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

TETON COUNTY MAP PROJECT

TABLE OF CONTENTS

APPLICATION FOR FY2024 MLIA GRANT FUNDING

SECTION 1 – ORGANIZATION, PARTNER, AND PROPOSAL INFORMATION

Primary Applicant Contact Information	
(Please fill this section out in its entirety)	
Name of Agency/Entity:	Teton County
Department:	Planning/GIS
Division/Section:	
Street:	19 Main Ave S
City:	Choteau
County:	Teton
State:	MT
Zip Code:	59422
Project Manager Contact Information:	
Name:	Dani Arps
Title:	Planner, Grant Administrator
Email Address:	darps@tetoncountymt.gov
Phone Number:	406-750-6788
Fax Number:	
Secondary Project Manager Contact Information:	
Name:	Mark Korte
Title:	Weed Department Supervisor
Email Address	mkorte@tetoncountymt.gov
Phone Number:	406-466-2155
MLIA Grant Funding Request & Match:	
Total Requested MLIA Funds:	$5,229
Total Matched Funds:	$105

Proposal Information	
Date Submitted:	2/14/2023
Identified Grant Priority:	*Structures, Addresses and Transportation Data*
Annual or Multi-Year Proposal:	*Single-year project*
Proposal Prepared By:	Dani Arps, Teton County Planner, Grant Administrator
Short Title of Proposal:	*Teton County Map Books and Wall Maps*

Executive Summary (*required – 300 maximum word count*):

In keeping with the themes of the Land Information Plan for FY 2024, Teton County is planning a project to use the current NG911 Core Data (Site, Structure, Address Points, Driveways, Access Points and Road Centerlines) to create a bound, printed paper map book series and large-scale wall maps. These maps and books will be used by emergency services responders, the joint city/county Planning Board and other county employees to quickly identify locations with in the county. The maps will utilize a grid system to show roughly one township per page with additional inset maps of the three incorporated cities/towns, unincorporated communities and large subdivision developments. The information will be made available to assist a largely rural and volunteer-based fire department, ambulance services, search and rescue and sheriff's department respond quickly and efficiently to calls. The map book series will be made available to the public in pdf version, published on the county website for download and will be navigable via software for viewing pdf documents. Hard copies of the map books will be provided to the local libraries and in the Courthouse for the public to use. Other identifying information will include parcels and public land parcels (and specific owning agencies) for additional reference information.

January 13, 2023

Funding Partners: *(required for each partner, copy box as needed)*	
Name of Contact:	Joe Dellwo
Name of Agency:	Teton County Commission
Street:	1 Main Ave S
City:	Choteau
County:	Teton
State:	MT
Zip Code:	59422
Contact Email Address:	jdellwo@tetoncountymt.gov
Contact Phone Number:	406-466-2151

*Each identified Funding Partner must also submit a letter of support, see Section 6.

SECTION 2 – RELEVANCE

15% of the Total Score - 300-word limit

*In 2022, the Teton County Rural Fire Chief requested printed paper maps to provide to each of the five volunteer fire districts within the county. During that discussion, it became clear that the county has not printed comprehensive, updated paper map books or wall maps at least since 2008. With the growth slowly increasing in rural Teton County, new developments, addresses and private roads are cropping up in new locations. Many of the rural fire districts, emergency services technicians, deputies and search and rescue members are volunteer. Additionally, the high turnover rates for first responders have increased in the past few years and now many of these (new to the area) volunteers are not as aware of landmarks, historical landowners or changes in road names. Much of Teton County has spotty or non-existent cell phone coverage which makes the paper maps being available in each responder vehicle critical to communication regarding cooperative efforts between agencies and faster response times. More directly, the **Tier 2, subsection c (support GIS for Public Safety, Emergency Management, Disaster & Emergency Services Operations and Community Resilience Planning)** is a main objective of this project.*

January 13, 2023

SECTION 3 – PUBLIC BENEFIT

15% of the Total Score - 300-word limit

The public benefit of this project would be quantified in the availability of most current data on addressing and roads throughout the county. The data is only good if people are using it. Also, the visual component of the maps will demonstrate where new growth is (and is not) happening, what it actually looks like from a planning perspective and how strong the GIS portion of the Teton County Planning Department is at managing and tracking growth and development throughout the county. The extent to which each layout page is setup in a way that makes the data easy to read and navigate for a lay-person. The information on each page is meant to show the user how to easily find a way through the map to the specific area of interest. The map will not include a few townships in the US Forest Service land *WITHOUT ADDRESSES* to save space in the map book. Only inhabited areas are mapped, with roughly seven townships left out of the map due to no structures addressed within. The pdf document of the map books will be published online, free to the public to view or download.

