

APPLICATION FOR GRANT FUNDING

STEP 1 – Applicant and Partner Information

Primary Applicant (Required):

Name of principle individual: Clay Vincent
Name of agency/entity: Havre & Hill County 9-1-1
Street: 315 4th Street
City: Havre
County: Hill
State: MT
Zip Code: 59501
Contact email address: vincentc@co.hill.mt.us
Contact fax address: 406-265-
Contact phone: 406-265-5481

Organizational Unit (if applicable)

Department:
Division:

Other Project Partners – complete for each partner (copy box as needed):

Name of contact: Haley Gustitis
Name of Agency: Blaine County
Street: 420 Ohio Street
City: Chinook
County: Blaine
State: MT
Zip Code: 59523
Contact email address: hgustitis@blainecounty-mt.gov
Contact phone: 406-357-3310

Date Submitted (Required): 02/12/2016

Date Received by State:

Descriptive Title of Applicant's Project (Required):

A project to assess, remediate and maintain Havre & Hill County's 9-1-1 GIS Dataset.

STEP 2 – Relevance and Public Benefit

Next Generation 9-1-1 (NG9-1-1) is a nationwide effort to bring the present enhanced 9-1-1 system into the 21st Century and has as its stated goal "To enable the general public to make a 9-1-1 "call" (any real-time communication – voice, text, or video) from any wired, wireless, or IP-based device, and allow the emergency services community to take advantage of advanced call delivery and other functions through new internetworking technologies based on open standards."

Havre & Hill County recognize that all local and state agencies are going to have to upgrade their 9-1-1 systems to meet the nation's standards as set by the National Emergency Number Association (NENA). We are aware that we have a responsibility for at least two parts of the final national and statewide NG9-1-1 network: namely the on premise NG9-1-1 compatible equipment at our local PSAP, and the GIS database that will be the heart of the address lookup system.

Havre & Hill County are presently pursuing the purchase of new compliant equipment for our local PSAP to meet one of those needs. While we cannot facilitate the creation of the final statewide IP network that will provide all Montana PSAP's with truly NextGen functionality, we can begin to bring our local addressing scheme into NENA compliance.

And so, we propose, through the assistance of this MLIAC grant and in collaboration with GeoComm, Inc., and we hope, in partnership with Blaine and Phillips counties, to bring our county one step closer to that ultimate goal of full NextGen capability by assessing, remediating, and maintaining our local addressing database to present NENA standards so that when NG9-1-1 comes we will be ready.

STEP 3 – Scope of Work Narrative

Scope of Work (Required)

Goal: To contract with GeoComm, Inc. to provide a subscription to the GeoLynx Server GIS Change Request module along with a GIS data analysis.

The Change Request module provides non-GIS staff members with easy access to GIS data via the web and the ability to request address-related updates, as well as streamlines GIS maintenance workflow between Havre & Hill County and GeoComm.

By combining Havre & Hill County's existing GIS maintenance services with the added capability to interact with the GIS data through online markup tools, it will be easier and faster for Havre & Hill County to partner with GeoComm to assess, improve and maintain a highly accurate public safety GIS database that meets NENA NG9- 1- 1 GIS data standards.

Throughout the implementation of the GeoLynx Server GIS Change Request module, GeoComm will dedicate time to project management and ongoing communication. By partnering with GeoComm, Havre & Hill County will know the status of its projects, that deliverables are being met, and have confidence our objectives are being carried out. GeoComm will provide regular status updates which will include:

- General progress updates,
- Meetings held, planned, or needed,
- Issues/problems encountered or anticipated,
- Goals for the next reporting period,
- Scheduled reviews.

Goal: To assess all urban and rural addressing and road data in Havre & Hill County.

- i) Objective: To assess all present map data to determine compliance with NENA standards.
 - (a) Task: Havre & Hill County presently contracts with GeoComm, Inc. to maintain our 9-1-1 dataset. We will enlist the help of GeoComm in analyzing existing GIS data along with the MSAG and ALI database to map a path to improve GIS Data.
 - (b) Task: Our staff, with the assistance of GeoComm, will review existing GIS data schemas and GIS data standards in order to develop relevant GIS data standards and data models.
 - (c) Task: We will request GeoComm to work with us to ensure that all our key map layers needed for 9-1-1 are properly configured. These layers include road centerlines, address points, PSAP service area boundaries, emergency responder service areas, and community boundaries.

Goal: To validate and remediate Havre & Hill County's 9-1-1 GIS dataset.

