

## Opportunity Details

### Opportunity Information

**Title**

MLIA Grant Program FY 2023

**Description**

In accordance with the Montana Land Information Act (MLIA), the Montana State Library administers an annual grant program to distribute accumulated funds from the Montana Land Information Account, established by MLIA. Grant applications are evaluated by the State Library and its advisory council, the Montana Land Information Advisory Council, and follow the MLIA Grant Subcommittee Code of Ethics. Grant criteria are established based on the original intent of the MLIA and the goals and objectives of the annual Montana Land Information Plan. Please direct all grant program questions to [MLIAGrants@mt.gov](mailto:MLIAGrants@mt.gov).

Please use the companion MLIA Grant Program Application Guidelines for more program information and instructions:

<https://docs.msl.mt.gov/MLIAC/FY2023/MLIAGrantProgramApplicationGuidelinesFY2023.pdf>

The MLIA Grant Program will be offering two training programs for MLIA grant applicants. One training will be held on January 25, 2022, at 1:30 p.m. to provide instruction on completing and submitting an application using the AmpliFund system. A second training will be held on January 28, 2022, at 9:00 a.m. to provide instruction on the nuts and bolts of writing a grant proposal. Registration is required for both training sessions. More details and registration information can be found at the following link:

<https://docs.msl.mt.gov/MLIAC/FY2023/MLIAGrantTrainingFlyer2022.pdf>

Prospective applicants are also encouraged to contact MLIA Grant Program staff for assistance with the grant application. Staff are available for one-on-one meetings with applicants to answer questions and provide guidance on completing the MLIA Grant Application. Please contact [mlia grants@mt.gov](mailto:mlia grants@mt.gov) for assistance.

**Awarding Agency Name**

Montana State Library

**Agency Contact Name**

Erin Fashoway

**Program****Fund Activity Categories****Departments****Subjects****Manager**

Erin Fashoway

**Additional Users****Public Link**

<https://mt.amplifund.com/Public/Opportunities/Details/123802e0-eb1a-49ba-ae4f-1804047fe225>

**Is Published**

Yes

### Funding Information

**Opportunity Funding**

\$250,000.00

**Funding Sources**

State

### Award Information

**Award Period**

Ends 06/30/2023

**Award Announcement Date**

5/16/2022

**Award Type**

Competitive

**Capital Grant**

No

**Indirect Costs Allowed**

No

**Matching Requirement**

Yes

**Other Funding Requirement**

### Submission Information

**Submission Window**

01/13/2022 4:30 PM - 02/15/2022 5:00 PM

**Submission Timeline Type**

One Time

## Submission Timeline Additional Information

<https://docs.msl.mt.gov/MLIAC/FY2023/MLIAGrantProgramApplicationGuidelinesFY2023.pdf>

## Allow Multiple Applications

Yes

**Technical Assistance Session**

## Technical Assistance Session

Yes

## Session Date and Time

01/25/2022 1:30 PM

## Conference Info / Registration Link

<https://docs.msl.mt.gov/MLIAC/FY2023/MLIAGrantTrainingFlyer2022.pdf>

**Eligibility Information**

## Eligibility Type

Public

## Eligible Applicants

## Additional Eligibility Information

<https://geoinfo.msl.mt.gov/mligrant>

Applicants must represent one of the following forms of government within Montana:

Any department, agency, board, commission, or other division of state government. (This includes the Montana University System.)

Any city, county, or other division of local government.

A tribal government/entity within the state.

**Additional Information**

## Additional Information URL

<https://docs.msl.mt.gov/MLIAC/FY2023/MLIAGrantTrainingFlyer2022.pdf>

## Additional Information URL Description

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**Project Information**

**Application Information**

Application Name

Award Requested

Cash Match Requirement

\$0.00

Cash Match Contributions

\$0.00

In-Kind Match Requirement

\$0.00

In-Kind Match Contributions

\$0.00

Total Award Budget

\$0.00

**Primary Contact Information**

Name

Email Address

Address

Phone Number

## Project Description

### Part 01: Proposal Information

#### Proposal Information

Please see the MLIA Grant Program and Application Guidelines for more information about the MLIA Grant - <https://docs.msl.mt.gov/MLIAC/FY2023/MLIAGrantProgramApplicationGuidelinesFY2023.pdf>.