SECTION 4 – PROJECT MANAGEMENT AND ORGANZIATIONAL CAPABILITY

10% of the Total Score - 2-page limit

The project is simple: utilize current GIS data managed in ArcGIS Pro to create a map book series, layouts and design of each township per page of the county's address and road centerline data to create a pdf that will be published electronically online for the general public and will also be provided to the local newspaper providing printing and binding services. Distribution of the map books to the appropriate agencies followed by distribution of the map books to the three local libraries, placement in the county courthouse and other identifiable locations to be accessible to the public.

The Teton County Planning Department will manage the project by creating a pdf file of the map book and wall maps and through communication with the Clerk and Recorder staff, local newspaper printing staff, local staff providing lamination and county agencies who are benefiting from the production of the map books and wall maps. The Teton County Planning Department is made up of one staff, with the assistance of the Weed Department Supervisor who also uses GIS to help proof and examine the maps prior to printing.

Organizational Capability will be in the form of identified roles and responsibilities. Dani Arps is the Teton County Planner responsible for communication and delivery of electronic files to be used in the print process. Mark Korte is the Weed Department Supervisor who will help proof the maps. The Choteau Acantha (Jeff Martinsen) is the local newspaper providing printing and binding services for the (75) map books. The Teton County Clerk and Recorder's office (Sarah Clarke) will assist in printing the wall maps on the county's plotter, which is a Canon ImagePROGRAPH TM-305. Badger Track Customs (Annie Olson) is a local sign/apparel shop that will be laminating the (24) 36"x 48" wall maps. The ink and paper for the wall maps will be purchased through 360 Office Solutions, the existing vendor for the county's office supplies. The agencies within the county who will receive the maps and provide input on specifics to be included will be: Road Department, Commissioners, Elections, Clerk and Recorder, Libraries, Sheriff's Office, Weed, Sanitarian, Search and Rescue, County Attorney, Fire, and EMS. The goal is to have a map book in each of the emergency services responder vehicles. Department heads from each of the above-mentioned departments will assist in review and input regarding what wall map styles and features will best suit individual department needs. The Teton County Commissioners will also help review final drafts of the map books and wall maps for conformance and accuracy.

Estimates for printing and spiral binding the map books, ink cartridges, paper rolls and lamination services have all been gathered.

January 13, 2023

SECTION 5 – SCOPE OF WORK

25% OF TOTAL SCORE – 4 page-limit (includes the Deliverables Subsection)

Scope of Work Template Instructions: Use this template for creating as many goals, objectives, and tasks as are needed to clearly define the project scope of work. Please be sure that your final scope of work follows this format and includes the following headings. The template below has been formatted as a multilevel list in this Word document. Please use the formatting provided in this list. Remove these instructions before submitting the grant. If needed, the required formatting can be found within this word document in the *Home Menu Ribbon > Paragraph Section > Multilevel List > List Library.*

Please define the goals, objectives, and tasks as concisely as possible but with sufficient specificity to clearly explain the project scope. The proposed scope of work should align with the grant application's identified Land Information Plan priority. Hardware and other equipment purchases should be defined as distinct tasks. Limit the Scope of Work to a maximum of four pages.

Goal 1.   Creation of ArgGIS Pro Map Book Template (Digitally)
  Objective 1.1.   Map Book with NG911 Core Data
    Task 1.1.1.   Import Core Data – Copy/paste NG911 Core Data layer (SSAP's, Access Points, Driveways, Road Centerlines)
                -Completion Date: 08/04/2023
    Task 1.1.2.   Add Reference Layers – Public Lands, Parcels, Townships and modify labeling for enhanced visibility
                -Completion Date: 08/11/2023
  Objective 1.2.   Create Map Book Series
    Task 1.2.1.   Finalize Map Layout Features – Add Text Boxes, Page Numbers, Legend, North Arrow, Scale Bar, Overview Inset, Production Label, Mile markers
                -Completion Date: 08/18/2023
    Task 1.2.2.   Proofread/Review- Double check for accuracy, errors, emissions
                -Completion Date: 8/31/2023

