



COUNTY LEGISLATURE JACKSON COUNTY, MISSOURI

MARY JO SPINO

CLERK OF THE COUNTY LEGISLATURE
415 East 12th Street
Kansas City, MO 64106

201 West Lexington, 2nd Floor
Independence, MO 64050

February 2, 2024 – February 8, 2024

2-02-2024 Friday

NO MEETINGS –

2-05-2024 Monday

NO ANTI-CRIME, DIVERSITY, EQUITY, & INCLUSION,
HEALTH & ENVIRONMENT, HOUSING &
HOMELESSNESS, INTER-GOVERNMENTAL AFFAIRS,
JUSTICE & LAW ENFORCEMENT, VETERANS, OR 911
OVERSIGHT COMMITTEE MEETINGS

1:55 P.M.

Rules Committee Meeting –
Jackson County Courthouse, 415 East 12th Street,
2nd Floor, Kansas City Legislative Assembly Area

2:05 P.M.

Finance and Audit Committee Meeting –
Jackson County Courthouse, 415 East 12th Street,
2nd Floor, Kansas City Legislative Assembly Area

2:10 P.M.

Land Use Committee Meeting –
Jackson County Courthouse, 415 East 12th Street,
2nd Floor, Kansas City Legislative Assembly Area

2:30 P.M.

Budget Committee Meeting –
Jackson County Courthouse, 415 East 12th Street,
2nd Floor, Kansas City Legislative Assembly Area

2:40 P.M.

Public Works Committee Meeting –
Jackson County Courthouse, 415 East 12th Street,
2nd Floor, Kansas City Legislative Assembly Area

3:00 P.M.

LEGISLATIVE MEETING –
Jackson County Courthouse, 415 East 12th Street,
2nd Floor, Kansas City Legislative Assembly Area

2-06-2024 Tuesday

NO MEETINGS –

2-07-2024 Wednesday

NO MEETINGS –

2-08-2024 Thursday

NO MEETINGS –

Persons with disabilities wishing to participate in the above meetings and who require reasonable accommodation may call the County Clerk's Office at 881-3242 or 1-800-735-2466 (Missouri Relay). Forty-eight (48) hours' notice is required. To put information on the Activity Calendar, please contact the County Clerk's Office by NOON Wednesday of each week.

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

AN ORDINANCE appropriating \$22,000,000.00 from the undesignated fund balance of the General Fund and authorizing the construction of two floors of office space in the Health Sciences building for use by University Health.

ORDINANCE NO. 5824, December 18, 2023

INTRODUCED BY Manuel Abarca IV, County Legislator

WHEREAS, the University of Missouri Kansas City (UMKC), is seeking constructing a new Healthcare Delivery and Innovation building at a cost of \$120,000,000.00 at the corner of 25th & Charlotte in the Kansas City, Missouri, on the Health Sciences District (HSD) Campus; and,

WHEREAS, University Health (UH) is requesting \$22,000,000.00 to go toward a building the would house several hundred non-clinical employees who are presently located in office buildings throughout the Kansas City metropolitan area; and,

WHEREAS, University Health desires to build two floors of office space in the new UMKC Healthcare Delivery and Innovation building to allow UH to move its employees back to the HSD campus; and,

WHEREAS, consolidating employees back on campus and selling buildings or exiting leases on these other facilities outside of the HSD creates long-term operational savings for the hospital system and brings density to the growing Health Sciences District, creating substantial operational savings can then be invested back into patient care; and,

WHEREAS, preliminary allocations for the Healthcare Delivery and Innovation building will allow design to commence on necessary construction and allow for a future construction price and contract to be approved for award by the County Legislature at a later date; and,

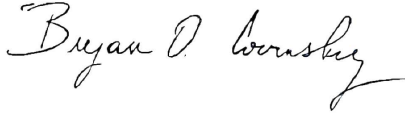
WHEREAS, an appropriation is necessary to place the funds needed for these items and services in the proper spending accounts; now therefore,

BE IT ORDAINED by the County Legislature of Jackson County, Missouri, that the following appropriation from the undesignated fund balance of the 2023 General Fund be and hereby is made:

<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER/DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
General Fund			
001-9999	32810- Undesignated Fund Balance	22,000.000	
University Health 001-2600	58020- Buildings & Improvements		22,000,000

Effective Date: This ordinance shall be effective immediately upon its signature by the County Executive.

APPROVED AS TO FORM:



County Counselor

I hereby certify that the attached ordinance, Ordinance No. 5824 introduced on December 18, 2023, was duly passed on _____, 2023 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____

Nays _____

Abstaining _____

Absent _____

This Ordinance is hereby transmitted to the County Executive for his signature.

Date

Mary Jo Spino, Clerk of Legislature

I hereby approve the attached Ordinance No. 5824.

Date

Frank White, Jr., County Executive

Funds sufficient for this appropriation are available from the source indicated below.


ACCOUNT NUMBER: 001 9999 32810
ACCOUNT TITLE: General Fund
Undesignated Fund Balance
NOT TO EXCEED: \$22,000,000.00

There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.

ACCOUNT NUMBER: 001 2600 58020
ACCOUNT TITLE: General Fund
University Health
Building & Improvements
NOT TO EXCEED: \$22,000,000.00

02/01/2024

Date


Sylvya Stevenson (Feb 1, 2024 15:13 CST)

Chief Administrative Officer

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION transferring \$1,641,518.00 within the 2024 Anti-Crime Sales Tax Fund and authorizing the Prosecuting Attorney to execute agreements with certain outside agencies which are engaged in anti-crime, anti-violence, drug prevention and treatment activities, and law enforcement school-based initiatives and purposes, at a cost to the County not to exceed \$12,528,743.00.

