalAddress and local results providing an exact match with local data and the ElectMT System.
  - c. Review and summarize sources for MSDI administrative boundary layers for school districts, precincts, incorporated communities, county, fire districts and local administrative layers for levy districts in a consistent narrative format.

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## SECTION 6 – BUDGET JUSTIFICATION AND BUDGET TABLE

The budget for this project is focused primarily on training and capacity building. Consultant training hours were requested from MLIA Grant funds, all staff hours are in the form of in-kind funds. Additional geoprocessing hours for tasks relating to the second and third objectives are requested for the Consultant from MLIA Grant Funds to complete the project tasks relating to accuracy of local address list and TotalAddress lists. The other monetary budget item requested from MLIA Grant Funds is a software upgrade of ArcGIS from Basic to Standard.

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## SECTION 7 – PROJECT SUSTAINABILITY


The primary focus on personalized training and capacity building of this project demonstrates the key objective is project sustainability. Lincoln County is deeply committed to incorporating GIS and sustaining it. True sustainability is difficult when the reliance is on one individual and department. Our focus is on multiple departments with trained GIS staff and GIS incorporated into essential work flows. This will help to sustain the project if one person leaves or changes positions, we have some redundancy and back-up technical and institutional knowledge.

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## SECTION 8 - RENEWABLE GRANT ACCOUNTABILITY

Not applicable.

### MLIA GRANT DETAILED BUDGET TABLE

Tasks	Category Type	Funding Source	Hours	Rate	Cost
Task 1.1.1: Obtain one additional single use Standard Esri ArcGIS license for Clerk and Recorders Office and Elections Office	Equipment	MLIA Grant Funds	1	\$3,025.00	\$3,025.00
Task 1.1.2 Build GIS capacity through GIS training	Contractual	MLIA Grant Funds	30	\$ 50.00	\$ 1,500.00
Task 1.1.2 Build GIS capacity through GIS training	Personnel (incl. fringe benefits)	Lincoln County In-Kind	30	\$ 51.00	\$ 1,530.00
Task 1.1.3 Provide an additional 5 weeks of training	Contractual	MLIA Grant Funds	10	\$ 50.00	\$ 500.00
Task 1.1.3 Provide an additional 5 weeks of training	Personnel (incl. fringe benefits)	Lincoln County In-Kind	10	\$ 51.00	\$ 510.00
Task 1.1.4 Provide training on ElectMT to Consultant	Contractual	MLIA Grant Funds	8	\$ 50.00	\$ 400.00
Task 1.1.4 Provide training on ElectMT to Consultant	Personnel (incl. fringe benefits)	Lincoln County In-Kind	8	\$ 51.00	\$ 408.00
Task 2.1.1 Local geocode locator for voting data	Contractual	MLIA Grant Funds	37	\$ 50.00	\$ 1,850.00
Task 2.1.2 Develop and implement a workplan to edit for address	Contractual	MLIA Grant Funds	130	\$ 50.00	\$ 6,500.00
Task 2.1.2 Develop and implement a workplan to edit for address	Personnel (incl. fringe benefits)	Lincoln County In-Kind	130	\$ 51.00	\$ 6,630.00
Task 3.1.1 Commissioner Districts Pilot	Contractual	MLIA Grant Funds	6	\$ 50.00	\$ 300.00
Task 3.1.1 Commissioner Districts Pilot	Personnel (incl. fringe benefits)	Lincoln County In-Kind	6	\$ 51.00	\$ 306.00
Task 3.1.2 Convert from polygon to polylines	Contractual	MLIA Grant Funds	32	\$ 50.00	\$ 1,600.00
Task 3.1.3 ID sources for other admin boundaries	Contractual	MLIA Grant Funds	58	\$ 50.00	\$ 2,900.00
Task 3.1.4 Plan for unavailable key data layers	Contractual	MLIA Grant Funds	10	\$ 50.00	\$ 500.00
Task 3.1.4 Plan for unavailable key data layers	Personnel (incl. fringe benefits)	Lincoln County In-Kind	10	\$ 51.00	\$ 510.00
<b>Totals:</b>			516		\$ 28,969.00



**Paula Buff**  
**Elections Administrator**  
**Lincoln County**

512 California Avenue  
Libby, MT 59923

Email: [pbuff@libby.org](mailto:pbuff@libby.org)

Phone: 406-283-2302

Fax: 406-293-8577

Date:

RE: MLIA Grant Invoice

To Whom it May Concern:

Enclosed herein please find an invoice in the amount of \$\_\_\_\_\_. The invoice is for cost incurred for our geo-enabled elections project we are working on in conjunction with the Montana State Library and Outlaw GIS.

Please direct payment to Lincoln County Treasurer, 512 California Avenue, Libby, MT 59923 for Lincoln County Elections, revenue account number 341042.