Goal 2.   Create Wall Maps Digitally
  Objective 2.1.   Produce Layout in ArcGIS Pro
    Task 2.1.1.   Import Core Data– Copy/Paste NG911 Core Data layer (SSAP's, Access Points, Driveways, Road Centerlines)
                -Completion Date: 09/15/2023

Task 2.1.2.   Add in supplemental features – Mile markers, Public Lands, Inset, North Arrow, Production Label, PLSS, Parcels. Edit labels for visibility.
-Completion Date: 09/29/2023

Task 2.1.3.   Proofread/Review- Double check for accuracy, errors, emissions
-Completion Date: 09/29/2023

Goal 3.   Print, Distribute and Publish Map Books
    Objective 3.1.   Print and Bind
        Task 3.1.1.   Provide digital media to Choteau Acantha– Pick up printed, bound map books.
        Task 3.1.2.   Distribute to County departments, libraries, emergency response vehicles, upload to County Planning website for public use
-Completion Date: 10/31/2023

Goal 4.   Print, Distribute and Publish Wall Maps
    Objective 4.1.   Purchase Paper Rolls and Ink
        Task 4.1.1.   Order Paper Rolls and Ink from 360 Office Solutions
-Completion Date: 08/31/2023
    Objective 4.2.   Print
        Task 4.2.1.   Take digital copy to Clerk and Recorder vault, print wall maps on plotter
-Completion Date: 10/31/2023
        Task 4.2.2.   Laminate and Distribute- Take paper maps to Badger Track Customs, pick up after laminated, deliver to County Departments
-Completion Date: 11/15/2023

Goal 5.   Close Out and Final Report
    Objective 5.1.   Share digital copies of map books and wall maps with Montana State Library/MLIA staff
        Task 5.1.1.   Upload via File Transfer Service to identified parties
    Objective 5.2.   Complete and submit final report/reimbursement request
-Completion Date: 01/31/2024

SUBSECTION 5 – DELIVERABLES

List out all deliverables of this MLIA Grant Project.

This subsection is included in the 4-page limit and Scope of Work scoring (25%)

The deliverables include 75 printed, bound map books and 24 printed, laminated wall maps as well as a .pdf of the map book file uploaded to the County website and shared with Montana State Library and MLIA staff as requested. The map books are to be used by County employees, volunteer emergency service personnel and available to be used by the public in the Clerk and Recorder's office. They will also be provided to the five local libraries as a hard copy resource. The wall maps will be utilized by the County Departments, displayed throughout the various offices and libraries for a visual reference for the public.

Tip:
Don't forget to check page & word limits.

SECTION 6 – BUDGET JUSTIFICATION AND BUDGET TABLE

25% OF TOTAL SCORE –

Budget Justification - 2-page limit

Budget Table – Use provided excel document

The budget line items were calculated utilizing my hourly wage for the Teton County in-kind match for proofing and reviewing the maps as well as operating the county's plotter for wall map printing and uploading the documents to the County Planner website and appropriate state agencies. I am also distributing the wall maps to the departments.

The contractual amounts were calculated with estimates from the local printing services provided by the Choteau Acantha newspaper and the lamination of the wall maps was provided in an estimate from the local Badger Track Customs.

Tip:

Don't forget to check and double check your math.

Don't forget to include your statements of support.

January 13, 2023

SECTION 7 – PROJECT SUSTAINABILITY

10% of score - 300-word limit

This project is essentially a "one and done" type of endeavor. The project will be complete upon distribution of the physical deliverables and upload of the digital data to the County Planning website as well as the Montana State Library. In the future, as changes are made in the data where growth occurs with new housing, subdivisions, roads and other modifications this project can easily be replicated either through another MLIA grant or with Teton County funds. I believe this type of project would be useful to update and replicate every 3 to 5 years depending on the rate of growth and development.

Tip:

Don't forget to check spelling & grammar.

January 13, 2023

SECTION 8 - RENEWABLE GRANT ACCOUNTABILITY

Not Scored - *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 each*).

FY2023_07 MLIA Grant (Teton County Ng911 & Geo-Enabled Elections Training/Support)

During the second quarter of this grant project, I worked with Ken Wall of Geodata Services to make necessary data edits (100 percent complete) in the SSAP's and begin work on the Road Centerline validation corrections. Currently, those 1.2 validations are about 75% complete. Michael Fashoway and Bob Cochran have also provided clarification and support in understanding the validation reports and supporting documentation from 1Spatial. I cleaned up duplicate addresses, unstacked, sub-addressed multi-family apartment units, moved, created and deleted SSAP's when necessary. I worked on utilizing attribution throughout the database for establishing consistency and workflow. Ken also helped automate road range labels to assist with visualizing addressing on-the-fly. This quarter, Ken was in Australia and we've been able to come up with 2-4 hours per week of training and support and anticipate an increase in that as he comes stateside in February.

