

**CARTER COUNTY
MONTANA LAND
INFORMATION GRANT
APPLICATION**

**STATE FISCAL YEAR
2020**

JULY 1, 2019 – JUNE 30, 2020

APPLICATION FOR MLIA GRANT FUNDING

SECTION 1 – APPLICANT, PARTNER, AND PROPOSAL INFORMATION

Primary Applicant Contact Information	
Name of Agency/Entity:	Carter County
Department:	Clerk and Recorder
Division/Section:	
Street:	PO Box 315, 214 Parks Street
City:	Ekalaka
County:	Carter
State:	Montana
Zip Code:	59324
<i>Project Manager Contact Information:</i>	
Name:	Pamela J. Castleberry
Title:	Clerk and Recorder
Email Address:	cccnrc@midrivers.com
Phone Number:	(406) 775-8749
Fax Number:	(406) 775-8750
<i>Secondary Project Manager Contact Information:</i>	
Name:	Judy Wright
Title:	Deputy Clerk And Recorder
Email Address	jwcnrc@midrivers.com
Phone Number:	(406) 775-8749
MLIA Grant Funding Request & Match:	
Total Requested MLIA Funds:	\$12,764
Total Matched Funds:	\$ 2,000

Proposal Information	
Date Submitted:	
Identified Grant Priority:	III. Improve Land Records
Annual or Multi-Year Proposal:	Annual Proposal
Proposal Prepared By:	Stahly Engineering & Associates in cooperation with Pamela Castleberry, Carter County
Short Title of Proposal:	Carter County Electronic Plat Book
<p>Executive Summary (<i>required – 250 maximum word count</i>):</p> <p>Carter County will utilize MLIA grant funds and County budget funds to develop a Record Document mapping and linking GIS that will assist the local government in improving land record accessibility and preservation. The County will develop an “electronic plat book” to link publicly recorded land records such as deed, plats, and certificates of survey (COS’s) to an on-line map. The map will provide digital representation of Public Land Survey System and Cadastral Parcels for the purpose of improving geographic searching of public records.</p> <p>Mirroring a successful project completed for Sanders County in which 4,000 COS’s and Subdivision Plats were linked to an on-line map using ESRI ArcGIS Online and associated API’s this grant will allow for the system to be set up and current COS/Plat scans to be linked. The County will then maintain and update the map moving forward.</p>	
List All Past Awarded MLIA Grants:	
None	

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

SECTION 2 – RELEVANCE

This proposed project will meet grant category priority III.a.ii Improve Land Records with improvements to digital representation of Public Land Survey System (PLSS) for the purpose of improving accuracy of the MSDI Cadastral and Administrative Boundaries Themes.

Carter County is planning inception of a GIS system to develop a sustainable, efficient method to collect, maintain, and preserve public land records through an on-line platform that will serve as the County's "Plat Book". This will enhance cadastral boundary information by providing data layers recognized by the MSDI Administrative Boundaries Theme.

To date, the County has not utilized a GIS and is in need of software and hardware to do so. One in-office personal computer, and ArcGIS Online software license, and training will all be required to support the efforts to maintain this GIS. The Electronic Plat Book will be created by the County's consultant and the resulting data will be made available to the general public through ArcGIS online and a process controlled by the Carter County Clerk and Recorder and approved by the Carter County Commissions.

Carter County has followed the development of Sanders' County Land Record GIS and wishes to proceed with the same scope of project.

SECTION 3 – PUBLIC BENEFIT

An Electronic Plat Book is a means of preserving and making available public land record information for general public use. It will streamline and modernize the operations of the Clerk and Recorder's office by making data available off site where individuals can access it on their own. Parcel layers entered into the system will be compatible with (and possibly contribute to) the MSDI cadastral layer which will enhance the land information available to all agencies and jurisdictions. No cadastral or PLSS layers will be added to the GIS without prior State Library coordination and approval.

This type of access to public land record information will also provide an efficient means for various businesses such as title companies, real estate agencies, and developers to gain the information they need to provide economic development decisions for the communities in which they operate.

