

Memo

To: Montana Land Information Advisory Council

From: Jennie Stapp, State Librarian
Evan Hammer, Digital Library Administrator

Date: March 3, 2016

Re: Montana Land Information Act (MLIA) Land Plan timeline

The following draft timeline is proposed for discussion based on feedback from staff and the Council that we reconsider our timeline for planning and reporting purposes. Relevant Montana Code and Administrative rules follow and should be evaluated for any necessary change.

First year of the state biennium (odd years):

- August: Digital library presents annual work plan priorities, including MSDI statement of work and GIS coordination objectives, to the Commission;
- September: Work plan is presented to the Council (ARM 10.102.9104); and land plan subcommittee is appointed (ARM 10.102.9103);
- September through mid-October: land plan is drafted;
- Mid October to mid November: public comment period on land plan (ARM 10.102.9104);
- November: land plan is reviewed and endorsed by MLIAC (ARM 10.102.9104); grant subcommittee is appointed (ARM 10.102.9103);
- December: State Library Commission approves land plan (ARM 10.102.9104);
- Mid November to mid January: grant subcommittee reviews and amends the grant criteria as necessary (ARM 10.102.9105);

- January 15: grant announcement is posted (ARM 10.102.9105);
- February 15: grant applications must be received by MSL (ARM 10.102.9105);
- March 1: grant applicants notified of incomplete applications must submit missing grant items by this date (ARM 10.102.9105);
- Mid March to mid April: Grant subcommittee begins initial review of grant applications;
- March 31: MLIA account is reviewed to confirm available funds for granting period (ARM 10.102.9105);
- Mid April: grant review subcommittee completes final review and grant ranking and makes recommendations for funding to State Library (ARM 10.102.9105);
- May: MLIAC reviews and endorses recommendations for grant awards (ARM 10.102.9105); MSL staff present an MSDI statement of work for the coming fiscal year to document implementation of the land plan;
- June: State Library Commission makes final grant awards (*this element of the timeline is out of step with ARM*); Digital Library presents final fiscal year work plan report to Commission.

Second year of the state biennium (even years):

- August: Digital library presents new fiscal year work plan priorities, including MSDI statement of work and GIS coordination objectives, to the Commission;
- September: Digital Library final fiscal year work plan report, including report on MSDI statement of work, and new fiscal work plan priorities are presented to the Council (ARM 10.102.9104);

Proposed change: If, at the September meeting, the Council determines that the land plan requires updating to reflect updated goals or council priorities the process above will be wholly repeated. If the Council determines that the land plan is still adequate, it will be posted for public comment without redrafting.

Similarly, in mid November the grant subcommittee will determine whether or not the grant criteria needs to be updated before the end of the calendar year.

The remainder of the timeline remains the same.

Additional second year requirements:

- September 1: State Library prepares report to Legislature (5-11-210, MCA)
- Council makes recommendations for Executive Planning Process requests.

Montana Code:

90-1-404. Land information -- management -- duties of state library. (1)

The state library shall:

(c) annually develop a land information plan that describes the priority needs to collect, maintain, and disseminate land information. The land information plan must have as a component a proposed budget designed to accomplish the goals and objectives of the plan.

(e) establish, by administrative rule, an application process and a granting process that must be used to distribute funds in the account. The granting process must give preference to interagency or intergovernmental grant requests whenever multiple state agencies, local governments or agencies, or Indian tribal governments or tribal entities have partnered together to meet a requirement of the land information plan.

(f) review all grant applications from state agencies, local governments or agencies, and Indian tribal governments or tribal entities for the purpose of implementing the land information plan;

90-1-406. Land information advisory council -- duties -- advisory only. (1)

The council shall:

(c) review the land information plan described in [90-1-404](#) and advise the state library on any element of the plan;

(d) advise the state library on the development and management of the granting process described in [90-1-404](#)(1)(e);

90-1-410. Montana land information account -- distribution of funds. (1)

The state library shall annually prepare a budget to carry out the state library's responsibilities described in [90-1-404](#). Money in the account may be used to fund all or a portion of the budget or to otherwise accomplish the purposes of this part.

