

# **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**

<b>Primary Applicant Contact Information</b> (Please fill this section out in its entirety)	
Name of Agency/Entity:	Fergus County
Department:	Disaster and Emergency Services
Division/Section:	
Street:	712 W Main St Suite 103
City:	Lewistown
County:	Fergus
State:	Montana
Zip Code:	59457
<b>Project Manager Contact Information:</b>	
Name:	Benjamin Phillips
Title:	DES Coordinator
Email Address:	<a href="mailto:des@co.fergus.mt.us">des@co.fergus.mt.us</a>
Phone Number:	406-535-8118
Fax Number:	
<b>Secondary Project Manager Contact Information:</b>	
Name:	Ross Butcher
Title:	County Commissioner
Email Address:	<a href="mailto:rbutcher@co.fergus.mt.us">rbutcher@co.fergus.mt.us</a>
Phone Number:	406-535-5119
<b>MLIA Grant Funding Request &amp; Match:</b>	
Total Requested MLIA Funds:	\$3725.00
Total Matched Funds:	\$950.00

Proposal Information	
Date Submitted:	February 15, 2019
Identified Grant Priority:	Development of GIS to support Disaster and Emergency Operations
Annual or Multi-Year Proposal:	<i>Annual Proposal</i>
Proposal Prepared By:	Fergus County
Short Title of Proposal:	<i>Fergus County Disaster and Emergency Services mapping</i>
<p>Executive Summary (<i>required – 250 maximum word count</i>):</p> <p>Fergus County understands the needs to enhance their Geographic Information systems (GIS) layers to better serve the citizens of the county. Fergus County proposes to enhancements their GIS data by mapping emergency resources in the county. This will support Disaster and Emergency Operations increase Resilience, and augment Planning activities.</p> <p>Primary activities will include:</p> <ul style="list-style-type: none"> <li>• <b>Geographic locations of fire halls</b></li> <li>• <b>Inventory of fire resources</b></li> <li>• <b>Locations of useable water sources</b></li> <li>• <b>Creating a map layer for EMS and Ambulance service areas</b></li> <li>• <b>Inventory of EMS and Ambulance resources</b></li> </ul> <p>This project directly meets the purpose of the Montana Land Information Act (MLIA) by developing data layers that will be used in emergency planning, mitigation, recovery, and response efforts. The County, in cooperation with the Montana State Library, will follow best practices and standards for collecting, maintaining, and disseminating this information.</p>	
<p align="center"><b>List All Past Awarded MLIA Grants:</b></p> <p align="center"><b>Fergus County has not received an MLIA Grant in the past.</b></p>	

Fiscal Year 2020 Montana Land Information Act Grant Application Package

<b>Funding Partners:</b> <i>(required for each partner, copy box as needed)</i>	
Name of Contact:	Ross Butcher
Name of Agency:	Fergus County
Street:	712 W Main St
City:	Lewistown
County:	Fergus
State:	Montana
Zip Code:	59457
Contact Email Address:	rbutcher@co.fergus.mt.us
Contact Phone Number:	406-535-5119

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



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## SECTION 2 – RELEVANCE

### **300-WORD COUNT LIMIT FOR NARRATIVE**

*\*In this section, applicants must describe how the proposal meets the purpose of the Montana Land Information Act: to develop a standardized, sustainable method to collect, maintain, and disseminate information; references the defined grant category priority of the Land Information Plan; and clearly demonstrates how the grant project will further the Plan's objectives for the defined category. (15% of the total score)*

Fergus County proposed project will meet the following grant priorities:

**Support Geographic Information systems for Public Safety and Emergency**

**Response.** This will be completed in two main work points. First, by gathering GIS data of fire halls, fire resources, useable water sources. Supporting overall response and recovery operations as well as increasing planning activities in the several fire districts. Secondly, creating a map layer for EMS and Ambulance service areas as well as data on their resources. This will assist the county in knowing where resources can be pulled from increasing the response time to emergencies.

