

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

MAP MISSOULA – YEAR 4



Missoula COUNTY

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APPLICATION FOR FY2024 MLIA GRANT FUNDING

SECTION 1 – ORGANIZATION, PARTNER, AND PROPOSAL INFORMATION

Primary Applicant Contact Information	
Name of Agency/Entity:	Missoula County
Department:	Clerk & Treasurer
Division/Section:	Recording
Street:	200 W. Broadway
City:	Missoula
County:	Missoula
State:	Montana
Zip Code:	59802
<i>Project Manager Contact Information:</i>	
Name:	Samuel D. Scott
Title:	Assistant Recording Director
Email Address:	sdscott@missoulacounty.us
Phone Number:	406-258-3231
Fax Number:	406-258-4811
<i>Secondary Project Manager Contact Information:</i>	
Name:	Mike Snook
Title:	GIS Manager
Email Address:	msnook@missoulacounty.us
Phone Number:	406-258-3275
MLIA Grant Funding Request & Match:	
Total Requested MLIA Funds:	\$45,526.68
Total Matched Funds:	\$45,356.31

Proposal Information	
Date Submitted:	February 15 th , 2023
Identified Grant Priority:	Tier 2.B: Development of base geographic data layers that are standardized, regularly maintained, and made publicly available to support information needs and support activities including, but not limited to, land use planning, infrastructure, water resources, and asset management.
Annual or Multi-Year Proposal:	Map Missoula is a 5-year project. This application is for year 4. Map Missoula has previously received MLIA Grant funding in fiscal years 2021, 2022, and 2023.
Proposal Prepared By:	Samuel D. Scott, Assistant Recording Director, Missoula County Clerk & Treasurer
Short Title of Proposal:	Map Missoula – Year 4
<p>Executive Summary:</p> <p>Missoula County is embarking on year 4 of a 5-year project called “Map Missoula” which provides comprehensive land information and increased public access to historical land records by enhancing cadastral data. Year 1 of Map Missoula (FY21) established a parcel fabric infrastructure and developed procedures for linking public documents to parcels within that parcel fabric. Staff also began digitizing tracts of record and linking historical deed records to the parcel fabric. Years 2 and 3 (FY22 & FY23) continued this progress. Future Montana Land Information Act Grant funds will be used to support temporary employees for the time and effort needed to continue this progress.</p> <p>Missoula County hosts and maintains the Missoula County Property Information System. This system expands on the statewide cadastral by linking subdivisions, certificates of survey, deeds, and other land records. This system is a valuable tool for public agencies, private businesses, non-profits, and landowners through the customizable display of additional layers and other land-use information.</p> <p>It is the goal of Missoula County to increase the accessibility of public records, improve government efficiency, and promote transparent policymaking by expanding the functionality of the Property Information System.</p> <p>With the help of MLIA Grant funds, Missoula County has established procedures and built the necessary geospatial infrastructure to map tracts of record and link recorded documents to those tracts. To date, the team has linked over 185,000 recorded deeds to parcels within the fabric. Additionally, the project will establish sustainable processes to connect all newly recorded documents to parcels in real-time.</p> <p>Map Missoula is an initiative that meets the purpose of the Montana Land Information Act to “...develop a standardized, sustainable method to collect, maintain, and disseminate information in digital formats about the natural and artificial land characteristics of Montana....”. Additional information about Map Missoula can be found at mapmissoula.us.</p>	

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

SECTION 2 – RELEVANCE

The [Missoula County Property Information System](#) (PIS) uses the cadastral tax parcel fabric to display an array of land information and records collected and maintained by a range of local agencies, including layers defined in the MSDI Administrative Boundaries Theme.

The availability of this data is crucial to the government operation within Missoula County by providing a consistent and comprehensive view of all property so that land use decisions are based on accurate information. There are, however, challenges faced in the information provided due to the fundamental reliance on parcel data being sourced from tax information.

The historical maintenance of the tax parcel fabric has resulted in situations where multiple tracts of record lie within a single tax parcel or, conversely, where multiple tax parcels represent a single tract of record. A common occurrence is the representation of single tracts of record as multiple tax parcels due to a boundary created by a levy district or aliquot part boundary.

The dynamic nature of the current tax parcel fabric and cadastral data allows for a relatively accurate representation of property ownership at a moment in time. However, the alteration of a property boundary and subsequent change to the tax fabric does not necessarily mean that the prior boundaries have been expunged. This distinction and an accurate display of all boundaries that exist, regardless of current taxation, is critical to land use planning, development decisions, and transparency in public record.