RESOLUTION NO. 21520, February 5, 2024

INTRODUCED BY Donna Peyton, County Legislator

WHEREAS, the voters of Jackson County, Missouri, renewed the Anti-Crime sales tax in 2016 to provide funding for the fight against illegal drugs and violent crime in our community; and,

WHEREAS, the proceeds and interest generated from this tax are deposited in a special Jackson County Anti-Crime Sales Tax Trust Fund that is segregated and not commingled with the general fund or any other special funds of the County; and,

WHEREAS, the voters and the Legislature authorized the Prosecuting Attorney, subject to approval by the Legislature, to contract with any organization or entity, whether public or private, which engages in anti-drug and anti-violent crime treatment and prevention activities and law enforcement school-based initiatives; and,

WHEREAS, the COMBAT Commission solicited proposals from community and police agencies seeking to provide anti-crime, anti-violence and anti-drug prevention and treatment activities and law enforcement school-based initiatives; and,

WHEREAS, these proposals were evaluated by outside reviewers who made funding recommendations to the Commission; and,

WHEREAS, after review of the outside evaluators' recommendations, the COMBAT Commission has recommended that the Prosecuting Attorney be authorized to execute agreements with certain outside agencies for services to be provided from January 1, 2024, to December 31, 2024, as set out below:

<u>Organization/Agency</u>	<u>Program Type</u>	<u>Amount</u>
Ad Hoc Group Against Crime	Prevention	\$160,000.00
Amethyst Place	Prevention	\$80,000.00
Artists Helping the Homeless (AHH)	Prevention	\$67,200.00
ArtsTech	Prevention	\$140,000.00
Blue Springs School District	Prevention	\$46,698.00
Boys & Girls Clubs	Prevention	\$140,000.00
Bridge Leadership Academy	Prevention	\$119,000.00
Calvary Community Outreach Network	Prevention	\$78,045.00
Center for Conflict Resolution (CCR)	Prevention	\$80,000.00
Child Abuse Prevention Association (CAPA)	Prevention	\$41,950.00
Child Protection Center, Inc.	Prevention	\$109,086.00
Kansas City Municipal Court Division	Prevention	\$64,414.00
Community Assistance Council	Prevention	\$33,814.00
Community LINC	Prevention	\$70,000.00
Community Services League	Prevention	\$120,000.00
Comprehensive Mental Health Services	Prevention	\$70,000.00
Crossroads Charter Schools	Prevention	\$70,000.00
Delasalle Education Center	Prevention	\$160,000.00
Eastern Jackson County Youth Court	Prevention	\$80,800.00
Emmanuel Family & Child Development Center	Prevention	\$96,000.00
First Call	Prevention	\$29,316.00
Footprints, Inc	Prevention	\$80,000.00
FosterAdopt Connect	Prevention	\$49,920.00
Full Employment Council, Inc.	Prevention	\$120,000.00
Girl Scouts	Prevention	\$8,000.00
Goodwill of Western Missouri and Eastern Kansas	Prevention	\$80,000.00
Guadalupe Centers, Inc.	Prevention	\$62,446.00
Healing House, Inc.	Prevention	\$153,224.00

Organization/Agency	Program Type	Amount
Heart of America Council, Boys Scouts of America (BSA)	Prevention	\$128,699.00
Hickman Mills C-1 School District	Prevention	\$80,000.00
High Aspirations	Prevention	\$120,000.00
Hope House, Inc	Prevention	\$76,800.00
Housing Services of Kansas City	Prevention	\$41,238.00
Independence Health & Animal Services	Prevention	\$90,000.00
Independence Youth Court	Prevention	\$91,200.00
Ivanhoe Neighborhood Council	Prevention	\$48,000.00
Jackson County CASA	Prevention	\$62,617.00
Journey to New Life, Inc	Prevention	\$80,000.00
Kansas City Friends of Alvin Ailey (KCFAA)	Prevention	\$34,415.00
Kansas City Metropolitan Crime Commission	Prevention	\$53,645.00
KC Mothers in Charge	Prevention	\$80,000.00
Kansas City Youth Court	Prevention	\$58,122.00
KC Common Good	Prevention	\$100,000.00
Lee's Summit CARES	Prevention	\$35,000.00
Legal Aid of Western Missouri	Prevention	\$32,085.00
Metropolitan Organization to Counter Sexual Assault (MOCSA)	Prevention	\$113,738.00
Newhouse	Prevention	\$35,053.00
Northeast Community Center	Prevention	\$16,800.00
Operation Breakthrough	Prevention	\$64,000.00
Reconciliation Services	Prevention	\$28,000.00
reStart, Inc.	Prevention	\$128,958.00
Rose Brooks Center	Prevention	\$40,000.00
Sisters in Christ	Prevention	\$134,847.00
Synergy Services, Inc.	Prevention	\$72,000.00
True Light Family Resource Center	Prevention	\$35,000.00
Truman Medical Centers – Project RISE	Prevention	\$200,000.00
Twelfth Street Heritage Development Corporation	Prevention	\$160,000.00
United Inner City Services	Prevention	\$20,000.00
Urban Ranger Corps	Prevention	\$32,000.00
Whatsoever Community Center	Prevention	\$36,000.00
Youth Ambassadors, Inc.	Prevention	\$60,562.00
Youth Guidance	Prevention	\$100,000.00

Organization/Agency	Program Type	Amount
Bridge Leadership Academy (Hickman Mills)	STRIVIN	\$170,000.00
Center for Conflict Resolution	STRIVIN	\$137,154.00
Community Services League	STRIVIN	\$274,392.00
Greater Impact	STRIVIN	\$312,000.00
Hope House	STRIVIN	\$144,084.00
KC Metro Crime Commission	STRIVIN	\$75,000.00
Mattie Rhodes Center	STRIVIN	\$280,236.00

Sisters In Christ	STRIVIN	\$295,000.00
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Organization/Agency	Program Type	Amount
Amethyst Place	Treatment	\$116,095.00
Benilde Hall	Treatment	\$468,261.00
Children's Mercy's TIES Program	Treatment	\$65,000.00
Cornerstones of Care	Treatment	\$246,756.00
First Call KC	Treatment	\$78,443.00
Footprints, Inc.	Treatment	\$410,234.00
Guadalupe Centers	Treatment	\$116,630.00
Healing House, Inc	Treatment	\$436,266.00
Heartland Center for Behavioral Change	Treatment	\$419,239.00
Journey to New Life, Inc	Treatment	\$100,000.00
KVC Behavioral Healthcare Missouri	Treatment	\$100,000.00
Mattie Rhodes Center	Treatment	\$121,000.00
Plaza Academy	Treatment	\$25,000.00
ReDiscover	Treatment	\$449,919.00
reStart	Treatment	\$81,491.00
Rose Brooks Center	Treatment	\$90,995.00
Saint Luke's Hospital d/b/a Crittenton	Treatment	\$93,500.00
Sheffield Place	Treatment	\$158,253.00
Sisters In Christ	Treatment	\$300,000.00
Swope Health Services	Treatment	\$142,500.00
Truman Medical Centers-BH	Treatment	\$116,000.00
Welcome House, Inc.	Treatment	\$355,736.00