The applicant must identify one MLIA FY2023 Grant Priority that the proposed project will address. To read about all MLIA Grant Priorities, please read the [FY2023 MLIA Land Information Plan](#).

Identify Grant Priority

Select an item...

Please indicate whether or not the proposed grant is part of a multi-year proposal. If it is, please identify the intended total number of years for the project and the current year of the project. After clicking "yes" below, you will see text boxes appear in which you can enter the required information about the multi-year project.

Multi-Year Proposal

- ☐ Yes  
☐ No

Total Number of Proposed Project Years

Current Year of the Project (eg. 1 of 4)

Executive Summary

Part 02: Funding Partners & Statements of Support

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**Funding Partners**

All funding partners must be identified. Statements of support are required for each identified funding partner. Please attached a statement of support for each identified partner in .pdf version. Any funds pledged to this proposal must be reflected in the statements of support. See MLIA Grant Compliance – MLIA Grant Funding Partners section for the definition of a funding partner in the [FY2023 MLIA Grant Program and Application Guidelines](#).

Please follow the instructions below to report information about all applicable funding partners and to attach letters of support. If there are no funding partners on this project, please select "Mark as Complete" and move on to the next form.

Do you have a Funding Partner?

- ☐ Yes  
☐ No

PLEASE MARK THIS FORM AS COMPLETE TO MOVE ON

Name of Contact

Name of Agency

Street Address

City

County

Zip Code

Contact Email Address

Contact Phone Number

Please attach the applicable statement of support from the funding partner by clicking "Browse" below and selecting the appropriate document. Please attach the statement of support as a PDF document.

Statement of Support

Do you have a second Funding Partner?

- ☐ Yes  
☐ No

Name of Contact

Name of Agency

Street Address

City

County

Zip Code

Contact Email Address

Contact Phone Number

Statement of Support

Do you have a third Funding Partner?

- ☐ Yes  
☐ No

Name of Contact

Name of Agency

Street Address

City

County

Zip Code

Contact Email Address



Contact Phone Number

Statement of Support

Do you have a fourth Funding Partner?

- ☐ Yes
- ☐ No

Name of Contact

Name of Agency

Street Address

City

County

Zip Code

Contact Email Address

Contact Phone Number

Statement of Support

## Part 03: Relevance

Relevance to the FY2023 Montana Land Information Plan: In this section, please:

1. 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; and
2. Clearly demonstrate how the proposal meets the defined [FY2023 Montana Land Information Plan Priority](#).
3. *EXCEPTION: This section is not required for applicants submitting proposals for the sole purpose of collecting new survey control data.*

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Relevance

Is the proposed project for the sole purpose of collecting new survey control data

- ☐ Yes  
☐ No

Relevance

Part 04: Public Benefit

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Public Benefit: In this section, please describe why and demonstrate how the grant project will:

1. Benefit one or more specific [MSDI themes](#), including any theme-specific priorities as identified in the [FY2023 Land Information Plan](#);
2. Enhance the land information needs of multiple business workflows/initiatives, agencies, and/or jurisdictions; and
3. Benefit the citizens of Montana
4. *Exception: This section is not required for GIS Project Planning applicants or applicants with the sole purpose of collecting new survey control data.*

Is the proposed project for GIS Project Planning applicants or applicants with the sole purpose of collecting new survey control data?

- ☐ Yes  
☐ No

Public Benefit



**Part 05: Project Management**

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**Primary Project Manager Contact Information**

Salutation

Primary Project Manager Name

Primary Project Manager Title

Primary Project Manager Organization

Primary Project Manager Email Address

Primary Project Manager Phone Number

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**Secondary Project Manager**

Salutation

Secondary Project Manager Name

Secondary Project Manager Title

Secondary Project Manager Organization

Secondary Project Manager Email Address

Secondary Project Manager Phone Number

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**Organizational Capability**

In this section, please demonstrate the organization's past record of performance with similar projects; the ability to implement the methodology described in the scope of work; and the organization's capability to support and sustain the project.

Organizational Capability

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**Project Management**

In this section, the applicant must demonstrate the defined project managers', key personnel's, and funding partners' adequate skills, qualifications, and experience for the defined project. And the following, if applicable, must be demonstrated.