Deeds and mortgages reference property as it exists in terms of transferable boundaries rather than as property exists for tax purposes. In other words, documents reference property by the boundaries through which it can be bought and sold. Therefore, a parcel fabric recognizing conveyable boundaries rather than tax boundaries is more accurate and would allow for real-time ownership and subdivision updates.

SECTION 3 – PUBLIC BENEFIT

Advances in the GIS capability of Missoula County provide a significant benefit to governmental entities, businesses, and citizens. Usage statistics of the PIS in prior years have measured its value at nearly \$1 million annually. In terms of taxpayer savings, it would have required more than 17 full-time employees to fulfill the public information requests that the PIS completed in 2020. This measured value increases annually.

A key factor to increasing the accessibility of records is the addition of conveyable tracts of record and the ability to examine property boundaries over time. Aside from the inherent benefits of more accurate parcel representation, the combination of conveyability and change over time enables the accurate linkage of all recorded documents to parcels as they existed at that time. This capability provides substantial benefit to stakeholders in property decisions.

To illustrate, a developer who is looking at a property will be able to select the parcel and examine its history. Developers will be able to view all documents which reference that parcel in any of its prior configurations to determine what governing instruments must be considered.

These features would prove vital in informing government decisions. Links between recorded documents and parcels will enable users to easily inspect a tract's chain of title, covenants, deed restrictions, and more.

The addition of a parcel fabric made up of tracts of record will increase the value of all MSDI frameworks through increased accuracy and specificity. The enhanced fabric will identify parcels which have been improperly bisected by districts included in the MSDI Administrative Theme and assist jurisdictions in correcting misapplied taxation attributes.

The PIS presents land information in a way that is accessible by industry professionals and the general public. Enhancement of the data displayed will provide a wide range of increased benefits to stakeholders.

SECTION 4 – PROJECT MANAGEMENT AND ORGANIZATIONAL CAPABILITY

The project is being undertaken collaboratively by the GIS Division and the Office of the Clerk & Recorder, each contributing pertinent knowledge, skills, and equipment necessary to support the project. The success of Map Missoula in the first three years demonstrates that Missoula County has the required organizational capability to complete the proposed project.

The GIS Division of the Technology Department provides GIS services throughout Missoula County while also supporting the spatial data needs of other local jurisdictions and agencies. Of particular importance to the implementation of this project is the success that Missoula County GIS has shown in maintaining the parcel data geometry of the Cadastral theme. Missoula County is one of seven counties in Montana that maintains the cadastral parcel geometry within their own boundaries in place of the MT Department of Revenue.

The Missoula County Clerk & Recorder, the other key project partner, is well-suited to create and maintain document-parcel linkages. Led by Tyler Gernant, first elected in 2014, the Office of the Clerk & Recorder is responsible for maintaining and providing accessibility to the public record. Sam Scott, the department's Assistant Director, will serve as the primary project manager. Shyra Scott, the Office's Director for the last 10 years, provides significant experience with the specifics of Missoula County records as well as database and project management. The Clerk & Recorder has consistently shown a concerted dedication of resources and effort towards projects which further the accessibility of records while promoting intradepartmental collaboration to improve efficiency and reduce the duplication of efforts across Missoula County.

In 2013, the Clerk & Recorder digitized most land records that had been recorded in Missoula County and three years later, the next step to format the images for public access began. All digitized documents are now available, free of charge, on the PIS and the [Missoula County Land Records Research Page](#). In addition to the availability of these records via Book & Page search, the Clerk & Recorder has indexed the grantor, grantee, legal description, related documents, and other document data.

Missoula County already operates the data storage capacity and infrastructure necessary for a project of this scope. The Clerk & Recorder maintains all recorded documents on an independent server in Tyler Technologies Eagle Recorder software. Missoula County currently has an Enterprise License Agreement with GIS Software vendor ESRI. No additional licenses for the necessary ArcGIS software are anticipated.

Contributing to Missoula County's capability is the support for the project that has been gathered across county departments as well as throughout the community. Departments regularly working with property, specifically the Missoula City-County Health Department, Public Works, County Surveyor, Community & Planning Services, Treasurer, County Attorney, and the Board of County Commissioners have all participated in defining the scope and goals of the Map Missoula project. Many of these departments employ their own GIS staff or have institutional knowledge that may prove beneficial as the project moves forward.