Organization/Agency	Program Type	Amount
City of Blue Springs Police Department	LESBI	\$225,000.00
City of Buckner Police Department	LESBI	\$80,000.00
City of Grain Valley Police Department	LESBI	\$85,867.00
City of Grandview Police Department	LESBI	\$10,000.00
City of Independence Police Department	LESBI	\$225,000.00
Jackson County Sheriff's Office	LESBI	\$150,000.00
KC Board of Police Commissioners (KCPD)	LESBI	\$225,000.00
City of Lee's Summit Police Department	LESBI	\$225,000.00
City of Lone Jack Police Department	LESBI	\$65,000.00
City of Oak Grove Police Dept	LESBI	\$75,000.00
City of Sugar Creek Police Department	LESBI	\$75,000.00

and,

WHEREAS, the execution of agreements for the services of these agencies, in the amounts indicated, is in the best interests of the health, welfare, and safety of the citizens of Jackson County; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the following transfer within the 2024 Anti-Crime Sales Tax fund be and hereby is made:

<u>DEPARTMENT/DIVISON</u>	<u>CHARACTER/DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
Anti-Crime Sales Tax Fund COMBAT Programming 008-4407	56006- Community Crime Treatment	\$1,641,518	
008-4407	56005- Community Crime Prevention		\$1,629,325
008-4407	56007- Community Crime LESBI		\$12,193

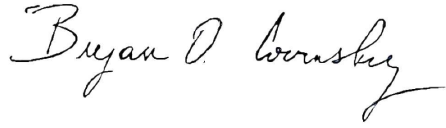
and,

BE IT FURTHER RESOLVED that the Prosecuting Attorney be and hereby is authorized to execute agreements with the outside agencies listed above, in the respective amounts indicated, in forms to be approved by the County Counselor; and,

BE IT FURTHER RESOLVED that the Director of Finance and Purchasing be and is hereby authorized to make all payments, including final payment on the agreements.

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:



County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 21520 of February 5, 2024, was duly passed on _____, 2024 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____

Nays _____

Abstaining _____

Absent _____

Date

Mary Jo Spino, Clerk of Legislature

Funds sufficient for this transfer are available from the source indicated below.

ACCOUNT NUMBER: 008 4407 56006
ACCOUNT TITLE: Anti-Crime Sales Tax Fund
COMBAT Programming
Community Crime Treatment
NOT TO EXCEED: \$1,641,518.00

There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.


ACCOUNT NUMBER: 008 4407 56005
ACCOUNT TITLE: Anti-Crime Sales Tax Fund
COMBAT Programming
Community Crime Prevention
NOT TO EXCEED: \$6,586,558.00

ACCOUNT NUMBER: 008 4407 56006
ACCOUNT TITLE: Anti-Crime Sales Tax Fund
COMBAT Programming
Community Crime Treatment
NOT TO EXCEED: \$4,501,318.00

ACCOUNT NUMBER: 008 4407 56007
ACCOUNT TITLE: Anti-Crime Sales Tax Fund
COMBAT Programming
Community Crime LESBI
NOT TO EXCEED: \$1,440,867.00

02/01/2024

Date


Sylvia Stevenson (Feb 1, 2024 12:03 CST)

Chief Administrative Officer

Request for Legislative Action

Res. #21520
Sponsor: Donna Peyton
Date: February 5, 2024

Completed by County Counselor's Office

Action Requested:	Resolution	Res.Ord No.:	21520
Sponsor(s):	Donna Peyton	Legislature Meeting Date:	2/5/2024

Introduction

Action Items: ['Authorize']

Project/Title:

A resolution authorizing the County Prosecutor to execute agreements with certain outside agencies funded by the County's Anti-Crime Sales Tax Fund for the 2024 fiscal year, which are engaged in anti-crime and anti-violence prevention, treatment and law enforcement school based initiative activities and purposes, not to exceed \$12,528,743.

Request Summary

A resolution authorizing the County Prosecutor to execute agreements with certain outside agencies funded by the County's Anti-Crime Sales Tax Fund for fiscal year 2024, which are engaged in anti-crime and anti-violence prevention, treatment and law enforcement school based initiative activities and purposes, not to exceed \$12,527,743.

Exhibit A lists the outside agencies and funding levels as recommended by the Jackson County COMBAT Commission for fiscal year 2024.

Background: The Anti-Crime Sales Tax fund authorizes the County to execute agreements and contracted services for the purpose of providing substance abuse treatment, prevention, and law enforcement schoolbased initiatives, like services in Jackson County, and other anti-crime and anti-violence initiatives in the community. These recommendations are based upon proposals submitted by community providers in response to COMBAT's request for proposals. Funding recommendations were presented to the Jackson County COMBAT Commission on November 14, 2023 and January 17, 2024 with the recommendation that the funding recommendations in Exhibit A be presented to the Jackson County Legislature.

Contact Information

Department:	COMBAT	Submitted Date:	11/29/2023
Name:	Keron E. Hopkins	Email:	KHopkins@jacksongov.org
Title:	Budget Coordinator	Phone:	816-881-1415

Budget Information

Amount authorized by this legislation this fiscal year:	\$12,528,743
Amount previously authorized this fiscal year:	\$ 0
Total amount authorized after this legislative action:	\$12,528,743

Request for Legislative Action

Is it transferring fund?			Yes
Transferring Fund From:			
Fund:	Department:	Line Item Account:	Amount:
008 (Anti-Crime Sales Tax Fund)	4407 (COMBAT Programming)	56007 (Community Crime LESBI)	\$12,193
Transferring Fund To:			
Fund:	Department:	Line Item Account:	Amount:
008 (Anti-Crime Sales Tax Fund)	4407 (COMBAT Programming)	56005 (Community Crime Prevention)	\$1,629,325
008 (Anti-Crime Sales Tax Fund)	4407 (COMBAT Programming)	56006 (Community Crime Treatment)	\$1,641,518

Prior Legislation	
Prior Ordinances	
Ordinance:	Ordinance date:
5815	Dec. 18, 2023
Prior Resolution	
Resolution:	Resolution date:
20697	June 14, 2021
20882	Feb. 22, 2022

Purchasing	
Does this RLA include the purchase or lease of supplies, materials, equipment or services?	No
Chapter 10 Justification:	
Core 4 Tax Clearance Completed:	
Certificate of Foreign Corporation Received:	
Have all required attachments been included in this RLA?	