1. Management Plan -- The applicant must demonstrate how the defined project manager—not the hired consultant—will manage the entire project, including meeting the mandatory reporting requirements, communicating with the State Library, fulfilling data requirements, and managing all hired consultants.
2. Financial Management -- Applicant provides a contact and a copy of the official invoice document for their respective organization in a .pdf format. (uploaded below)
3. Past Record of Performance -- The applicant must demonstrate the defined project managers' GIS project management experience, grant management experience, and (if applicable) consultant management experience. The applicant must provide concrete examples of each and explain how the experience gained in those projects relates to the current proposal.
4. Hiring a Consultant (if applicable) -- The applicant must describe the plans to hire a consultant and the procurement process for acquiring these professional services.

Project Management

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**Identified Consultant Information**

If the applicant plans has hired and is under contract with a consultant who will perform work on the project, please select "yes" and complete the fields that appear below.

Has the applicant hired a consultant to perform work on the proposed project?

- ☐ Yes  
☐ No

Name of consultant company/organization

If a consultant has been hired, applicant must identify and define the amount of time, identify key personnel, and the consultant's procured services and work completed relevant to the proposal

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### Invoicing Methodology

In order for the Montana State Library to distribute awarded grant funds for incurred authorized project costs, the MLIA Grant Award Recipient must invoice the Montana State Library for reimbursement. The applicant must provide a sample, in PDF format, of the applicant's official invoice document.

Please attach sample invoicing documents

#### APPLICANT'S FINANCIAL CONTACT

Salutation

Financial Contact Name

Financial Contact Title

Financial Contact Organization

Financial Contact Email Address

Financial Contact Phone Number

Part 06: Project Sustainability

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**Project Sustainability**

Sustainability is one of the key pillars of the Montana Land Information Act's purpose. In this section, the applicant must demonstrate future project sustainability and include a plan for long-term funding and future enhancements. Please explain how the project will be maintained in the long term, including staffing and funding plans and reducing dependencies on MLIA funding. If the grant proposal has identified improving an existing MSDI data layer, please explain how the applicant will coordinate with the Montana State Library to ensure the information will be made available. Explain any projected future enhancements that may require additional third-party funding.

Project Sustainability Narrative

Part 07: Grant Accountability

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**Renewable Grant Accountability**

The applicant must identify all awarded MLIA Grants to their organization. All MLIA grants awarded to the applicant's governmental entity/agency must be accounted for. State government applicants must only report for their respective agency. Performance on previously awarded MLIA grant projects will be taken into consideration in the final prioritization. Please consult the following resources to research previously awarded grants:

– For a detailed listing of the previously awarded MLIA Grants - [https://geoinfo.msl.mt.gov/Awarded\\_MLIA\\_Grants](https://geoinfo.msl.mt.gov/Awarded_MLIA_Grants)

Did the applicant receive an MLIA grant in fiscal year 2022?

- ☐ Yes  
☐ No

Applicants awarded an FY2022 MLIA Grant must 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.

FY 2022 MLIA Grant Project Title

FY 2022 MLIA Grant Progress Report

**Fiscal Years 2018-2021 MLIA Grant Cycles**

Please indicate whether or not the applicant was awarded any MLIA grants during state fiscal years 2018-2021. Please select "yes" for any of the following applicable years. After clicking "yes," you will see a text box appear in which you can enter a written narrative explaining the grant project. In the text box, please 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.

Did the applicant receive an MLIA grant in fiscal year 2021?

- ☐ Yes  
☐ No

FY 2021 MLIA Grant Project Title

FY 2021 MLIA Grant Summary

Did the applicant receive an MLIA grant in fiscal year 2020?

- ☐ Yes  
☐ No

FY 2020 MLIA Grant Project Title

FY 2020 MLIA Grant Summary

Did the applicant receive an MLIA grant in fiscal year 2019?

- ☐ Yes  
☐ No

FY 2019 MLIA Grant Project Title

FY 2019 MLIA Grant Summary

Did the applicant receive an MLIA grant in fiscal year 2018?

- ☐ Yes  
☐ No

FY 2018 MLIA Grant Project Title

FY 2018 MLIA Grant Summary

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**Part 08: Project Scope of Work, Budget Justification, and Application Authorization**

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This section of the application must be used to attach application forms completed outside of the AmpliFund system. Required templates may be downloaded in each subsection below.