90-1-413. Rulemaking. (1) The state library shall adopt rules regarding:

(a) designing and implementing the process to develop the land information plan described in [90-1-404](#)(1)(c);

(b) the application and granting processes provided for in [90-1-404](#)(1)(e);

10.102.9102 DEFINITIONS

(2) "Grant criteria" mean any specific grant conditions set forth by the state library, with the advice of the council, pertaining to subject matter of grant applications, applicable standards, or other conditions that define the nature of applications that will be accepted.

(3) "Grant review subcommittee" means a subcommittee established by the council that, together with the state library, will formulate grant criteria consistent with the purpose of the Montana Land Information Act, and review grant applications.

(4) "Land information plan subcommittee" means a subcommittee established by the council that, together with the state library, will formulate land information plans.

Administrative Rules:

10.102.9103 APPOINTMENT OF LAND INFORMATION PLAN AND GRANT REVIEW SUBCOMMITTEES

(1) Each fiscal year, the council will appoint a land information plan subcommittee and grant review subcommittee from existing council members to advise the state library, on behalf of the council, on the land information plan, grant criteria, and prioritization of grant submittals.

(2) The subcommittees will minimally consist of:

(a) a state agency representative;

(b) a federal agency representative;

(c) a tribal representative;

(d) a local government representative;

(e) a private sector representative;

(f) a member representing a Montana association of geographic information systems (GIS) professionals; and

(g) one of the legislative members.

(3) The subcommittees shall elect a chair from their membership.

(4) The subcommittees shall gather and distribute materials to the entire council in a manner determined by the council.

10.102.9104 ANNUAL LAND INFORMATION PLAN

(1) Annual land information plans will be developed to meet the purpose of the Montana Land Information Act, including the coordination, creation, collection, maintenance, integration, or dissemination of MSDI themes, or other associated work.

(2) Theme stewards may provide to the land information plan subcommittee suggested specific goals and objectives relating to the theme they represent for the next fiscal year.

(3) The state library shall prepare its suggested goals and objectives for the same time period, and shall provide the land information plan subcommittee the budget necessary to carry out these duties and responsibilities. During the same period the state library will ask for public comment on goals and objectives for the next fiscal

year's land plan. By November 1 of each fiscal year, the state library with advice from the land information plan subcommittee, shall develop a draft land information plan for the next fiscal year. The plan shall include specific goals and objectives based upon input from theme stewards, the state library and comments received during the public comment period along with a budget for the state library's duties and responsibilities as defined in [90-1-404](#), MCA. The state library shall submit the draft plan to the council and the council shall advise the state library on recommended changes to the draft plan and the library's budget.

(4) By December 15 of each fiscal year, the state library shall complete the land information plan and submit the plan to the state library commission for approval. Upon approval by the library commission the state library shall publish the final plan on the library's web site.

10.102.9105 ESTABLISHING THE GRANT APPLICATION AND GRANTING PROCESS

(1) By January 15 of each fiscal year, the state library, with advice from the grant review subcommittee, shall develop the grant criteria for the fiscal year beginning on the following July 1, based upon the goals and objectives from the land information plan, and shall publish the grant criteria, grant application forms, and instructions for submitting grant applications to the library's web site. Grant criteria may allow for funding multiyear projects.

(2) Grant applications received by the state library before 5:00 p.m. on February 15 will be considered.

(3) Upon receipt, the state library will advise applicants of incomplete grant applications. Applications initially incomplete, but completed and received by March 1, will be evaluated for possible funding.

(4) By May 1 of each fiscal year, the state library, based on grant criteria and with advice of the grant review subcommittee, shall identify grant applications that meet the grant criteria and warrant approval and shall rank them in priority order. Previously approved multiyear projects may be placed at the top of the priority list. The grant review subcommittee chair shall distribute the results to the council, consider additional comments, and report those comments to the state library if necessary.

(5) By May 15 of each fiscal year, the state library commission, with advice of the grant review subcommittee, shall finalize the priority order of the grants.

(6) The state library shall disburse available grant funds to grant applicants in the order of priority set forth under (5). Available grant funds in excess of the funding necessary for the applications that meet the grant criteria shall be

added to the available grant funds for the subsequent grant period.