Compliance	
Certificate of Compliance	
In Compliance	
Minority, Women and Veteran Owned Business Program	
Goals Not Applicable for following reason: Services from nonprofit agencies	
MBE: .00%	

Request for Legislative Action

WBE: .00%
VBE: .00%
Prevailing Wage
Not Applicable

Fiscal Information

- Funds sufficient for this appropriation and/or transfer are available from the source indicated on the budget information tab.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered.

History

Submitted by COMBAT requestor: Keron E. Hopkins on 11/29/2023. Comments:
 Approved by Department Approver Vince M. Ortega on 11/29/2023 3:45:54 PM. Comments:
 Not applicable by Purchasing Office Approver Barbara J. Casamento on 11/29/2023 3:51:54 PM. Comments:
 Approved by Compliance Office Approver Ikeela Alford on 11/30/2023 1:18:38 PM. Comments:
 Returned for more information by Budget Office Approver Mark Lang on 11/30/2023 2:49:21 PM. Comments: Since this RLA is not for 2023, you will need to zero everything out on the Budget Info tab.
 Submitted by Requestor Keron E. Hopkins on 11/30/2023 3:54:35 PM. Comments: As per Mark's request, the Budget Info has been zeroed out because the request is for 2024.
 Approved by Department Approver Vince M. Ortega on 11/30/2023 4:22:10 PM. Comments:
 Not applicable by Purchasing Office Approver Barbara J. Casamento on 11/30/2023 4:27:02 PM. Comments:
 Approved by Compliance Office Approver Ikeela Alford on 12/1/2023 9:30:35 AM. Comments:
 Returned for more information by Budget Office Approver Mark Lang on 12/1/2023 1:32:38 PM. Comments: I apologize for not noticing this yesterday, but the "not to exceed" amount in the Request Title and Summary do not match the recommended budget amounts. Also, we need all the amounts removed on the Budget Info tab, including the single source funding amounts.
 Submitted by Requestor Keron E. Hopkins on 12/4/2023 12:12:00 PM. Comments: Budget reduced to match the recommended budget.
 Approved by Department Approver Vince M. Ortega on 12/4/2023 2:53:09 PM. Comments:
 Not applicable by Purchasing Office Approver Lisa Honn on 12/6/2023 10:42:24 AM. Comments: Approving for B. Casamento due to technical issues. LH
 Approved by Compliance Office Approver Ikeela Alford on 12/6/2023 10:48:32 AM. Comments:
 Returned for more information by Budget Office Approver Mark Lang on 12/6/2023 11:08:07 AM. Comments: Returned at submitter's request. Also, ALL of the amounts on the "Budget Info" tab need to be removed.
 Submitted by Requestor Keron E. Hopkins on 12/6/2023 11:51:29 AM. Comments: Attachment updated to match revised funding request amount.
 Returned for more information by Department Approver Lisa Honn on 1/9/2024 2:38:36 PM. Comments: Returning for Vince due to technical issue. -lh
 Submitted by Requestor Keron E. Hopkins on 1/18/2024 3:46:35 PM. Comments: Updated to add 2nd COMBAT

Commission approval.

Approved by Department Approver Lisa Honn on 1/19/2024 11:24:59 AM. Comments: Approving for V Ortega due to technical issue. -L Honn

Not applicable by Purchasing Office Approver Barbara J. Casamento on 1/24/2024 2:02:37 PM. Comments:

Approved by Compliance Office Approver Ikeela Alford on 1/24/2024 2:10:54 PM. Comments:

Approved by Budget Office Approver David B. Moyer on 1/25/2024 1:20:15 PM. Comments:

Approved by Executive Office Approver Lisa Honn on 1/25/2024 3:19:53 PM. Comments: Approving for SS due to technical issue. -LH

Funds sufficient for this transfer are available from the sources indicated below.

RES #	21520
eRLA ID #:	1184

Fiscal Note:

PC#

APPROVED

Budget Office

EXHIBIT A 2024 COMBAT Programming Funding (Dept. 4407) Recommendations

Vendor #	Name Of Your Organization/Agency	Program Type	2024 Funding Recommended
agc31160	AdHoc Group Against Crime	Prevention	\$ 160,000
api11020	Amethyst Place	Prevention	\$ 80,000
ahh32380	Artists Helping the Homeless (AHH)	Prevention	\$ 67,200
pec41550	ArtsTech	Prevention	\$ 140,000
bss11100	Blue Springs School District	Prevention	\$ 46,698
bgk63010	Boys & Girls Clubs	Prevention	\$ 140,000
bla10521	Bridge Leadership Academy	Prevention	\$ 119,000
cco29400	Calvary Community Outreach Network	Prevention	\$ 78,045
cmc50000	Center for Conflict Resolution (CCR)	Prevention	\$ 80,000
cap50323	Child Abuse Prevention Association (CAPA)	Prevention	\$ 41,950
cpc31000	Child Protection Center, Inc.	Prevention	\$ 109,086
cmc51100	Kansas City Municipal Court Division	Prevention	\$ 64,414
cac10901	Community Assistance Council	Prevention	\$ 33,814
cli40120	Community LINC	Prevention	\$ 70,000
csl30000	Community Services League	Prevention	\$ 120,000
cmh52010	Comprehensive Mental Health Services	Prevention	\$ 70,000
	Crossroads Charter Schools	Prevention	\$ 70,000
dls37400	Delasalle Education Center	Prevention	\$ 160,000
ejc10900	Eastern Jackson County Youth Court	Prevention	\$ 80,800
efc24160	Emmanuel Family & Child Development Center	Prevention	\$ 96,000
fcn6330	First Call	Prevention	\$ 29,316
ftp45010	Footprints, Inc.	Prevention	\$ 80,000
mfc32100	FosterAdopt Connect	Prevention	\$ 49,920
FEC17200	Full Employment Council, Inc.	Prevention	\$ 120,000
gsn64133	Girl Scouts	Prevention	\$ 8,000
goo80000	Goodwill of Western Missouri and Eastern Kansas	Prevention	\$ 80,000
gci10150	Guadalupe Centers Inc.	Prevention	\$ 62,446
thh44000	Healing House, Inc	Prevention	\$ 153,224
hac10210	Heart of America Council, Boy Scouts of America (BSA)	Prevention	\$ 128,699
hms38350	Hickman Mills C-1 School District	Prevention	\$ 80,000
has63200	High Aspirations	Prevention	\$ 120,000
hhi11704	Hope House, Inc.	Prevention	\$ 76,800
hsk30100	Housing Services of Kansas City	Prevention	\$ 41,238
	Independence Health & Animal Services	Prevention	\$ 90,000
iy11100	Independence Youth Court	Prevention	\$ 91,200
inc32100	Ivanhoe Neighborhood Council	Prevention	\$ 48,000
cas62500	Jackson County CASA	Prevention	\$ 62,617
jnl31200	Journey to New Life, Inc.	Prevention	\$ 80,000
faa21810	Kansas City Friends of Alvin Ailey (KCFAA)	Prevention	\$ 34,415
kcc90684	Kansas City Metropolitan Crime Commission	Prevention	\$ 53,645
kcm32000	Kansas City Mothers in Charge	Prevention	\$ 80,000
kcy51006	Kansas City Youth Court	Prevention	\$ 58,122
kcc80100	KC Common Good	Prevention	\$ 100,000
lsc90100	Lee's Summit CARES	Prevention	\$ 35,000
lwm52000	Legal Aid of Western Missouri	Prevention	\$ 32,085
moc10631	Metropolitan Organization to Counter Sexual Assault (MOCSA)	Prevention	\$ 113,738
news8110	Newhouse	Prevention	\$ 35,053
ncc54400	Northeast Community Center	Prevention	\$ 16,800
obt30390	Operation Breakthrough	Prevention	\$ 64,000
rse31010	Reconciliation Services	Prevention	\$ 28,000
rii91890	reStart, Inc.	Prevention	\$ 128,958