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**Project Scope of Work and Budget Justification**

Please complete the Scope of Work and Budget Justification template provided below and upload your completed document as a Microsoft Word document.

Link to template:

[https://docs.msl.mt.gov/MLIAC/FY2023/MLIA\\_FY2023\\_ApplicationForms.zip](https://docs.msl.mt.gov/MLIAC/FY2023/MLIA_FY2023_ApplicationForms.zip)

Please upload your completed Scope of Work and Budget Justification here as a Microsoft Word document.

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**Detailed Budget Table**

Please complete the Detailed Budget Table template provided below and upload your completed table as both an Excel spreadsheet and as a PDF document.

Link to template:

[https://docs.msl.mt.gov/MLIAC/FY2023/MLIA\\_FY2023\\_ApplicationForms.zip](https://docs.msl.mt.gov/MLIAC/FY2023/MLIA_FY2023_ApplicationForms.zip)

Please upload an Excel version of your completed Detailed Budget Table here.

Please upload a PDF version of your completed Detailed Budget Table here.

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**Additional Information for PLSS Grants**

**MLIA Proposed Survey Control Point Collection Form** - [https://docs.msl.mt.gov/MLIAC/FY2023/PLSSForm\\_MLIA\\_FY2023.zip](https://docs.msl.mt.gov/MLIAC/FY2023/PLSSForm_MLIA_FY2023.zip)

Applicants proposing projects for the sole purpose of collecting new survey control data must include a completed MLIA Proposed Survey Control Point Collection form. Please indicate whether or not the proposed project is a PLSS/survey control project. If it is, please attach the required form. After selecting "yes," you will see a field appear where you can upload the form, as well as additional questions related to PLSS grants.

Is the proposed project a PLSS/survey control project?

- ☐ Yes  
☐ No

Please upload a completed MLIA Proposed Survey Control Point Collection form

The Montana State Library has identified priority areas for PLSS collection. Please click on the link below to see the identified areas. Does the proposed project fall within these areas?

- ☐ Yes  
☐ No

Map of identified priority areas:

<https://montana.maps.arcgis.com/home/webmap/viewer.html?webmap=e1b995fbb05044aa8f01df5d114e7bb4&extent=-117.6303,44.3276,-105.5014,48.9981>

If the proposed project falls outside of the identified priority areas, please provide a written justification, including maps, that describes the need for the proposed collection. Please do not exceed one page for the written justification.

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**Additional Documents (optional)**

Please provide any additional uploads such as maps or other forms that provide information about the project.

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**Authorization Statement**

I have read the application in its entirety, and I certify that the information and all statements in the application are true, complete, and accurate to the best of my knowledge. I further certify that we are committed to funding our share of the project, including both pledged applicant cash and pledged applicant in-kind, as stated in the proposed project budget. I further certify that the proposed project, should it be approved for MLIA funding, will comply with all applicable state, local, and federal laws, regulations, and standards.

I authorize the Montana State Library to publish the contents of this application and to use the contents of this application for training, promotional, or other

purposes.

Finally, I 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.

Please read the above statement and accept the following terms:

- ☐ Acknowledgment that I have read and accept the Terms and Conditions contained in this online application
- ☐ Acknowledgment that the applicant understands that the MLIA grant program is funded using State funds and does not involve any federal funding.
- ☐ Acknowledgment that the applicant has read the FY 2023 Montana Land Information Plan.
- ☐ Acknowledgment that the applicant understands that the purchasing of supplies or acquisition of contractual services may be subject to local or state procurement laws, and the applicant agrees to comply with any applicable laws, rules, and regulations governing the procurement of supplies or contractual services for their grant project.