SECTION 4 – PROJECT MANAGEMENT AND ORGANIZATIONAL CAPABILITY

Project Manager:	Pamela Castleberry, Carter County Clerk and Recorder
Key Personnel:	Judy Wright, Deputy Clerk and Recorder

Subcontractors:	Stahly Engineering & Associates
Key Personnel:	Dan Stahly, Max Shchemelinin, Nate Bolton

Pamela Castleberry, Carter County Clerk and Recorder, will serve as the project manager. Pamela is familiar with public land records the County would like to make a priority in making them more accessible to the public with this project. She also has knowledge of which County Land Records are important to digitally preserve.

Pamela will be responsible for reporting progress and communicating with the State Library. She will ensure that prioritized records are uploaded onto the GIS as provided. The consultant utilized for the project is the County's Planner and Examining Land Surveyor. Pamela oversees the contact with the consultant and is responsible for managing assignments and reviewing deliverables, including oversight of the set up for the County's Electronic Plat Book.

Initial mapping setup and data linking will be performed by Stahly Engineering with training provided to Carter County staff to be able to utilize, update, and maintain the system and instruct the general public on the application as needed. Consulting and training staff will include Dan Stahly, Max Shchemelinin and Nate Bolton. Dan and Max have developed and standardized an Electronic Plat Book for Sanders County and consulted Gallatin County GIS staff on a similar project. The book is created by linking scanned land information records (Plats, Easements, Deeds, etc.) to a Cadastral parcel or Public Land Survey System (PLSS) "polygon" shapefile. The County will manage the system as an ArcGIS Online web mapping application. For more information, please visit Sander's County web application here:

<http://gis.seaeng.com:3345/webappbuilder/apps/4/>

Dan and Max have also assisted a number of other Montana communities, including Hardin, Lewistown, Manhattan, Belgrade, Three Forks, West Yellowstone, Deer Lodge, and Ennis with data collection, LGIM database template building, GIS setup, and training. Collection included infrastructure position and initial database setup for streets, water, sewer and storm water (including as-built records for water valves, manholes, hydrants, pressure relieve valves, curb stops etc.). Positional data was collected using a combination of ArcGIS Online and survey-grade collectors and receivers. Survey grade positions were collected and mapped on critical infrastructure positions to assist in community planning, capital improvement, and preliminary design projects. This proved to be the most cost-effective method in implementing positional information into local government information systems.

Dan Stahly serves as the Examining Land Surveyor for Carter County. In that position he is responsible for reviewing Certificates of Surveys and Subdivision Plats for conformance to Administrative Rules of Montana and mathematical closure of items related to area and distance measurements. As an extension of the Carter County staff he will be primarily responsible for developing and maintaining the Electronic Plat Book. Mathematically and positionally (latitude and longitude) correct cadastral parcel polygons will be uploaded to this GIS within 5 days of the record being filed or recorded. Carter County anticipates modifying local submittal requirements to accommodate this project and has modified preliminary subdivision regulation updates accordingly.

SECTION 5 – SCOPE OF WORK

Goal: Utilize GIS to create and maintain and Electronic Plat Book.

Objective 1: Set up the Electronic Plat Book Base Map with existing COS & Plat scan links.

Task:

1. Base map created using existing parcel layers and data from the Montana State Library.
2. Archived record scans are linked to the base map.
3. New records linked to EPB and parcel layers are updated as they are filed.

These tasks are planned for completion by July 1, 2020.

Objective 2: Purchase personal computer (Courthouse “Vault” Clerk and Recorder computer) and ESRI Online storage for staff and public use. All procurement of equipment and software will comply with section 90 1-411 (1) of MCA.

Task:

1. Purchase one personal computer capable of efficiently running ArcGIS Online software for in-office staff and public use. ArcGIS Online Subscription (or approved equal) to be purchased and in place by July 31, 2020.

Objective 3: Train assigned County staff

Task:

1. Consultant will complete a day of training on basic functions of ArcGIS Online by July 31, 2020 and will provide support on an as-needed basis to County staff.
2. Consultant will prepare procedural directions for using the Clerk and Recorder GIS, both online and in permanent hard-copy instructions.