Vendor #	Name Of Your Organization/Agency	Program Type	2024 Funding Recommended
rbc27067	Rose Brooks Center	Prevention	\$ 40,000
sic94140	Sisters in Christ	Prevention	\$ 134,847
svi30100	Synergy Services, Inc.	Prevention	\$ 72,000
tlf71200	True Light Family Resource Center	Prevention	\$ 35,000
tmc23100	Truman Medical Centers-Project RISE	Prevention	\$ 200,000
tsh12021	Twelfth Street Heritage Development Corporation	Prevention	\$ 160,000
uis41550	United Inner City Services	Prevention	\$ 20,000
urc59300	Urban Ranger Corps	Prevention	\$ 32,000
wcc12010	Whatsoever Community Center	Prevention	\$ 36,000
yam73090	Youth Ambassadors, Inc.	Prevention	\$ 60,562
you10000	Youth Guidance	Prevention	\$ 100,000
Prevention Subtotal			\$ 4,898,692
bla10521	Bridge Leadership Academy (Hickman Mills)	STRIVIN	\$ 170,000
cmc5000	Center for Conflict Resolution	STRIVIN	\$ 137,154
csl30000	Community Services League	STRIVIN	\$ 274,392
	Greater Impact	STRIVIN	\$ 312,000
hhi11704	Hope House	STRIVIN	\$ 144,084
kcc90684	KC Metro Crime Commission	STRIVIN	\$ 75,000
mrc17400	Mattie Rhodes Center	STRIVIN	\$ 280,236
sic94140	Sisters In Christ	STRIVIN	\$ 295,000
STRIVIN-Prevention Subtotal			\$ 1,687,866
Prevention (Prevention & STRIVIN) Total			<u>\$ 6,586,558</u>
apil11020	Amethyst Place	Treatment	\$ 116,095
bhi16001	Benilde Hall	Treatment	\$ 468,261
cmh17300	Children's Mercy's TIES Program	Treatment	\$ 65,000
coc42100	Cornerstones of Care	Treatment	\$ 256,756
fcn6330	First Call KC	Treatment	\$ 78,443
ftp45010	Footprints, Inc.	Treatment	\$ 410,234
gci10150	Guadalupe Centers	Treatment	\$ 116,630
thh44000	Healing House, Inc	Treatment	\$ 436,266
kcc15140	Heartland Center for Behavioral Change	Treatment	\$ 419,239
jnl31200	Journey to New Life, Inc.	Treatment	\$ 100,000
kvc21350	KVC Behavioral Healthcare Missouri	Treatment	\$ 100,000
mrc17400	Mattie Rhodes Center	Treatment	\$ 121,000
pac60100	Plaza Academy	Treatment	\$ 25,000
rmh11101	ReDiscover	Treatment	\$ 449,919
rii91890	reStart	Treatment	\$ 81,491
rbc27067	Rose Brooks Center	Treatment	\$ 90,995
cci10910	Saint Luke`s Hospital d/b/a Crittenton	Treatment	\$ 93,500
spi66041	Sheffield Place	Treatment	\$ 158,253
sic94140	Sisters In Christ	Treatment	\$ 300,000
spc15010	Swope Health Services	Treatment	\$ 142,500
tmc23100	Truman Medical Centers-BH	Treatment	\$ 116,000
wel14140	Welcome House Inc	Treatment	\$ 355,736
Treatment Total			<u>\$ 4,501,318</u>
bsp90300	City of Blue Springs Police Department	LESBI	\$ 225,000
cob01100	City of Buckner Police Department	LESBI	\$ 80,000
cgv10900	City of Grain Valley Police Department	LESBI	\$ 85,867
cog35130	City of Grandview Missouri Police Department	LESBI	\$ 10,000

Vendor #	Name Of Your Organization/Agency	Program Type	2024 Funding Recommended
coi11101	City of Independence Missouri Police Department	LESBI	\$ 225,000
	Jackson County, Missouri Sheriff's Office	LESBI	\$ 150,000
bpc11255	KC Board of Police Commissioners (KCPD)	LESBI	\$ 225,000
cls16000	City of Lee's Summit Police Department	LESBI	\$ 225,000
clj53110	City of Lone Jack Police Department	LESBI	\$ 65,000
cog65690	City of Oak Grove Police Dept	LESBI	\$ 75,000
csg82780	City of Sugar Creek Police Department	LESBI	\$ 75,000
LESBI Total			<u>\$ 1,440,867</u>
Total 2024 Funding Recommended			\$ 12,528,743
Total 2024 Available Funding			<u>\$ 12,528,743</u>
Remaining Balance			<u>\$ -</u>

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION recognizing Dr. Kenny Rodriquez, Superintendent of the Grandview C-4 School District, on being named the 2024 Missouri Superintendent of the Year.