**Build Geographic Information systems to improve Local & Tribal Government workflows, Business Processes, and Operations.** The plan will accomplish this priority by identifying infrastructure and assists that will support all aspects of disaster and emergency management. The County can be better equipped to manage the assets available in time of need.

This project will provide the Fergus County Disaster and Emergency Services Department with the tools to augment the existing GIS data while allowing for more specialized data collection. Data obtained will be added to existing GIS layers already in use within the county. The additional data gathered will support the overall goals of Fergus County.

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*\*DO NOT COMPLETE SECTION: If the Grant Application is for the sole purpose of collecting new survey control data for improving the digital representation of the PLSS (FY2020 Grant Category 3.a.i.). (0% of the total score)*

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## SECTION 3 – PUBLIC BENEFIT

### **300-WORD COUNT LIMIT FOR NARRATIVE**

*\*In this section, applicants must describe why and demonstrate how the grant project will benefit a specific MSDI theme; enhance the land information needs of multiple agencies or jurisdictions; and benefit the citizens of Montana. (25% of the total score)*

Fergus County intends to augment existing GIS data by collecting, maintaining, and disseminating emergency specific data. As Montana's 8<sup>th</sup> largest county, Fergus County has twelve Fire Districts, five Fire Departments, five ambulance service areas, and other emergency resources widespread throughout the county. By mapping these resources, the county will have quick and easy to obtain information

With the immediate access to emergency service asset information Fergus County can better allocate resources when needed. This will increase response time for EMS and Ambulance services. During fire season knowing the locations of all apparatus will greatly increase a coordinated effort to fight the fire effectively.

The data of resources available will allow fire and emergency medical services to have a better operating picture when it come to mutual aid. This information will support the various agencies when they need mutual aid assistance.

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*\*DO NOT COMPLETE SECTION: If the Grant Application is for the sole purpose of collecting new survey control data for improving the digital representation of the PLSS (FY2020 Grant Category 3.a.i.). (0% of the total score)*



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## SECTION 4 – PROJECT MANAGEMENT AND ORGANIZATIONAL CAPABILITY

### **2-PAGE LIMIT FOR NARRATIVE**

*\*In this section, the applicant must demonstrate their past record of performance with similar projects; the ability to implement the methodology described in the scope of work; organization's capability to maintain the project; and adequate skills, qualifications and experience of the defined Project Manager, key personnel, and funding partners.*

*The applicant must demonstrate how the defined Project Manager (not hired consultant) will manage the entire project, including meeting the mandatory reporting requirements, communication with the State Library, fulfilling data requirements, and the management of all hired consultants.*

**(10% of the score)**

Project Manager

Fergus County DES (Applicant)

Coordinator

Benjamin Phillips will be responsible for obtaining the equipment, software, and training to complete the data collection and implementation. Benjamin has previous GIS experience when he was with the United States Border Patrol. He will install the software on the DES computer and be responsible for the data collection in coordination with the various agencies, departments, and districts. Benjamin will also be responsible for the administration of the grant. He currently administers all DES grants for Fergus County. Lastly, he will report to the County Commissioners all updates as they occur.

Fergus County Commissioners

The Fergus County Commissioners will act in a supporting role in this grant. The Commissioners understand the need to have emergency assents mapped and support the applicant in this grant in budget appropriations and requiring periodic status updates of the project.