Sam Scott, the primary project manager, serves as the Assistant Director for the Missoula County Clerk & Recorder. In this capacity, Sam supervises recording office staff, reviews recorded documents including subdivisions, certificates of survey, and deeds for

compliance with MCA and Missoula County Subdivision Regulations. With a GIS background, Sam also provides mapping support to county departments and the public as needed. Additionally, Sam undertakes projects that further the accessibility and transparency of Clerk & Recorder records. Sam will provide GIS support to the secondary project manager and will direct the corresponding land record digitization, indexing, and organization to facilitate the spatial connections. Sam received his GIS certificate from the University of Montana as well as bachelor's degrees in community & environmental planning and political science and a master's degree in public administration. Sam has worked in the Office of the Clerk & Recorder since 2016, gaining extensive insight into historical and current recording processes.

Mike Snook, GIS Manager for Missoula County, will serve as the secondary project manager. Mike has extensive knowledge of both the GIS and land record components of this project. Mike's expertise is exhibited by the current functionality of the PIS. Related to this project, features of note include the maintenance of the current parcel fabric as well as an application programming interface (API) which connects documents recorded with the Clerk & Recorder to cadastral parcels. Mike has directed or assisted an array of state and local agencies in the development and maintenance of their GIS infrastructures including Missoula County, the City of Missoula, Ravalli County, and the Montana Department of Revenue.

As the primary project manager, Sam will be responsible for communicating and reporting with the State Library as well as fulfilling the data requirements and publishing data to the GIS Data List with the help of the secondary project manager. Specifically, the project manager will submit the required quarterly reports providing updates on the project timeline and budget as well as the final status report upon closeout of the project. The hired temporary employee, interns, and their day-to-day operations will be directly supervised by Sam.

Over fiscal years 2021, 2022 and 2023, the Missoula County GIS Division and the Office of the Clerk & Recorder, under the leadership of Sam Scott and Mike Snook, have developed thorough and sustainable processes to link recorded documents to parcels while also ensuring that all historical recorded documents are accounted for and linked to parcels or designated as a non-spatial reference.

So far, in the first three years of Map Missoula, with assistance of interns funded through MLIA funds, the team has established efficient and sustainable processes and mapped over 185,000 historical documents to the parcel fabric. The success of the project to date demonstrates the applicable GIS and project management experience of the key personnel. As this is a multi-year project, continued success of the project objectives is expected.

The employees will be overseen by the project manager and will work within the Office of the Clerk & Recorder. Priority will be given to students from the University of Montana GIS Certificate program. The project manager will work with educational institutions to satisfy any internship or credit requirements of interns.

SECTION 5 – SCOPE OF WORK

Goal 1. Link an additional 15% of recorded deeds to the parcel fabric, bringing the total documents mapped to 75%

Objective 1.1. Hire full-time employee for 40-week tenure

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

-Completion Date: August 15, 2023

Objective 1.2. Hire Autumn Intern

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

-Completion Date: September 1, 2023

Objective 1.3. Hire Spring Intern

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

-Completion Date: January 8, 2024

Objective 1.4. Link Historical Document and Digitize Tracts of Record

Task 1.4.1. Map 15% of recorded deeds – Map an additional 15% of recorded deeds throughout the grant year bringing the mapped total to 75%.

-Completion Date: June 7, 2024

Goal 2. Create, publish, and solicit feedback on a beta version of the Map Missoula fabric

Objective 2.1. Create and publish a beta version of the Map Missoula fabric

Task 2.1.1. Create web-based application – Using the Missoula County Property Information System as a template, build a parallel ArcGIS Online application which displays the Map Missoula fabric and document connections. This application will be made available, in a beta status, publicly.

-Completion Date: January 1, 2024

Objective 2.2. Solicit feedback on a beta version of the Map Missoula application

Task 2.2.1. Solicit feedback from industry stakeholders – The Map Missoula application will be presented to land-use industry groups including planners, surveyors, land trusts, law firms, and more. Feedback from these parties will be synthesized into updates to the Map Missoula application prior to spring MAGIP Big Sky GeoCon.

-Completion Date: April 1, 2024

Task 2.2.2. MAGIP Big Sky GeoCon Presentation – Map Missoula will be presented, and additional feedback will be sought at the annual MAGIP conference.

-Completion Date: April TBD, 2024

Project Deliverables:

1. Link an additional 15% of recorded deeds to the parcel fabric. Provide data deliverable to State Library.

Link an additional 15% of recorded deeds to the parcel fabric, bringing the total of documents mapped to 75%. The project managers will then work with the Agency Project Manager to ensure a smooth submission of all data and its publication to the Montana GIS Data List. All appropriate metadata and methods will be included. This data deliverable will be modeled after the FY21, FY22, and FY23 Map Missoula data deliverables. The sole data deliverable for Map Missoula Year 4 is related to Objective 1.4 and each of the tasks within Objective 1.4: Link Historical Documents and Digitize Tracts of Record. Completion of this data deliverable will be June 15, 2024.