RESOLUTION NO. 21521, February 5, 2024

INTRODUCED BY Donna Peyton, Jeanie Lauer, Jalen Anderson, Charlie Franklin, DaRon McGee, and Sean E. Smith, County Legislators

WHEREAS, Dr. Kenny Rodriquez, Superintendent of the Grandview C-4 School District, has been awarded the prestigious title of 2024 Missouri Superintendent of the Year by the Missouri Association of School Administrators; and,

WHEREAS, Dr. Rodriquez was honored during the Missouri Association of School Administrators Annual Fall Conference held on November 4, 2023, at the Kansas City Convention Center, Kansas City, Missouri; and,

WHEREAS, MASA Executive Director, Dr. Doug Hayter, praised Dr. Rodriquez as an outstanding leader for the Grandview C-4 School District and a dynamic and respected colleague in the Greater Kansas City area, recognizing his ability to see the big picture of school leadership and his skill in accessing the details to maximize the potential of his staff and students; and,

WHEREAS, Dr. Rodriquez, now in his seventh year as Superintendent, has served in various roles, including instrumental music teacher, fine arts resource teacher, assistant principal, lead principal, Executive Assistant to the Associate Superintendent of Secondary Schools in the Tulsa Public Schools, Director of Secondary Schools for the

Kansas City Public Schools, and Assistant Superintendent of Curriculum and Instruction for the Grandview C-4 School District; and,

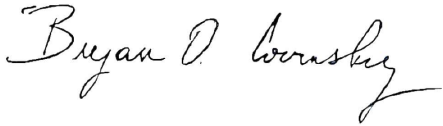
WHEREAS, Dr. Rodriquez's commitment to student success is evident through his leadership in spearheading efforts to identify and enhance academic achievement, implementing the iReady platform to provide essential data for instructional teams, conducting root cause analysis, addressing cultural competence, implementing behavioral intervention support teams, and developing a high-quality and inclusive curriculum; and,

WHEREAS, communication is a cornerstone of Dr. Rodriquez's leadership approach, demonstrated by the comprehensive survey conducted in 2014, leading to the completion of the District's first comprehensive communications plan, aimed at improving internal and external communication and redesigning communication tools; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri that the Legislature hereby extends its sincere congratulations to Dr. Kenny Rodriquez for this well-deserved recognition and honors his exemplary leadership, dedication to education, and commitment to the success of students.

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:



County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 21521 of February 5, 2024, was duly passed on _____, 2024 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____

Nays _____

Abstaining _____

Absent _____

Date

Mary Jo Spino, Clerk of Legislature

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION congratulating the Kansas City Chiefs on winning the American Football Conference Championship and securing a spot in Super Bowl LVIII.

RESOLUTION NO. 21522, February 5, 2024

INTRODUCED BY Jeanie Lauer, Megan L. Mashall, Jalen Anderson, Donna Peyton, Manuel Abarca IV, Venessa Huskey, Charlie Franklin, DaRon McGee, and Sean E. Smith, County Legislators

WHEREAS, the Kansas City Chiefs have been making football history, competing in six straight AFC Championship games, securing a fourth Super Bowl appearance in five years, and winning the Super Bowl Championship title in 2020 and 2023; and,

WHEREAS, our region is justifiably proud of the remarkable achievements of our hometown team, led by Quarterback Patrick Mahomes and Tight End Travis Kelce, once again on the road to Super Bowl LVIII scheduled for February 11, 2024, and,

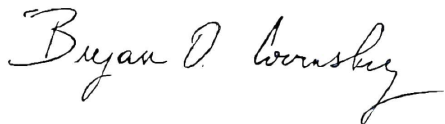
WHEREAS, the Chiefs' 17 to 10 victory over the Baltimore Ravens in the AFC Championship was a thrilling and historic moment for the team and its fans; and,

WHEREAS, as part of Chiefs Kingdom, the County Legislature desires to show its support for the Chiefs as they face the San Francisco 49ers in Superbowl LVIII to be held in Las Vegas, Nevada; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the Legislature hereby extends best wishes to the Kansas City Chiefs on their quest for victory in Super Bowl LVIII and proudly supports them as they represent the City of Kansas City, Missouri, Jackson County, and Chief Kingdom, on the biggest stage in football.

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:



County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 21522 of February 5, 2024, was duly passed on _____, 2024 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____

Nays _____

Abstaining _____

Absent _____

Date

Mary Jo Spino, Clerk of Legislature

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION recognizing Pauly Hart for her dedicated service as Executive Director of Lead to Read KC.

RESOLUTION NO. 21523, February 5, 2024

INTRODUCED BY Donna Peyton, Jeanie Lauer, Jalen Anderson, Charlie Franklin, DaRon McGee, and Sean E. Smith, County Legislators

WHEREAS, Pauly Hart has dedicated the last eight years of her professional career to serving the Kansas City metropolitan area as the Executive Director of Lead to Read KC; and,

WHEREAS, Pauly has demonstrated unwavering dedication to the improvement of children's reading skills, becoming the guiding force behind Lead to Read KC; and,

WHEREAS, under Pauly's leadership, Lead to Read KC has experienced remarkable growth, nearly quadrupling the number of reading mentors in the program since her tenure began; and,

WHEREAS, Pauly has been a catalyst for transforming Kansas City's literacy landscape, empowering children to discover the joy of reading and unlocking their full potential; and,

WHEREAS, Lead to Read KC, under Pauly's leadership, has grown exponentially, expanding the number of volunteers to nearly 1,500 participants, providing individualized tutoring models, and lightening the workload of classroom teachers; and,

WHEREAS, Pauly's vision and dedication have illuminated a path for future generations of strong readers, successful students, and future leaders in Kansas City; and,

WHEREAS, Pauly has extended Lead to Read KC's commitment to literacy beyond the classroom by distributing tens of thousands of diverse, high-interest books to children, ensuring access to stories that spark imagination and feed passions; and,

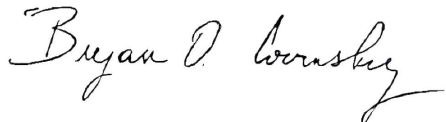
WHEREAS, Pauly has recognized the link between literacy and mental health, building partnerships with authors and organizations to address the mental health and wellness crisis facing the youth; and,

WHEREAS, looking ahead, Pauly plans to continue advocating for youth enrichment programs and will serve the community as the new Executive Director of the Watson Links Mentors Foundation, a new youth golf mentoring program that provides opportunities for kids to learn and love golf while benefitting from the positive life skills that come from playing the game; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the Legislature hereby recognizes and commends Pauly Hart for her outstanding service to Lead to Read KC, her tireless efforts to improve literacy and educational outcomes for the children of Kansas City and extends best wishes in her new endeavors.