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*\*DO NOT COMPLETE SECTION: If the Grant Application is for the sole purpose of collecting new survey control data for improving the digital representation of the PLSS (FY2020 Grant Category 3.a.i.). (0% of the total score)*



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## SECTION 5 – SCOPE OF WORK

### **4-PAGE LIMIT FOR NARRATIVE**

*\*In this section, applicants must demonstrate adequate research and preparation; knowledge of existing data standards/best practices and existing data models; and includes a complete project timeline of defined project tasks and outlines their interdependencies. The proposal must also clearly and concisely describe how the proposed grant activities and products will accomplish goals and objectives of the identified grant category within the proposed project timeline. The proposal must describe quality control/quality assurance procedures for data (features/attributes) collected and/or edited by any identified consultants and the applicant. (25%)*

*\*PLSS Grants: If the Grant Application is for the sole purpose of collecting new survey control data for improving the digital representation of the PLSS (FY2020 Grant Category 3.a.i.). (50% of the total score)*

**Provide a detailed narrative of the work that needs to be accomplished to complete a successful project. The statement must include:**

1. Goals and Objectives - List the project goal or goals and objectives. Goals are separate and distinct from objectives. Project goals should be broad and provide a general statement of the project purpose. Each goal should have at least one measurable objective. The objective should describe a specific outcome of the project and when this outcome will be achieved:
2. Tasks or Activities - Describe in chronological order the individual tasks or activities necessary to accomplish the work under each objective. This description must provide sufficient detail to show that the project is technically feasible and will accomplish the objectives stated in the application. The description also should provide detail concerning the specific results of each task or activity and when these results should be expected.
  - a. Collecting Survey Control – Application must include a map or list identifying the PLSS Townships and Sections in the proposed collection area. See Appendix C for more information on Survey Control collection and submittal requirements.
  - b. Equipment – Equipment purchases should be listed as tasks or activities. Identify and describe any equipment that would be purchased. Provide specific justification for all acquisitions and describe in detail how the acquisition helps achieve the applicant's goals and objectives.
    - i. Equipment purchases must comply with section 90-1-411 (1) of MCA - "Money in the account may be used only for the purposes of this part, including purchasing technology to assist in collecting, maintaining, or disseminating land information and funding the budget required under 90-1-410."



3. Project Schedule – *The grant project must be completed within one year. Provide a realistic project timeline. The format may be either a list of activities and dates or a detailed bar chart. The schedule should provide a time frame for the project from the starting date through project completion. Tasks or activities should be listed in the expected start-up sequence. All task dependencies this should be indicated. Dates for advertising for bids, requests for proposals, contract award dates and start/end dates for each task or activity must be defined.*

*Grant projects must be completed within the one-year timeframe, starting July 1 and ending June 30 of the following calendar year.*

*Please refer to all potential or hired consultants/contractors as "Consultant". Do not use individual or company names.*

Below are the goals and objectives for the *Fergus County Disaster and Emergency Services mapping* project. These objectives and goals are presented in chronological order.

Goal 1: Purchase Equipment and Software:

Tasks:

1. Pending the award of the grant Fergus County will purchase a Trimble TDC100 rugged handheld device with an extended battery. Fergus County has received a quote from Frontier Precision (consultant) for this as well as software license and training.

Goal 2: Install software and learn equipment:

Tasks:

1. Once the equipment and software are received the software will be installed on the DES computer.
2. Online training will be received from the consultant on how to use the device and accompanying software.

Goal 3: Create an EMS/Ambulance layer for the county:

Tasks:

1. With the support of the EMS, Ambulance, and Central Montana Medical Center a layer will be created showing the areas covered by each EMS or Ambulance district.
2. Map resources of each EMS and Ambulance district to identify capabilities.

Goal 4: Continued Training (as needed):

Tasks:

1. With the Assistance of the consultant additional training on data collection and organization will be received as needed throughout the data collection process.

Goal 5: Fire Resources:

Tasks:

1. Map fire stations or halls for each Fire District or Department.
2. Working with each District or Department inventory vehicles and equipment.
3. Identify and map useable water sources.