If you have any questions, please call me 406-283-2302 or email [pbuff@libby.org](mailto:pbuff@libby.org).

Thanks.

Paula Buff  
Lincoln County Election Administrator

Sample

Lincoln County Elections  
512 California Avenue  
Libby, MT 59923  
406-283-2302

MLIA Grant

Date	Claim#	Amount	Description	Grant Portion	County Match	Amount Requested	Amount Received	Date
<b>Total Due</b>								<b>\$0.00</b>
Fund #1000-410600-214								
Revenue Account# 341012								

**Sample**

\* Please make checks payable to Lincoln County Elections Account No. 341042



Lincoln County Elections  
 512 California Avenue  
 Libby, MT 59923  
 406-283-2302

MLIA Grant

Date	Claim#	Amount	Description	Grant Portion	County Match	Amount Requested	Amount Received	Date
<b>Total Due</b>								<b>\$0.00</b>
Fund #1000-410600-214								
Revenue Account# 341012								

Sample

\* Please make checks payable to Lincoln County Elections Account No. 341042

Authorizing Statement

I hereby certify that I have read the application and the information and all statements in this application are true, complete and accurate to the best of my knowledge and that the project or activity complies with all applicable state, local and federal laws and regulations.

I further certify that this project will comply with applicable statutory and regulatory standards.

I further 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.

Paula Buff

Election Administrator

Authorized Signer Name

Title

DocuSigned by:  
*Paula Buff*  
185AD96D9B04411...

2/28/2023

Signature

Date Signed

Completed Application Package Received by:

Erin Fashway

MLIA Grant Administrator

Name

Title

DocuSigned by:  
*Erin Fashway*  
898149F544564A6...

2/28/2023

Signature

Date Signed

**Certificate Of Completion**

Envelope Id: D2D5A7142E384166BD492BA6B3678C7D  
 Subject: Complete with DocuSign: FY24 Lincoln Co COMPLETE.pdf  
 Source Envelope:  
 Document Pages: 18 Signatures: 2  
 Certificate Pages: 2 Initials: 0  
 AutoNav: Enabled  
 Envelope Stamping: Enabled  
 Time Zone: (UTC-07:00) Mountain Time (US & Canada)

Status: Completed  
  
 Envelope Originator:  
 Sean Anderson  
 PO Box 201800  
 Helena, MT 59620-1800  
 sanderson@mt.gov  
 IP Address: 161.7.39.7

**Record Tracking**

Status: Original  
 2/21/2023 10:54:39 AM  
 Security Appliance Status: Connected  
 Storage Appliance Status: Connected  
 Holder: Sean Anderson  
 sanderson@mt.gov  
 Pool: StateLocal  
 Pool: Montana State Library  
 Location: DocuSign  
 Location: DocuSign

**Signer Events**

Paula Buff  
 pbuff@libby.org  
 Election Administrator  
 Security Level: Email, Account Authentication (None)

**Signature**

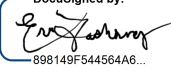
DocuSigned by:  
  
 185AD96D9B04411...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 107.191.164.150

**Timestamp**

Sent: 2/21/2023 10:56:17 AM  
 Resent: 2/22/2023 8:37:27 AM  
 Resent: 2/23/2023 11:26:40 AM  
 Resent: 2/27/2023 8:23:18 AM  
 Viewed: 2/28/2023 10:50:08 AM  
 Signed: 2/28/2023 10:50:37 AM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Erin Fashoway  
 efashoway@mt.gov  
 Montana GIS Coordinator  
 State of Montana  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 898149F544564A6...  
 Signature Adoption: Drawn on Device  
 Using IP Address: 161.7.39.7

Sent: 2/28/2023 10:50:39 AM  
 Viewed: 2/28/2023 10:51:22 AM  
 Signed: 2/28/2023 10:52:25 AM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

**In Person Signer Events**      **Signature**      **Timestamp**

**Editor Delivery Events**      **Status**      **Timestamp**

**Agent Delivery Events**      **Status**      **Timestamp**

**Intermediary Delivery Events**      **Status**      **Timestamp**

**Certified Delivery Events**      **Status**      **Timestamp**

**Carbon Copy Events**      **Status**      **Timestamp**

MLIA Grants  
 mliagrants@mt.gov  
 Security Level: Email, Account Authentication (None)  
  
 Sent: 2/28/2023 10:52:28 AM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

**Witness Events**      **Signature**      **Timestamp**

<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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Envelope Sent	Hashed/Encrypted	2/21/2023 10:56:18 AM
Certified Delivered	Security Checked	2/28/2023 10:51:22 AM
Signing Complete	Security Checked	2/28/2023 10:52:25 AM
Completed	Security Checked	2/28/2023 10:52:28 AM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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