2. Beta version of the Map Missoula parcel fabric.

Goal 2 of Map Missoula Year 4 will see the creation and publication of a beta version of the Map Missoula parcel fabric. This fabric will be displayed in an ArcGIS Online web map. The web map will include all parcels edited through Year 4 and will feature a display including all recorded documents that have been linked and access to those document images. The web map will also include applicable features such as a time slider, additional land-use layers, and tax fabric overlay. This web map will be published publicly and a link to the map will be made available to the Agency as well as other interested parties so as to solicit feedback prior to the final year of Map Missoula.

3. Presentation at 2024 Big Sky GeoCon.

Contractor will provide a presentation on the grant project at the 2023 MAGIP Big Sky GeoCon. Contractor will collaborate with Agency Project Manager to finalize details of the presentation prior to the presentation. Due Date: To be determined.

SECTION 6 – BUDGET JUSTIFICATION AND BUDGET TABLE

Map Missoula Year 4 includes a total grant funded request of \$45,526.68 combined with an in-kind contribution from Missoula County of \$45,356.31 for a total FY2024 budget of \$90,882.99. All funds allocated in this budget proposal are dedicated to personnel costs for the staff that will be completing Goals 1 and 2. Specifically, those personnel costs will go to linking historical recorded documents and digitizing tracts of record in the ESRI ArcGIS Parcel Fabric that has been built over the initial three years of Map Missoula and building an ArcGIS Online application that will host the end product of Map Missoula.

Regarding staffing, Map Missoula Year 4 proposes to follow the same structure as Year 3. Missoula County will hire one full-time temporary employee for 40 weeks for a total of 1,600 hours and 30 weeks of internships, split between an autumn and spring intern, at 10 hours per week for a total of 300 hours. The budget includes five line items. Each of the line items relate to a different personnel cost: Full-time employee, Internship, & Project Manager in-kind contribution split between the two goals.

The description for the Goal 1 & 2 line items are as follows:

Temporary Employee – Objectives 1.4 & 2.1: Link Historical Documents & Digitize Tracts of Record; Create, publish, and solicit feedback on a beta version of the Map Missoula fabric.

This proposal requests funding for 40 weeks of a full-time temporary employee for a total of 1,600 hours. 1,200 of these hours will be dedicated to mapping deeds while 400 will be dedicated to building the ArcGIS Online Application. Missoula County proposes a \$21 hourly wage for this full-time employee. Wage expenses for this position will total \$33,600. Missoula County pays an estimated 17.64% in fringe benefits for temporary employees. At \$21 per hour for 1,600 hours, fringe benefit costs for this employee will be \$5,927.04. The total cost, and funds requested, of the full-time position will be \$39,527.04

Temporary Employee – Objective 1.4: Link Historical Documents & Digitize Tracts of Record.

This proposal requests funding for 30 weeks of internships at 10 hours per week for a total of 300 hours. There will be two internships, one during the autumn semester and one in the spring semester. Each will be 15 weeks. Missoula County proposes a \$17.00 hourly wage for the internships. Wage expenses for this position will total \$5,100.00. Missoula County pays an estimated 17.64% in fringe benefits for temporary employees, including interns. At \$17.00 per hour for 300 hours, fringe benefit costs for this employee will be \$899.64. The total cost, and funds requested, of the internship position will be \$5999.64.

Project Manager – Objectives 1.4 & 2.1, & 2.2: Link Historical Documents & Digitize Tracts of Record; Create, publish, and solicit feedback on a beta version of the Map Missoula fabric; MAGIP Big Sky GeoCon Presentation.

Multiple Missoula County personnel will dedicate time to Map Missoula. Mike Snook and Clerk & Recorder staff will participate in the recruitment of these positions and in general project oversight. Missoula County Information Systems will assist in the maintenance of the GIS parcel fabric infrastructure, and Missoula County Human Resources will assist in the recruitment of these positions. None of these in-kind personal expenses are submitted in this budget as contributions from Missoula County as they are too variable to quantify. Direct guidance of the full-time employee and interns will be performed by the Project Manager, Sam Scott. Sam will also be mapping documents alongside the Map Missoula staff. Sam's time working on these efforts is submitted as an in-kind contribution. This time will be documented via timesheets and financial reporting as was done for the prior FY23 grant award. Sam Scott's current wage is \$39.85. Additionally, Missoula County pays Sam Scott's fringe benefits at a rate of 36.8% for a fringe cost of \$14.66 per hour. The total cost of the Project Manager per hour is \$54.51. Sam will be dedicating no less than 40% of his staff time towards Map Missoula via supervision of temporary employees and working directly on the parcel fabric and linking documents. This equates to a total in-kind contribution of \$45,356.31 over FY24.