Goal 6: Complete mapping and disseminate information:

1. Complete mapping
2. Create Custom maps for EMS/Ambulance and Fire services.

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## DELIVERABLES

- GPS coordinate data for Emergency Services.
  - EMS/Ambulance GIS layers.
  - Mapped locations of infrastructure and apparatus.
  - .MXD files (ArcMap project files), one set of hard copy maps, and .pdf files
  - Custom maps on resources available for mutual aid.
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# Fiscal Year 2020 Montana Land Information Act Grant Application Package

## TIMELINE

This timeline is a conservative estimate but allows for the additional time to meet with agencies or the public, as needed.

Task	July 2019	Aug. 2019	Sept. 2019	Oct. 2019	Nov. 2019	Dec. 2017	Jan. 2019	Feb. 2019
Goal 1: Purchase Equipment and Software								
Purchase Equipment and Software		X						
Goal 2: Install software and learn equipment								
Install Software		X						
Online Training		x						
Goal 3: Create an EMS/Ambulance layer for the county								
Create an EMS/Ambulance Layer			X	X				
Map EMS/Ambulance resources				X	X			
Goal 4: Continued Training (as needed)								
Continued Training			X	X	X	x		
Goal 5: Fire Resources								
Map Stations or Halls				x	x	x		
Inventory Equipment					x	x		
Map Water Resources						x	x	
Goal 6: Complete mapping and disseminate information								
Complete Mapping							X	
Create custom maps for EMS/Ambulance and Fire services								X



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## SECTION 6 – BUDGET JUSTIFICATION AND BUDGET TABLE

### **3-PAGE LIMIT FOR TABLES AND NARRATIVE**

*\*In this section, applicants must demonstrate that the project can be completed within the proposed budget, fully justifies all project expenditures, leverages existing funds, and explains long-term funding plans. Applicants must provide a clear financial picture of all funds used for this project.*

*Please identify all funding partners.*

*The budget narrative should clearly state the assumptions used to develop the proposed budget including all sources of subcontracted cost estimates. If the applicant's share is to be considered in-kind funds, the source of those in-kind must be documented. Matching in-kind funds must be specific to the project and be fully justified. They may be monetary or in other forms such as staffing, infrastructure, or technology support. All funding sources listed in the budget table must be fully explained. If grant funds are to be distributed to funding partners through contractual agreements or other means those must be explained in the narrative. Explain how this project will be maintained in the long term including staffing and funding plans, including reducing dependencies on MLIA funding; project sustainability of time is important. Explain any projected future enhancements that may require additional third-party funding.*

*Applicants must use the included table, MLIA Grant Budget Summary Table, in this section to define the budget, additional tables can be used to describe the project budget in greater detail.*

*Do not make named references to potential or hired consultants/contractors; e.g., Joe's GIS Firm, simply refer to them the potential/hired consultant/contractor.*

### **(25% of the score | 50% for PLSS Grants)**

*\*PLSS Grants: If the Grant Application is for the sole purpose of collecting new survey control data for improving the digital representation of the PLSS (FY2020 Grant Category 3.a.i.). (50% of the total score)*

The Estimated Cost of the proposed project will be \$4,675.00. This Application is requesting \$3,725.00 from MLIA grant funding. Fergus County DES will provide \$950.00 and the time required to collect the data to complete the project.



## **Fiscal Year 2020 Montana Land Information Act Grant Application Package**

### **PERSONNEL**

Fergus County DES will collect all data and meet with all partners to complete this proposed project.

### **TRAVEL**

No travel outside of the County is anticipated for this project.

### **EQUIPMENT**

Through this grant a Trimble TDC100 rugged handheld will be purchased along with an extended battery at a cost of \$800.00

### **SUPPLIES**

The yearly ArcGIS Professional will be purchased by the county at a cost of \$700 a year. The ArcGIS Desktop Pro Basic 10.x at a cost of \$1,500.00 will be purchased through the grant. The county will also purchase the one-year support in the amount of \$250.00

### **CONTRACTUAL**

The only contractual element of this project is the contracted online training which will be provided by Frontier Precision. These eight hours of training will cost \$1400.00 paid through the grant.