The status of this grant is that it is ongoing, on schedule and so far is meeting the timeline. The project is moving through the validations, at this point I am preparing for the Legacy Attribute validations next. The project is potentially going to be finished by the beginning of June rather than the end of June 2023 as projected so it is slightly ahead of schedule.

FY2018 NG 911

This project is complete. It was started and completed prior to my employment with Teton County so I do not have a lot of information on it.

FY2017 NG 911

This project is complete. It was started and completed prior to my employment with Teton County so I do not have a lot of information on it.

FY2015 Web GIS

This project is complete. It was started and completed prior to my employment with Teton County so I do not have a lot of information on it.

Tip:

Don't forget to change the page numbers & table of contents before submitting this document.

Tip:

Don't forget to delete extra instructions, page limits, and these tips before submittal.

TETON COUNTY

MONTANA

BOARD OF COUNTY COMMISSIONERS
P.O. Box 610
Choteau, MT 59422

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

February 10, 2023

RE: FY2024 Montana Land Information Act (MLIA) Grant Proposal for Teton County Map Project

To Whom It May Concern:

The Teton County Commissioners are happy to pledge their support of the FY2024 MLIA Grant Proposal from our Planning Department for the creation and distribution of map books and wall maps. It has been at least 15 years since wall maps were printed and map books have not been created.

The project will ensure that the current, correct data of road information, addresses, driveways and access points will be published, distributed to many of the county departments and made free and available to the public to use. The pdf documents will be available online and paper copies will be disbursed to the public libraries throughout the county for those who wish to access them.

The Teton County Commissioners recognize the years of hard work done by the Planning Department to accurately track, organize and create updated GIS information on addressing for growth and development. Beyond the necessity of emergency response, these maps will provide a visual representation of where growth is happening, allowing us all to make better-informed decisions.

Sincerely,

Teton County Commissioners

R.F. "Sam" Carlson
District #1
scarlson@tetoncountymt.gov

Joe Dellwo
District #2
jdellwo@tetoncountymt.gov

Richard "Dick" Snellman
District #3
rsnellman@tetoncountymt.gov

MLIA GRANT DETAILED BUDGET TABLE

Tasks	Category Type	Funding Source	Hours	Rate	Cost
Task 1.1.1- Map Book Import Core Data	Personnel (incl. fringe benefits)	MLIA Grant Funds	1	21	$ 21.00
Task 1.1.2- Map Book Add Reference Layers	Personnel (incl. fringe benefits)	MLIA Grant Funds	2	$ 21.00	$ 42.00
Task 1.2.1- Map Book Finalize Map Layout Features	Personnel (incl. fringe benefits)	MLIA Grant Funds	2	$ 21.00	$ 42.00
Task 1.2.2- Map Book Proofread/Review	Personnel (incl. fringe benefits)	Teton County In-Kind	1	$ 21.00	$ 21.00
Task 2.1.1- Wall Map Import Core Data	Personnel (incl. fringe benefits)	MLIA Grant Funds	1	$ 21.00	$ 21.00
Task 2.1.2- Wall Map Add Supplemental Features	Personnel (incl. fringe benefits)	MLIA Grant Funds	2	$ 21.00	$ 42.00
Task 2.1.3- Wall Map Proofread/Review	Personnel (incl. fringe benefits)	Teton County In-Kind	1	$ 21.00	$ 21.00
Task 3.1.1- Provide Digital Media to Choteau Acantha, Print/Bind Map Books	Contractual	MLIA Grant Funds	75	$ 48.00	$ 3,600.00
Task 3.1.2- Distribute to County Departments, Upload to website	Personnel (incl. fringe benefits)	MLIA Grant Funds	3	$ 21.00	$ 63.00
Task 4.1.1- Order paper Rolls from 360 Office Solutions (4 Rolls @ $70/roll)	Supplies & Materials	MLIA Grant Funds	4	$ 70.00	$ 280.00
Task 4.1.1- Order Ink from 360 Office Solutions (4 Cartridges @ 155.75/ea)	Supplies & Materials	MLIA Grant Funds	4	$ 155.75	$ 623.00
Task 4.2.1- Print Wall Maps (in-house)	Personnel (incl. fringe benefits)	MLIA Grant Funds	3	$ 21.00	$ 63.00
Task 4.2.2- Wall Maps Laminate	Contractual	MLIA Grant Funds	24	$ 18.00	$ 432.00
Task 4.2.2- Wall Maps Distribute to County Departments	Personnel (incl. fringe benefits)	Teton County In-Kind	2	$ 21.00	$ 42.00
Task 5.1.1 Upload Digital Files to MSL	Personnel (incl. fringe benefits)	Teton County In-Kind	1	$ 21.00	$ 21.00
Totals: Teton County In-Kind= $105, MLIA Grant Funds= $5,229					
		Totals:	126		$ 5,334.00