Please type First and Last Name

Date Signed

## Budget

### Proposed Budget Summary

#### Expense Budget

	Grant Funded	Non-Grant Funded	Total Budgeted
Personnel			
Subtotal	\$0.00	\$0.00	\$0.00
Travel			
Subtotal	\$0.00	\$0.00	\$0.00
Equipment			
Subtotal	\$0.00	\$0.00	\$0.00
Supplies			
Subtotal	\$0.00	\$0.00	\$0.00
Contractual			
Subtotal	\$0.00	\$0.00	\$0.00
Other			
Subtotal	\$0.00	\$0.00	\$0.00
Total Proposed Cost	\$0.00	\$0.00	\$0.00

#### Revenue Budget

	Grant Funded	Non-Grant Funded	Total Budgeted
Grant Funding			
Award Requested	\$0.00		\$0.00
Subtotal	\$0.00		\$0.00
Non-Grant Funding			
Cash Match		\$0.00	\$0.00
In-Kind Match		\$0.00	\$0.00
Subtotal		\$0.00	\$0.00
Total Proposed Revenue	\$0.00	\$0.00	\$0.00

### Proposed Budget Detail

### Proposed Budget Narrative

#### Personnel

Eligible Project Costs: Enter the total amount in the "Direct Cost" field (Direct Cost = Grant Funded + Cash Match + In-Kind Match). Change "Non-Grant Funded" to "Yes". Enter in your Match Dollar Amount. The "Grant Funded" is your requested MLIA funds. See the Guidelines for more information.

#### Travel

Eligible Project Costs: Enter the total amount in the "Direct Cost" field (Direct Cost = Grant Funded + Cash Match + In-Kind Match). Change "Non-Grant Funded" to "Yes". Enter in your Match Dollar Amount. The "Grant Funded" is your requested MLIA funds. Please note that applicant travel will be reimbursed at the approved State of Montana rates published by the Department of Administration at [https://doa.mt.gov/\\_docs/Travel/Travel\\_Information\\_Summary\\_Sheet\\_Jan\\_22.pdf](https://doa.mt.gov/_docs/Travel/Travel_Information_Summary_Sheet_Jan_22.pdf) See the Guidelines for more information.

#### Equipment

Eligible Project Costs: Enter the total amount in the "Direct Cost" field (Direct Cost = Grant Funded + Cash Match + In-Kind Match). Change "Non-Grant Funded" to "Yes". Enter in your Match Dollar Amount. The "Grant Funded" is your requested MLIA funds. See the Guidelines for more information.

#### Supplies

Eligible Project Costs: Enter the total amount in the "Direct Cost" field (Direct Cost = Grant Funded + Cash Match + In-Kind Match). Change "Non-Grant Funded" to "Yes". Enter in your Match Dollar Amount. The "Grant Funded" is your requested MLIA funds. See the Guidelines for more information.

#### Contractual

Eligible Project Costs: Enter the total amount in the "Direct Cost" field (Direct Cost = Grant Funded + Cash Match + In-Kind Match). Change "Non-Grant Funded" to "Yes". Enter in your Match Dollar Amount. The "Grant Funded" is your requested MLIA funds. See the Guidelines for more information.

Other

Eligible Project Costs: Enter the total amount in the "Direct Cost" field (Direct Cost = Grant Funded + Cash Match + In-Kind Match). Change "Non-Grant Funded" to "Yes". Enter in your Match Dollar Amount. The "Grant Funded" is your requested MLIA funds. See the Guidelines for more information.



## Performance Plan

### Proposed Performance Plan

#### Project Deliverables

Goal Name	Goal Type	Goal Details
	Milestone	Due Date
	Narrative	Narrative
	Numeric	Number to be Achieved
	Percentage Achieved	Desired Percentage
	Percentage Change	Desired Percentage Current Percentage

### Proposed Performance Narrative

#### Project Deliverables

Please clearly explain each deliverable resulting from the proposed project. To add a new deliverable, click on the "Add Goal" link. Each new item added is considered a "goal" in the AmpliFund system, so it is important that each deliverable is labeled carefully. In your description of each deliverable, please explain the specific project task(s) related to the deliverable and include a completion date for the deliverable. The Montana State Library must approve all deliverables prior to releasing final grant reimbursement. Therefore, the project proposal must reflect that all final deliverables be completed no less than 10 business days before June 30, 2023. The Montana State Library considers any product of the project (e.g., code, database, training materials, maps, photos, video, etc.) to be a project deliverable. All deliverables must be provided to the State Library as evidence of project completion and must be made publicly available. Please note that a detailed Scope of Work must be uploaded in the Project Scope of Work, Budget Justification, and Application Authorization section of this application.