Map Missoula has successfully met the objectives defined in prior grant years with a matching budgetary structure as proposed above. Map Missoula Year 4 includes an increase in total budget (grant funded and in-kind) of \$17,666.99. Of which, \$15,843.31 is an increase in Missoula County's in-kind contribution. The increase in budget is a result of increases in wages of the Project Manager and temporary employees. The wages proposed above are in line with Missoula County and market rates for GIS technicians and interns. Additionally, the wage increase will support a more efficient recruiting process and to recruit qualified applicants in an increasingly competitive marketplace.

SECTION 7 – PROJECT SUSTAINABILITY

The current stage of Map Missoula will build on the progress made in the first three years of Map Missoula. It is the objective of this application to acquire MLIA grant funds to support temporary employees for the time and effort needed to create the data linkages. An application for MLIA funding will be submitted in FY25 for Year 5 of Map Missoula.

These initial stages of the project provided a proof of concept and established the necessary processes and procedures while staff mapped a substantial segment of historical documents. 60% of conveyance documents are expected to be mapped by the end FY23.

As the initial stage of Map Missoula established the infrastructure, workflows, and troubleshooting necessary to support the completed project, the resources required to reach project conclusion will be staff time only. Outside of MLIA Grant funding, Missoula County will maintain consistent efforts towards completing the remaining document linkages.

In-kind contributions, in the form of staff-time, dedicated to Map Missoula over the last three years have shown Missoula County's commitment to this project. Missoula County has ensured that there will be continual staff time dedicated to the completion of the project. Similarly, the GIS Division will continue to devote staff time to digitizing parcels.

The project coordinators will work with the Montana State Library to publish and otherwise make available the data that is created through Map Missoula. In addition to the data and other reporting requirements throughout the grant cycle, the project managers will work with the Montana State Library to ensure that improvements to MSDI data layers made across the entirety of the Map Missoula project will be made available.

SECTION 8 - RENEWABLE GRANT ACCOUNTABILITY

FY21 – Map Missoula Year 1:

Missoula County was awarded a \$11,720 MLIA Grant in fiscal year 2021 for the initial year of Map Missoula. The project goal as stated in the Statement of Work was to “Build a parcel fabric of conveyable tracts of record and link recorded documents to parcels”. Within this goal, there were four objectives, each with measurable tasks. Specifically, the objectives were: Build upon the County’s existing parcel fabric and establish procedures to link documents to parcels, purchase and set up workstations, hire and train temporary employees, and begin linking historical documents to digitized tracts of record.

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

FY22 – Map Missoula Year 2:

Missoula County was awarded a \$39,046 MLIA Grant in fiscal year 2022 for year 2 of Map Missoula. The goal as stated in the Statement of Work was to “Link 25% of recorded deeds to the parcel fabric” that was established in fiscal year 2021, bringing the total of mapped documents to 35% of recorded conveyances. Objectives within this goal included hiring a full-time temporary employee and two interns and mapping 6.25% of conveyance documents per quarter.

Despite slight delays due to recruitment timelines and employee absences due to COVID-19, all objectives were met by the end of the grant term.

The project remained within the expected budget for fiscal year 2022 regarding both the MLIA funded and in-kind funded portions of the project. The FY22 Grant also included funds for travel related to a presentation on Map Missoula at the 2022 MAGIP Big Sky GeoCon. The presentation was successful and garnered high attendance and positive feedback from GeoCon attendees.

FY23 – Map Missoula Year 3:

Missoula County was awarded a \$43,703 MLIA Grant in fiscal year 2023 for year 3 of Map Missoula. The goal as stated in the Statement of Work was to “Link 25% of recorded deeds to the parcel fabric”. This would bring the total portion of mapped deeds to 60% of those that had been recorded with Missoula County since 1864. Objectives within this goal included hiring a full-time temporary staff and two interns while mapping 6.25% of conveyance documents per quarter.