**MLIA GRANT BUDGET SUMMARY TABLE**

<b>MLIA GRANT BUDGET SUMMARY</b>							
	<b>MLIA Summary</b>	<b>Applicant Summary</b>			<b>Funding Partner Summary*</b>		<b>Total: MLIA Share, Applicant Subtotal, Partner Subtotal</b>
<b>Category</b>	<b>MLIA Share</b>	<b>Applicant Cash</b>	<b>Applicant In-kind</b>	<b>Applicant Subtotal</b>	<b>Funding Partner 1</b>	<b>Funding Partner 2</b>	<b>Partner Subtotal</b>
a. Personnel							
a. 1. Fringe Benefits							
b. Training	\$1400						
c. Equipment & shipping	\$825						
d. Software	\$1500	\$700		\$700			
e. Support		\$250		\$250			
f. Other							
<b>Total</b>	<b>\$3725</b>			<b>\$950</b>			<b>\$4675.00</b>

*\*Modify, add, or remove the funding partners column(s) as needed to define a clear budget*



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**STATEMENTS OF SUPPORT (IF APPLICABLE)**

*\*Statements of support are required for each identified funding partner—see MLIA Grant Compliance – MLIA Grant Partners section for the definition of a funding partner. All funding partners must be identified in Section 1 of the Grant Application. Do not include other statements of support as they will not be evaluated.*

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## **FERGUS COUNTY**

**February 15, 2019**

**Grant Review Subcommittee  
Montana Land Information Advisory Council  
PO BOX 201800  
Helena, MT 59620-1800**

**To Whom It May Concern:**

**On behalf of Fergus County, we are writing this letter in support of the Fergus County Disaster and Emergency Services (DES) Department's application for Fiscal Year 2020 Montana Land Information Act Grant.**

**These grant funds will be used by the Fergus County DES Department to map essential facilities and equipment. These mapping capabilities will be of great benefit to the citizens of Fergus County, in both planning for and responding to emergencies or disasters. The improvements will support faster response and better allocation of resources in times of need.**

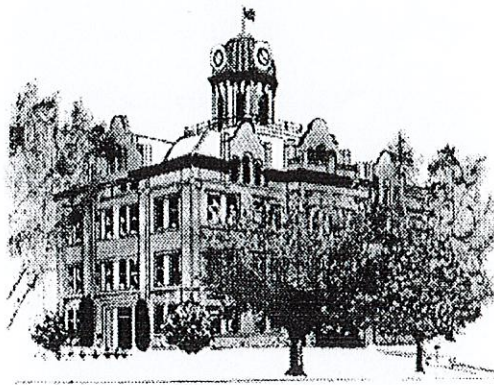
**Thank you for your consideration of our support of the Fergus County DES Department's application for a Montana Land Information Act Grant.**

**Fergus County Commissioners  
712 W. Main St., Suite 210  
Lewistown, MT 59457**

**[commissioners@co.fergus.mt.us](mailto:commissioners@co.fergus.mt.us)**

**Ross Butcher, District 1  
Sandy Youngbauer, District 2  
Carl Seilstad, District 3**





## FERGUS COUNTY

Sincerely,

Fergus County Commissioners

Ross Butcher

Sandy Youngbauer

"absent"

Carl Seilstad

## SECTION 7 – RENEWABLE GRANT ACCOUNTABILITY

*\*In this section, applicants must outline past MLIA projects and project management accountability. Previous MLIA grant projects will be taken into consideration in final prioritization.*

*If the applicant received a grant in the past five years, then the following items are needed.*

- 1. Applicants awarded a FY2019 MLIA Grant must submit a report on the progress made toward meeting the requirements of that grant. The report must include the status of the project timeline, tasks, and deliverables. **1-page limit***
- 2. Applicant must write a narrative, outlining the successes and the failures, of each grant received in the past five years, excluding the FY2019 grant. Applicant must explain how tasks, timelines, and deliverables of the project were or were not met. The applicant must demonstrate how past projects failures will ensure future projects successes.*
  - a. Each narrative has a **250-word** count limit*