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:



County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 21523 of February 5, 2024, was duly passed on _____, 2024 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____

Nays _____

Abstaining _____

Absent _____

Date

Mary Jo Spino, Clerk of Legislature

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION honoring the life and achievements of the Honorable Jean Carnahan, former United States Senator, on the occasion of her passing on January 30, 2024.

RESOLUTION NO. 21524, February 5, 2024

INTRODUCED BY Jalen Anderson, Jeanie Lauer, Megan L. Marshall, Donna Peyton, Manuel Abarca IV, Venessa Huskey, Charlie Franklin, DaRon McGee, and Sean E. Smith, County Legislators

WHEREAS, the Honorable Jean Carnahan, former United States Senator for the State of Missouri, passed away January 30, 2024, at the age of 90; and,

WHEREAS, Senator Carnahan made history in 2001 as the first woman to represent Missouri in the United States Senate, demonstrating resilience and commitment to public service after being appointed to fill her late husband Mel Carnahan's seat following his tragic posthumous election; and,

WHEREAS, Senator Carnahan was sworn in on January 3, 2001, delivering heartfelt remarks to her Senate colleagues acknowledging the unique circumstances that brought her to the Senate and emphasizing a shared commitment to the work of the nation; and,

WHEREAS, a moderate Democrat, Senator Carnahan served with distinction for nearly two years, as a trailblazing and dedicated public servant advocating for on-site day care centers, domestic abuse victims' shelters, and the well-being of seniors; and,

WHEREAS, President Joe Biden said of Senator Carnahan, *"In the U.S. Senate, Jean worked for gun safety and reproductive freedom. She stood up for workers, sponsoring*

legislation to support folks who'd lost their jobs in the wake of 9/11, and as one of a handful of women serving on the Senate Armed Services Committee, she was part of the first Congressional delegation to travel to Afghanistan, helping to guide our country through its immense grief in the wake of the September 11th terrorist attack;" and,

WHEREAS, the slogan *Don't Let the Fire Go Out!* became the guiding force for Senator Carnahan as she confronted life's challenges after her husband, son, and a longtime friend were killed in a plane crash on October 16, 2000; and,

WHEREAS, Senator Carnahan was born December 20, 1933, in Washington, D.C., where her parents Reginald and Alvina Carpenter instilled in her the values of hard work and perseverance; and,

WHEREAS, Senator Carnahan is a graduate of George Washington University; and,

WHEREAS, Senator Carnahan and her husband Mel, shared a lifelong commitment to each other, marrying on June 12, 1954, and raising four children on a farm in Rolla, Missouri; and,

WHEREAS, Senator Carnahan, as the first lady of Missouri during her husband's governorship, played an instrumental role in promoting working family support systems, leaving an indelible mark on the State of Missouri; and,

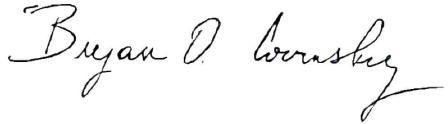
WHEREAS, Senator Carnahan's legacy extends to her surviving family members, two sons, Russ and Tom, a daughter, Robin, and five grandchildren; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri that the Legislature hereby extends its deepest condolences to the family and friends of Senator Jean Carnahan, pays tribute to her remarkable life, and honors her enduring contributions to the State of Missouri and the United States of America; and,

BE IT FURTHER RESOLVED by the County Legislature that people everywhere are encouraged to embrace Jean Carnahan's motto, to turn pain into purpose, and to live your life with courage, stoking the flames so they keep burning bright.

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:



County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 21524 of February 5, 2024, was duly passed on _____, 2024 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____

Nays _____

Abstaining _____

Absent _____

Date

Mary Jo Spino, Clerk of Legislature

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION expressing the acceptance of a Letter of Intent among Jackson County Missouri, the Jackson County Sports Complex Authority (the “Authority”), the Kansas City Chiefs Football Club, Inc. (the “Chiefs”) and the Kansas City Royals Baseball Club, LLC (the “Royals”) dated January 19, 2024, concerning the understandings and agreements for contracts related to retaining the Kansas City Royals and Kansas City Chiefs sports teams in Jackson County, Missouri, and authorizing the County Executive to execute the Letter of Intent.

RESOLUTION NO. 21525, February 5, 2024

INTRODUCED BY DaRon McGee, Jalen Anderson, Manuel Abarca IV, Venessa Huskey, Donna Peyton, and Charlie Franklin, County Legislators

WHEREAS, on December 18, 2023, the County introduced Ordinance 5822, to submit to the qualified voters of Jackson County, Missouri, at a special election to be held on April 2, 2024, a question authorizing Jackson County to impose a countywide sales tax of three-eighths of one percent for a period of forty years, for the purpose of retaining the Kansas City Royals and Kansas City Chiefs sports teams in Jackson County, Missouri; and,

WHEREAS, subsequent to introduction of Ordinance 5822, the County Executive, the County Legislature, the Authority, the Chiefs, the Royals, and numerous community stakeholders engaged in robust communications and identified numerous undertakings upon which support of Ordinance 5822 may be conditioned; and,

WHEREAS, such undertakings included, the requirement that the Chiefs and the Royals each demonstrate their unwavering commitment to the County and Jackson County taxpayers by (a) negotiating and agreeing to material terms of a binding lease and development agreements, and one or more community benefits agreements; and (b) making binding investment and other commitments to the County; and,

WHEREAS, on January 19, 2024, as a result of those discussions and negotiations, the Authority, by resolution, the Chiefs, and the Royals each executed a form of Letter of Intent which sets forth nonbinding provisions concerning the lease agreements, the development agreements, one or more community benefits agreements, and other agreements which establish the investment and other commitments of the Chiefs and the Royals to the County, the Authority, the beneficiaries of the community benefits agreements, and Jackson County taxpayers; and,