Map Books

tetonads <tetonads@3rivers.net>
To ✓ Dani Arps   Thu 2/9

Signed By   There are problems with the signature. Click the signature button for details.   ⚠

ⓘ You replied to this message on 2/10/2023 8:30 AM.

Dani: The map books you were looking to have printed would be $48 each. If you have a copy of an old one I'd love to see exactly what they look like.

Thanks, Jeff.

Jeff Martinsen
Choteau Acantha
(406) 466-2403
tetonads@3rivers.net
Choteauacantha.com

ESTIMATE

Badger Track Customs   badgertrackcustoms@gmail.com
PO Box 603
Choteau, MT 59422

Teton County Planning Department

Bill to   **Estimate details**
Teton County Planning Department   Estimate no.: 1001
PO Box 610   Estimate date: 2/10/23
Choteau, MT 59422

	Product or service		Amount
1.	**Laminate** Laminate 36x24 maps	24 units × $18.00	$432.00
		Total	**$432.00**

STATEMENT

Teton County Planning Department

STATEMENT # 900
DATE: FEBRUARY 15, 2023

PO Box 610
19 Main Ave S
Choteau, Montana 59422
Phone 406-466-3130

**BILL
TO**

COMMENTS

DATE	DESCRIPTION	BALANCE	AMOUNT

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

REMITTANCE	
Statement #	900
Date	
Amount Due	
Amount Enclosed	

Make all checks payable to Teton County Treasurer
THANK YOU FOR YOUR BUSINESS!

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.

Joe Dellwo

_____
Authorized Signer Name

commission chair

_____
Title

DocuSigned by:

Joe Dellwo
_____
80499D0856F1445...
Signature

2/23/2023

_____
Date Signed

Completed Application Package Received by:

Erin Fashoway

_____
Name

MLIA Grant Administrator

_____
Title

DocuSigned by:

Erin Fashoway
_____
898149F544564A6...
Signature

2/23/2023

_____
Date Signed

DocuSign

Certificate Of Completion

Envelope Id: 82F9DCD02093406F83CDD30D9CF6100F
Subject: Complete with DocuSign: FY24 Teton Co COMPLETE.pdf
Source Envelope:
Document Pages: 21
Certificate Pages: 2
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-07:00) Mountain Time (US & Canada)

Signatures: 2
Initials: 0

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
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Security Appliance Status: Connected
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Holder: Sean Anderson
        sanderson@mt.gov
Pool: StateLocal
Pool: Montana State Library

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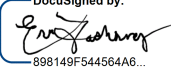| Signer Events	Signature	Timestamp
Joe Dellwo jdellwo@tetoncountymt.gov commission chair Security Level: Email, Account Authentication (None)	DocuSigned by: *Joe Dellwo* 80499D0856F1445... Signature Adoption: Pre-selected Style Using IP Address: 216.129.232.147	Sent: 2/21/2023 10:43:59 AM Resent: 2/22/2023 8:37:45 AM Viewed: 2/23/2023 10:06:10 AM Signed: 2/23/2023 10:14:04 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: *Erin Fashoway* 898149F544564A6... Signature Adoption: Drawn on Device Using IP Address: 161.7.39.7	Sent: 2/23/2023 10:14:07 AM Viewed: 2/23/2023 10:36:49 AM Signed: 2/23/2023 10:38:37 AM
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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: 2/23/2023 10:38:40 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	2/21/2023 10:43:59 AM
Certified Delivered	Security Checked	2/23/2023 10:36:49 AM
Signing Complete	Security Checked	2/23/2023 10:38:37 AM
Completed	Security Checked	2/23/2023 10:38:40 AM

Payment Events	Status	Timestamps