

Opportunity Details

Opportunity Information

Title

MLIA FY2022 Off-Cycle Grant Program

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 MLIAC 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.

Grant awards for the Off-Cycle Grant Program will be for a period of one year, commencing on the effective date of a Statement of Work negotiated between grant recipients and the Montana State Library. Statements of work for awarded projects must be signed no later than June 30, 2022.

- Please direct all grant program questions to MLIAGrants@mt.gov.
- Please use the companion, MLIA Grant Application packet for more program information and instructions: https://docs.msl.mt.gov/MLIAC/FY2022/MLIAGrantApplicationPackage_FY2022.pdf
- Specific guidelines for the Off-Cycle Grant Program and application process are also available at: https://docs.msl.mt.gov/MLIAC/FY2022/MLIA_2022OC_ApplicationPackageFY2022.pdf

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/7e53eb59-36b9-4836-bb48-a04f4123cf95>

Funding Information

Opportunity Funding

\$79,859.00

Funding Sources

State

Award Information

Award Announcement Date

11/1/2021

Award Type

Competitive

Capital Grant

No

Indirect Costs Allowed

No

Matching Requirement

Yes

Other Funding Requirement

Submission Information

Submission Window

07/07/2021 11:00 AM - 08/16/2021 12:00 PM

Submission Timeline Type

One Time

Submission Timeline Additional Information

https://docs.msl.mt.gov/MLIAC/FY2022/MLIA_2022OC_ApplicationPackageFY2022.pdf

Allow Multiple Applications

Yes

Technical Assistance Session

Technical Assistance Session

No

Eligibility Information

Eligibility Type

Public

Eligible Applicants

Additional Eligibility Information

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

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/FY2022/MLIA_2022OC_ApplicationPackageFY2022.pdf

Additional Information URL Description

Please click on the link above for an explanation of the MLIA FY2022 Off-Cycle Grant application process. The link includes instructions for completing the application in AmpliFund, application scoring criteria, and other information about the Off-Cycle Grant Program.

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 Application Package for more information about the MLIA Grant - https://docs.msl.mt.gov/MLIAC/FY2022/MLIAGrantApplicationPackage_FY2022.pdf.

Specific guidelines for the FY2022 MLIA Off-Cycle Grant Program can be reviewed here: [MLIA_2022OC_ApplicationPackageFY2022.pdf \(mt.gov\)](https://docs.msl.mt.gov/MLIAC/FY2022/MLIAGrantApplicationPackage_FY2022.pdf)

The FY2022 MLIA Off-Cycle Grant Program will only consider applications for projects that address the following FY2022 MLIA Land Information Plan priority:

- Montana Spatial Data Infrastructure Improvement to Cadastral and Administrative Boundaries Theme

Does your application correspond with the above grant priority?

- ☐ Yes
☐ No

You are not eligible to complete this application. The FY2022 MLIA Off-Cycle Grant Program is only accepting applications for PLSS/Survey Control projects. Please do not proceed with this application if your proposed grant does not correspond to this grant priority.

Executive Summary

The Montana State Library has identified priority areas for PLSS collection. Does the proposed project fall within these areas? Click on the link below to see the identified 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 out of the identified priority areas, please provide written justification including maps that describes the need. Please do not exceed one page for the written justification.

Part 02: Funding Partners & Statements of Support

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 [FY2022 MLIA grant application packet](#).

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



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

Part 03: Project Management

Primary Project Manager Contact Information

The Primary Project Manager must be a representative of the applicant organization and may not be a hired consultant.

Salutation

Primary Project Manager Name

Primary Project Manager Title

Primary Project Manager Organization

Primary Project Manager Email Address

Primary Project Manager Phone Number

Secondary Project Manager

The Secondary Project Manager must be a representative of the applicant organization and may not be a hired consultant.

Salutation

Secondary Project Manager Name

Secondary Project Manager Title

Secondary Project Manager Organization

Secondary Project Manager Email Address

Secondary Project Manager Phone Number

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

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

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

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

AGENCY'S FINANCIAL CONTACT

Salutation

Financial Contact Name

Financial Contact Title

Financial Contact Organization

Financial Contact Email Address

Financial Contact Phone Number

Authorizing Official

If awarded, the Grant Statement of Work will be routed through DocuSign to the authorized official who will sign on behalf of your organization. In order to facilitate the signature process, please provide the following information for the person with signing authority for this project.

Name of Official Authorizing Grant Statement of Work (if awarded)

Title of Official Authorizing Grant Statement of Work (if awarded)

Email Address of Official Authorizing Grant Statement of Work (if awarded)

Part 04: Project Authorization

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 (by my signature) that I am authorized to submit this application for grant funding to the Montana State Library on behalf of my organization.

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 2022 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 of Applicant Employee Submitting this Application

Date Signed

Survey Control Point Collection Form

MLIA Proposed Survey Control Point Collection Form -

https://docs.msl.mt.gov/MLIAC/FY2022/PLSSForm_MLIA_FY2022.zip

Applicants for the MLIA Off-Cycle Grant Program must include a completed MLIA Proposed Survey Control Point Collection form. Please see the link above to download the form, and attach the completed form below.

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
Partner Funding			
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 Projects 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 Projects 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.

Equipment

Eligible Projects 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 Projects 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 Projects 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 Projects 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.

Partner Funding

Please indicate the Funding Partner in the 'Name' field and enter the amount of their contribution.

Performance Plan

Proposed Performance Plan

Project Scope of Work

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 Scope of Work

Please add and explain your project goals, objectives, and tasks in this section. To add a new goal, objective, or task, click on the "Add Goal" link. Each new item added is considered a "goal" in the AmpliFund system, so it is important that each goal, objective, or task is labeled carefully and clearly identified as either a goal, objective, or task. The following format is required for labeling goals, objectives, and tasks: a. All goals must be numbered, e.g.: "Goal 1: Submit FY2022 MLIA Grant Application." Project goals should be broad and provide a general statement of the project purpose. Each goal should have at least one measurable objective. b. All objectives must be numbered and include their overarching goal, e.g.: "Objective 1.1: Complete All Grant Application Forms." Each project objective should describe a specific outcome of the project and explain when that outcome will be achieved. Each objective should have at least one measurable task. c. All tasks must be numbered in order and include their overarching goal and objective, e.g.: "Task 1.1.1: Complete the Applicant and Project Information Form of the Application." Tasks must be described in chronological order necessary to accomplish the work under each objective. This description must provide sufficient detail to show that the tasks are achievable and will accomplish the objectives stated in the application. The description also should provide detail concerning the specific results of each task and a deadline for when the task will be completed. It is important to choose a "goal type" that best suits the Goal, Objective, or Task that you are trying to accomplish. For example, defining a Task to purchase software should be defined as a Milestone "goal type," and a relevant purchase date should be entered. Another example, would be defining a Goal for digitizing all road centerlines in a county, which could be defined in number of road miles. In that case, a Numeric "goal type" would be chosen and the number of possible road miles entered. The Montana State Library must approve all deliverables and reports prior to releasing final grant reimbursement. Therefore, the project proposal must reflect all goals, objectives, tasks, final deliverables, final reports, and final invoicing to be completed no less than 10 business days before the end of the grant award period. Please note that grant awards for the Off-Cycle Grant Program will be for a period of one year, commencing on the effective date of a Statement of Work negotiated between grant recipients and the Montana State Library. Statements of work for awarded projects must be signed no later than June 30, 2022. Please keep this timeframe in mind when developing your proposed performance plan and project goals.