- i) Objective: To assure that all key 9-1-1 map layers meet present NENA standards.
 - (a) Task: Working with GeoComm we will verify the accuracy of all road center lines within the county.
 - (b) Task: Using the assessment of our existing address point layer we will develop a scope of work designed to remediate all of the addressing issues.

(c) Task: Working with GeoComm we will verify the accuracy of PSAP service area map layer.

(d) Task: Working with GeoComm we will verify the accuracy of the community boundary map layer.

Goal: To establish a local method for maintaining the dataset.

i. Objective: To work with GeoComm to establish a maintenance workflow for GIS map data used in our public safety system.

a) Task: The GeoComm GIS Consultant will analyze information, develop draft documentation, and provide preliminary copies of the maintenance workflows in Microsoft Visio format to Havre & Hill County for review.

b) Task: Workflow development will focus on how GIS map data maintenance processes should be structured to ensure proper updates are made in an effective manner, while allowing for the continuation of processes specific to Havre & Hill County. The workflow diagrams will provide a step-by-step visual process for users to follow when completing GIS map data maintenance.

Maintenance workflow diagrams will include:

- Map maintenance process coordination,
- Change Request processing,
- Recommended Quality Assurance/Quality Control (QA/QC) processes,
- Spatial and attribute standards,
- Incorporation of new addresses,
- Service boundary changes,
- Street centerline maintenance.

ii. Objective: To purchase a subscription to the GeoLynx Change Request Module.

a) Task: GeoComm will configure the purchased number of online users of GeoLynx Change Request offered as a subscription service through GeoComm's NG9-1-1 GIS managed services. As a result, Havre & Hill County will not need to purchase individual licenses of GeoLynx Server or additional hardware in order to access these modules.

GeoLynx Change Request will be accessed by Havre & Hill County users through a web-based interface and will be maintained by GeoComm.

b) Task: GeoComm GIS Specialists will work with the Implementation Specialist and GIS Project Manager assigned to this project to configure the web-based map and enterprise GIS data management solution to meet Havre & Hill County's operational workflows. The GIS team will:

- Review the map data structure and deliver a written document outlining any required modifications to the file structure or file naming.
- Make recommendations on how to make those modifications to create an acceptable format for successful integration into GeoLynx Server.
- Report any issues regarding preferred configurations which may affect the system's performance and discuss options.
- Coordinate and identify miscellaneous GIS map data layers which may enhance GeoLynx Server.
- Initially design and set up the Esri ArcGIS map documents (.mxd) (layers, layer order, layer visibility, scale dependent display, symbology, labeling, etc.) based on Havre & Hill County's preferences.
- Build and configure address locators for geocoding.
- Configure and test optimized GIS services and enable capabilities (e.g., map, feature, geocode, etc.).
- Set up and configure map caching.

iii. Objective: To contract with GeoComm to provide training for each software element proposed.

- a) Task: To design training plans that will ensure county system administrators have a solid understanding of the administrative functions of each relevant software system.
- b) Task: To design a training plan that will also assure that system users will be able to utilize the full set of system features available to them.

Project Schedule

- a. Project Schedule – Provide a project time schedule. 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. If particular tasks must be completed (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 should be included.

****In this section applications will be evaluated on whether the proposal demonstrates adequate research and preparation, and clearly and concisely describes how the goals, objectives and tasks will be accomplished. – (100 points total weighted at 30% of the total score)***

Scheduled Activities:

Within 30 days of receiving funding.	Sign negotiated contract with GeoComm.
Within 120 days of receiving funding.	Assessment of entire 9-1-1 GIS dataset process.
Within 120 days of receiving funding.	Training – Administrators/Users of GeoLynx.
Begins after completion of dataset assessment, continues to project end.	Dataset remediation process.
Begins after completion of dataset assessment, continues to project end.	Workflow maintenance development process.

STEP 4 – Project Management and Organizational Capability Narrative

Project Management and Organization Capability – Provide a narrative (up to two pages) highlighting applicant’s project management and organizational capability. Please document applicant’s record of performance in implementing projects similar in scope to the one described in the grant application. List the skills, qualifications and experience of the project manager, key personnel, project partners and proposed subcontractors.