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**SECTION 8 – CHECKLIST**

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

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

## 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.

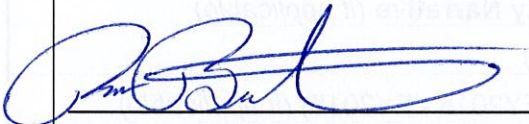
I further certify that I am (by my signature) authorized to enter into a binding agreement with the Montana State Library to obtain a grant if this application receives approval.

Ross Butcher

Name (print or type)

Chair - Fergus County Commission

Title (print or type)

 chair

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

2/15/19

Date





Frontier Precision, Inc.  
154 1st Ave West  
Jerome, Idaho 83338  
208.324.8006  
www.frontierprecision.com

**Quote**  
Date: 02/08/2019 03:13 PM  
Quote Number: 28631  
Valid Until: 03/09/2019  
Quotation by: Jackson Beighle

**BILL TO:**

Fergus County, MT  
Benjamin Phillips  
712 W. Main Street  
Lewistown, MT 59457 United States  
des@co.fergus.mt.us 406-535-8118

**SHIP TO:**

Fergus County, MT  
Benjamin Phillips  
712 W. Main Street  
Lewistown, MT 59457 United States  
des@co.fergus.mt.us 406-535-8118

Product Details	Qty	Price	Total
<b>1. 107489-10 TDC100, WI-FI (ANDROID)</b>	1	\$719.00	\$719.00
Trimble rugged handheld for field data collection Includes standard 3 year warranty Android operating system 1 - 2 meter GNSS  **warranty can be extended for two additional years for a total of 5 years of coverage**			
<b>2. 109957 Kit battery extended Li-Ion 3.7V , 4800 mAh + Battery doo</b>	1	\$81.00	\$81.00
Extended battery power for TDC100			
<b>3. MAP-TRAIN-ONLINE Online Training - 4 hours</b>	2	\$700.00	\$1,400.00
Includes ArcGIS Pro, ArcGIS Online and Collector			
<b>4. SUP-NOW Support Now (Subscription 1-user)</b>	1	\$250.00	\$250.00
Support Now ( 1-user) - 12 month subscription. This includes direct access to our authorized Mapping & GIS Support Specialists via phone and email. Unlimited support cases.			
<b>5. ESRARCGIS ARCGIS FOR DESKTOP BASIC 10.X SINGLE USE LICENSE</b>	1	\$1,500.00	\$1,500.00
Includes ArcGIS Pro			
<b>6. Miscellaneous Miscellaneous</b>	1	\$700.00	\$700.00
ArcGIS Online subscription Level: GIS Professional - Basic **This is for budgetary purposes only. Subscription must be purchased directly with Esri**			

Sub Total: **\$4,650.00**  
Tax: \$0.00  
Shipping: \$25.00  
**Grand Total: \$4,675.00**

**Field Offices:**

Linda Glover Jerome, ID: 208-324-8006	Jacob Wittenberg Jerome, ID: 208-324-8006	Jim Lahm Portland, OR: 503-624-6133
Jackson Beighle Missoula, MT: 406-544-8473	Steve Combe Liberty, UT: 801-791-3407	Jim Lahm Olympia, WA: 360-539-1707

**Special Notes:**

Shipping, handling, and applicable sales tax will be added to invoice.

**Terms and Conditions**

All invoices are in U.S. Dollars.

Payment terms are net 30 days upon approved credit. We also accept VISA, MasterCard and American Express. Returns- A standard restocking fee of 20% will be charged for any returned equipment.

Shipping and handling charges are prepaid and added to invoice. Shipment will be made by UPS Ground unless otherwise specified, FOB Shipping Point.