Project Schedule (Activity and Completion Date):

Collect Data and Set Up Electronic Plat Book	July 2020
Purchase hardware and software for office and field staff: (dependent on acquisition of MLIAC grant)	July 31, 2020
Train County staff: (dependent on acquisition of all equipment and software)	July 31, 2020

SECTION 6 – BUDGET JUSTIFICATION AND BUDGET TABLE

Budget Narrative

Developing an Electronic Plat Book for Carter County is expected to cost \$14,764. The County will be contributing \$2,000 in personnel costs and a portion of the cost of the consultant as in-kind match funding. The County requests \$12,764 in MLIA funding for the remaining costs of equipment and consultant fee.

The long-term plan for maintaining the Electronic Plat Book will be borne by Carter County. Consultant will continue to be available to provide training, support, and maintenance to the County on an as-needed.

1. Personnel

Carter County staff will assist the consultant in gathering data (approximately 1,500 scans) for input into the system and will be responsible for learning how to use the Electronic Plat Book and advise other users on accessing the system.

Data gathering will be supervised by Pamela Castleberry and performed by other permanent County personnel. Town staff is expected to work 10 hours per week at an average rate of \$17.50 per hour for 9 weeks during the process to develop the Electronic Plat Book. No budget is included for Pamela's supervisory tasks as this will be part of her regular duties as Clerk and Recorder.

A fringe benefit factor is added to the cost per hour in the estimated amount of 12%, which totals \$189 for all personnel.

Hours are not estimated at this time or as in-kind for this project for learning or advising the public on the system.

2. Equipment

Clerk and Records office PC, compatible with ArcGIS Online is expected to cost approximately \$3,000. ArcGIS Online is anticipated to be \$400 per year, for a total anticipated cost of \$3,400.

3. Consultation

Consultant will create a base map using existing parcel layers and data from the Montana State Library. Consultant will link archived record scans to the base map and new records and parcel layers as they are updated and filed. Professional consultation is estimated at a total of \$9,600.

That total includes up to 20 hours in training with ArcGIS software as needed and with operation of the Electronic Plat Book at a contractual rate of \$80 per hour, with a travel budget set at \$800 which will include mileage, room and board, and per diem allowance during staff training.

The MLIA Grant Summary Budget Table is attached to this submittal

MLIA GRANT BUDGET SUMMARY TABLE

	MLIA Summary	Applicant Summary			Total: MLIA Share, Applicant Subtotal, Partner Subtotal
Category	MLIA Share	Applicant Cash	Applicant In-kind	Applicant Subtotal	
a. Personnel			1575.00	1575.00	
a. 1. Fringe Benefits			189.00	189.00	
b. Travel					
c. Equipment	3,400.00				
d. Supplies & Materials					
e. Contractual	9,364.00	236.00		236.00	
f. Other					
Total	12,764.00	236.00	1764.00	2000.00	14764.00

SECTION 7 – RENEWABLE GRANT ACCOUNTABILITY

SECTION 8 – CHECKLIST

Applicant's Project Manager, defined Section 1, **must initial in ink or mark 'n/a' if a section is not applicable.**

Initial or mark n/a	Completed Required Task
	Proposal Prepared by an outside party – I have read this document in its entirety. <i>(if applicable)</i>
	Section 1 – Applicant, Partner, and Proposal Information
pjc	Primary Applicant Information
pjc	Funding Partner <i>(if applicable)</i>
pjc	Proposal Information
pjc	List All Past Awarded MLIA Grants
pjc	Section 2 – Relevance (300 max word limit)
pjc	Section 3 – Public Benefit (if applicable)
mc	Section 4 – Project Management (if applicable)
pjc	Section 5 – Scope of Work Narrative (4-page limit)
pjc	Section 6 – Budget Justification Narrative and Table (3-page limit)
pjc	Budget Justification Narrative
pjc	Complete Budget Table
N/A	Section 7 – Funding Partner Statements of Support (if applicable)
N/A	Section 8 – Renewable Grant Accountability Narrative (if applicable)
N/A	FY2019 Grantee Report <i>(if applicable)</i>
N/A	Past MLIA Grant Project Narratives (FY2018 - FY2015) <i>(if applicable)</i>
pjc	Section 9 – A Signed Authorizing Statement

SECTION 9 – AUTHORIZING STATEMENT

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.

Pamela J. Castleberry

Name (print or type)

Carter County Clerk and Recorder

Title (print or type)



Signature and Title of Authorized Representative(s) of Public Entity Applicant

2-14-2019

Date