****In this section applications will be evaluated on how well the proposal demonstrates the applicant’s past record of performance with similar projects, the ability to implement the methodology described in the scope of work and adequate skills, qualifications and experience of the project manager, key personnel, project partners and contractors to complete the project. If subcontractors are to be used the procurement process for acquiring professional services this must be described in detail. (100 points total weighted at 20% of the total score)***

This project will be managed by Clay Vincent, Hill County Sanitarian/Planner. Coordination will take place with the Havre & Hill County 9-1-1 Board, which is made up

of the Hill County Sheriff, Havre Police and Fire Chiefs, City of Havre Mayor, Representatives of Hill County Rural Fire and Hill County Commissioners.

Clay Vincent has been the Hill County Sanitarian/Planner for over 30 years. Clay has been instrumental in rural addressing since the onset of basis 9-1-1. Clay has been responsible for addressing in the city/county planning area since 1982 and expanded to cover the remaining rural areas of Hill County in 1986 with the implementation of basic 9-1-1. Clay continued this effort in early 2003 with our transition to enhanced 9-1-1. Clay continues this work, assisted by GeoComm to keep the city/county and rural planning areas addressed and up to date, adding jurisdictional changes as they arise.

We plan to work with GeoComm, Inc. on this project. They currently manage the 9-1-1 GIS Dataset for Hill, Blaine and Phillips counties.

GeoComm will provide training, support services and consulting for the project.

GeoComm, Inc.

Founded in 1995, GeoComm is a public safety communications company that specializes in uniting geographic information systems (GIS) with state-of-the-art communications networks. It currently serves a customer base of more than 650 public safety communications centers in 43 U.S. states.

STEP 5 – Budget Justification Narrative and Tables

Budget Justification Narrative - Please provide a budget justification narrative (up to two pages) along with table(s) as shown below. The budget justification narrative must clearly demonstrate that the project can be completed within the proposed budget. Provide a general discussion of the spending plan and explain each budget item in relation to the total budget. 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, 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.

Leveraging additional funds is encouraged. Leveraged funds are additional funding sources that allow expansion of the project beyond what MLIA funding would allow. County MLIA share (25% of the total MLIA collections) residing in county land information accounts as per 7-4-2637(3)(ii) (<http://leg.mt.gov/bills/mca/7/4/7-4-2637.htm>) should be leveraged where possible.

All funding sources listed in the budget table must be fully explained. If grant funds are to be distributed to project 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. Explain any projected future enhancements that may require additional third party funding. Applicant budget summary.

Category	MLIA Share	Applicant Share	Other Share	Total
a. Personnel	0.00	0.00	0.00	0.00
a.1 Fringe Benefits	0.00	0.00	0.00	0.00
b. Travel	0.00	0.00	0.00	0.00
c. Equipment	0.00	4500.00	0.00	4500.00
d. Supplies	0.00	0.00	0.00	0.00
e. Contractual	4164.00	0.00	0.00	4164.00
f. Other	0.00	0.00	0.00	0.00
Totals	4164.00	4500.00	0.00	8664.00

Project Partner budget summary (provide a separate budget summary for each partner (including subcontracts). See page 6 for a definition of a project partner.

Category	Partner 1	Partner 2	Partner 3	Total
a. Personnel				
a.1 Fringe Benefits				
b. Travel				
c. Equipment				
d. Supplies				
e. Contractual				
f. Other				
Totals				

***In this section applications will be evaluated on how well the proposal demonstrates that the project can be completed within the proposed budget, fully justifies all project expenditures, and explains long term funding plans. (100 points total weighted as 20% of the score).**

Budget Justification Narrative

Havre & Hill County 9-1-1 is partnering with Blaine County to assess, remediate and maintain our respective 9-1-1 datasets. Havre & Hill County has, years ago, blended our dataset with Blaine County in order to provide backup 9-1-1 capabilities to each PSAP, as well as providing redundancy to our respective citizens.

Havre & Hill County 9-1-1 is proposing to contract with GeoComm, our current mapping provider, to assist us in assessing, remediation and maintenance of our 9-1-1 dataset. We have a quote from GeoComm that would allow for a full assessment of our dataset for a one-time \$1,500 fee; we are requesting grant funds to pay for this expenditure.

Havre & Hill County 9-1-1 is also proposing to purchase three (3) GeoLynx Server GIS Change Request subscriptions at a rate of \$888 per license, per year. We are requesting grant funds to pay for the licensing for the initial year, (\$2,664); Havre & Hill County will pay for the second and subsequent years out of local funds.

It should be noted that since Havre & Hill County and Blaine County are partnering in this project that the overall cost charged by GeoComm is considerably lower than if we were to approach this individually.

As an example, since Blaine County is already paying a one-time cost for GIS Setup, Software Configuration, Training, and Workflow Development and we are partnering with them there is no additional charge to Havre & Hill County for these services, a cost savings of \$7,520.