To date, Year 3 of Map Missoula is on schedule and within the expected budget. Staff have been hired, trained, and making substantial progress towards the grant goal. As expected, progress has somewhat slowed as the deeds that are left to be mapped become more and more complex. However, it is the expected that Year 3 will be completed within the grant term.

MLIA GRANT DETAILED BUDGET TABLE

Tasks	Category Type	Funding Source	Hours	Rate	Cost
Task 1.4.1 - Map 15% of recorded deeds - Internship	Personnel (incl. fringe benefits)	MLIA Grant Funds	300	\$ 20.00	\$ 5,999.64
Task 1.4.1 - Map 15% of recorded deeds - Full-time Employee	Personnel (incl. fringe benefits)	MLIA Grant Funds	1200	\$ 24.70	\$ 29,645.28
Task 1.4.1 - Map 15% of recorded deeds - Project Manager	Personnel (incl. fringe benefits)	Missoula County In-Kind	632	\$ 54.51	\$ 34,453.35
Task 2.1.1 - Create & publish the Map Missoula App - Full-time employee	Personnel (incl. fringe benefits)	MLIA Grant Funds	400	\$ 24.70	\$ 9,881.76
Task 2.1.1 - Create & publish the Map Missoula App - Project Manager	Personnel (incl. fringe benefits)	Missoula County In-Kind	200	\$ 54.51	\$ 10,902.96
		Totals:	2732	 	\$ 90,882.99



**TYLER R. GERNANT
CLERK & TREASURER
200 WEST BROADWAY
MISSOULA MT 59802-4292
(406) 258-4752**

State of Montana
Montana State Library
1515 E. Sixth Ave.
Helena, MT 59620

[Date]

To Whom It May Concern,

Enclosed is an Invoice for \$_____ pursuant to the Montana Land Information Act Grant Project Statement of Work dated [TBD] between the Montana State Library and Missoula County.

This invoice covers the period of _____ through _____.

If you have any questions, please contact me at (406) 258-3231.

Sincerely,

Samuel Scott
MLIA Grant Project Manager

Missoula County**INVOICE**

200 West Broadway
 Missoula, MT 59802-4292
 Phone: (406) 258-4910

INVOICE #NUMBER
 DATE: ENTER DATE

TO:

State of Montana
 Montana State Library
 1515 E. Sixth Ave.
 Helena, MT 59620

FOR:

Montana Land Information Act Grant

DATE	DESCRIPTION	HOURS	RATE	AMOUNT
9/1/23 – 9/30/23	MLIA Share of Personnel Costs for Applicant (Supporting information below)	20	\$16.416	\$348.32
TOTAL				\$348.32

Documentation for Personnel Funds

MLIA Task	Personnel Title	Hours	Rate	Fringe Cost	Billed Amount
1.4 - Create Document Linkages	GIS Intern	20	\$16.00/hour	\$1.416/hour	\$348.32

Direct any questions to: Project Manager Samuel Scott

Make checks payable to: Missoula County, 200 West Broadway, Missoula, MT 59802-4292

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.

Josh Slotnick

chair, board of county commissioners

Authorized Signer Name

Title

DocuSigned by:

E86CCECA882C416

Signature

2/21/2023

Date Signed

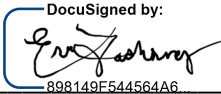
Completed Application Package Received by:

Erin Fashoway

MLIA Grant Administrator

Name

Title

DocuSigned by:

898149F544564A6

Signature

2/22/2023

Date Signed

Certificate Of Completion

Envelope Id: 5DEB232667444B498F8141D3EB83B895
 Subject: Complete with DocuSign: FY24 Missoula Co COMPLETE.pdf
 Source Envelope:
 Document Pages: 17 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 10:40:19 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

Josh Slotnick
 jslotnick@missoulacounty.us
 chair, board of county commissioners
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

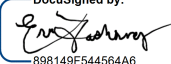
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Timestamp

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 Signed: 2/21/2023 2:48:37 PM

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:

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 Signature Adoption: Drawn on Device
 Using IP Address: 161.7.39.7

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 Viewed: 2/22/2023 11:13:03 AM
 Signed: 2/22/2023 11:13:22 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)

COPIED

Sent: 2/22/2023 11:13:25 AM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

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

Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	2/21/2023 10:42:09 AM
Certified Delivered	Security Checked	2/22/2023 11:13:03 AM
Signing Complete	Security Checked	2/22/2023 11:13:22 AM
Completed	Security Checked	2/22/2023 11:13:25 AM

Payment Events	Status	Timestamps
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