Additionally, since Blaine County is purchasing an initial 5 user subscription to GeoLynx Server GIS Change Request, Havre & Hill County can purchase additional user subscriptions individually, based on our needs, instead of having to purchase the same 5 user subscription, which is the lowest initial user subscription offered by GeoComm. This results in a cost savings of \$1,776.

GeoComm has specific requirements for client workstations that may not be met with existing equipment. Additionally, Havre & Hill County doesn't want to add additional stress to our existing equipment and network security, therefore Havre & Hill County is proposing to purchase three (3) computer workstations that will be used solely for the purposes of this grant. We anticipate spending approximately \$1,500 per workstation, for a combined total of \$4,500.

Havre & Hill County 9-1-1 will purchase these computer workstations out of local funds as the local match to the overall project.

STEP 6 – Statements of Support

Statements of support must be included from any party listed as a project partner (see page six for the definition of a project partner). DO NOT include other statements of support as they will not be evaluated.

**If the proposal proposes to support MSDI framework layer(s), applicant must include a letter of support from the framework steward(s). See mandatory criteria # 3.*

STEP 7 – Renewable Grant Accountability Narrative

If the applicant received a FY2016 MLIA Grant for the same project or purpose, applicant must file a report documenting the progress made toward meeting the requirements of that grant. The report must include a status report on all tasks or deliverables included in the grant.

STEP 8 – Sign the Application

Authorizing Statement

I hereby certify that 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.

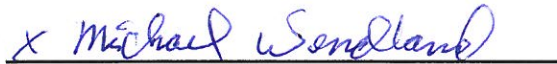
I further certify that I am (by my signature) authorized to enter into a binding agreement with the Montana State Library to obtain a grant if this application receives approval.



Clay Vincent
Sanitarian/Planner - Member, Havre & Hill County 9-1-1 Board

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

Michael Wendland, Chairman, Hill County Commission



Feb 11, 2016
Date



PO Box 201800 1515 East 6th Avenue Helena, MT 59620 (406) 444-3115

February 11, 2016

Clay Vincent
Havre & Hill County 9-1-1
315 4th Street
Havre, MT 59501

Dear Clay:

As the Land Information Lead representing the MSDI theme leads for Structures/Addresses, Transportation and Administrative Boundaries, I strongly support the project to assess, remediate and maintain Havre & Hill County's 9-1-1 GIS Dataset and their FY 2017 request for MLIA funding.

The 2016/2017 Montana Land Information Plan encourages data partners to apply for grant funds to assess, improve and maintain required NG9-1-1 data, including road centerlines, address points and jurisdictional boundaries, according to the NENA standards. Havre & Hill County's grant proposal meets this goal by assessing all addressing and road data, validating and remediating any issues found during the assessment (including assuring data meet NENA standards), and establishing a new workflow for maintaining the data in coordination with their contractor, GeoComm, Inc. Additionally, Havre & Hill County's partnership on this grant with Blaine County furthers their existing 9-1-1 GIS data sharing agreement and ensures that both are preparing for Next Generation 9-1-1 in a coordinated way.

The Montana State Library looks forward to working with Havre & Hill County and will integrate structures, road centerlines and any relevant boundaries data collected through this grant into the statewide Framework databases.

Sincerely,

A handwritten signature in black ink that reads "Michael Fashoway". The signature is written in a cursive, flowing style.

Michael Fashoway
GIS Analyst/Land Information Lead
Montana State Library

Blaine County Disaster & Emergency Services
Haley Gustitis, Emergency Manager

(406) 357-3310
(406) 357-2199 (Fax)

P.O. Box 576
Chinook, MT 59523

February 12, 2016

Havre & Hill County 911 Board
Don Brostrom
PO Box 176
Havre, Montana 59501

Subject: Support for Havre & Hill County 911 MLIA Grant Project

Dear Don:

As the Emergency Manager/911 Rural Address Planner for Blaine County, I would like to take this opportunity to voice my support for the Havre & Hill County 911 Board's Montana Land Information Act Grant application to assess, remediate and maintain their current 911 GIS dataset.

The proposed MLIA Grant will be a collaborating between our entities and GeoComm. All of us have a history of working together on our 911 projects. Grant funding will serve to make the project affordable. Furthermore, it will allow for the continued progress towards Next Generation 911.

Sincerely,

Haley Gustitis

Haley M. Gustitis
Blaine County Emergency Management