WHEREAS, the County desires to recognize the Letter of Intent and advance the undertakings contemplated therein, so that the County can secure favorable binding commitments from the Chiefs and the Royals regarding, a resident preference plan, insurance and indemnification of the County, reimbursements concerning the existing park levy, revenue sharing opportunities, Kauffman Stadium demolition and new stadium site selection, community benefits agreements, private capital investment commitments, and detailed development plans; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the Legislature accepts the Letter of Intent on behalf of Jackson County, Missouri, dated January 19, 2024, and the binding and nonbinding provisions set forth therein; and,

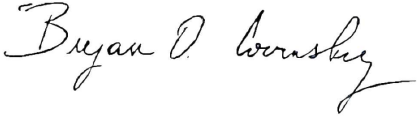
BE IT FURTHER RESOLVED that the County is hereby authorized to execute the Letter of Intent with the Authority, the Chiefs and the Royals; and

BE IT FURTHER RESOLVED that the County Legislature desires the expedient preparation of contracts to implement the transactions contemplated by the Letter of Intent, on or before March 1, 2024; and,

BE IT FURTHER RESOLVED that the County Legislature desires that the County Counselor, outside stadium transaction counsel, and, as applicable, County financial advisors and County bond counsel, work in collaboration with the Authority, the Chiefs, and the Royals, to accomplish the foregoing.

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:



County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 21525 of February 5, 2024 was duly passed on _____, 2024 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____

Nays _____

Abstaining _____

Absent _____

Date

Mary Jo Spino, Clerk of Legislature

Request for Legislative Action

Res. #21525
Sponsor: DaRon McGee
Date: February 5, 2024

Completed by County Counselor's Office

Action Requested:	Resolution	Res.Ord No.:	21525
Sponsor(s):	DaRon McGee	Legislature Meeting Date:	2/5/2024

Introduction

Action Items: ['Authorize', 'Courtesy']

Project/Title:

A RESOLUTION expressing the acceptance of a Letter of Intent among Jackson County Missouri, the Jackson County Sports Complex Authority (the "Authority"), the Kansas City Chiefs Football Club, Inc. (the "Chiefs") and the Kansas City Royals Baseball Club, LLC (the "Royals") dated January 19, 2024, concerning the understandings and agreements for contracts related to a countywide sales tax of three - eighths of one percent for a period of forty years, for the purpose of retaining the Kansas City Royals and Kansas City Chiefs sports teams in Jackson County, Missouri; authorizing the County Executive to execute the Letter of Intent.

Request Summary

WHEREAS, on December 18, 2023, the County introduced Ordinance 5822, to submit to the qualified voters of Jackson County, Missouri, at a special election to be held on April 2, 2024, a question authorizing Jackson County to impose a countywide sales tax of three-eighths of one percent for a period of forty years, for the purpose of retaining the Kansas City Royals and Kansas City Chiefs sports teams in Jackson County, Missouri; and

WHEREAS, subsequent to introduction of Ordinance 5822, the County Executive, the County Legislature, the Authority, the Chiefs, the Royals, and numerous community stakeholders engaged in robust communications and identified numerous undertakings upon which support of Ordinance 5822 may be conditioned; and

WHEREAS, such undertakings, included, among others, the requirement that the Chiefs and the Royals each demonstrate their unwavering commitment to the County and Jackson County taxpayers by (a) negotiating and agreeing to material terms of binding lease and development agreements and one or more community benefits agreements; and (b) making binding investment and other commitments to the County; and

WHEREAS, on January 19, 2024, as a result of those discussions and negotiations, the Authority, by resolution, the Chiefs, and the Royals each executed a form of Letter of Intent which sets forth nonbinding and legally binding provisions concerning the lease agreements, the development agreements, one or more community benefits agreements, and other agreements which establish the investment and other commitments of the Chiefs and the Royals to the County, the Authority, the beneficiaries of the community benefits agreements, and Jackson County taxpayers; and

WHEREAS, the County desires to recognize the Letter of Intent and advance the undertakings contemplated therein, so that, among other things, the County can expediently secure favorable binding

commitments from the Chiefs and the Royals regarding, among other things, a resident preference plan, insurance and indemnification of the County, reimbursements concerning the existing park levy, revenue sharing opportunities, Kauffman Stadium demolition and new stadium site selection, community benefits agreements, private capital investment commitments, and detailed development plans; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the Legislature accepts the Letter of Intent by and among Jackson County, Missouri, the Jackson County Sports Complex Authority, the Kansas City Chiefs Football Club, Inc., and the Kansas City Royals Baseball Club, LLC dated January 19, 2024, and the binding and nonbinding provisions set forth therein; and

BE IT FURTHER RESOLVED that the County Executive be and is hereby authorized to execute the Letter of Intent with the Authority, the Chiefs and the Royals; and

Department:	County Legislature	Submitted Date:	1/31/2024
Name:	Kimberly Randolph	Email:	kmrandolph@jacksongov.org
Title:	Legislative Aide	Phone:	816-881-3322

Amount authorized by this legislation this fiscal year:			\$ 0
Amount previously authorized this fiscal year:			\$ 0
Total amount authorized after this legislative action:			\$
Is it transferring fund?			No
Single Source Funding:			
Fund:	Department:	Line Item Account:	Amount:
			!Unexpected End of Formula

Prior Ordinances	
Ordinance:	Ordinance date:
#5822	December 18, 2023
Prior Resolution	
Resolution:	Resolution date:

Does this RLA include the purchase or lease of	No
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Request for Legislative Action

supplies, materials, equipment or services?	
Chapter 10 Justification:	
Core 4 Tax Clearance Completed:	
Certificate of Foreign Corporation Received:	
Have all required attachments been included in this RLA?	

Compliance	
Certificate of Compliance	
Not Applicable	
Minority, Women and Veteran Owned Business Program	
Goals Not Applicable for following reason: not spending money	
MBE:	.00%
WBE:	.00%
VBE:	.00%
Prevailing Wage	
Not Applicable	

Fiscal Information
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Request for Legislative Action

History

Submitted by County Legislature requestor: Kimberly Randolph on 1/31/2024. Comments:

Approved by Department Approver Troy Thomas on 1/31/2024 2:17:47 PM. Comments:

Not applicable by Purchasing Office Approver Craig A. Reich on 1/31/2024 2:23:47 PM. Comments:

Approved by Compliance Office Approver Ikeela Alford on 1/31/2024 2:28:11 PM. Comments:

Approved by Budget Office Approver David B. Moyer on 1/31/2024 2:32:33 PM. Comments:

Approved by Executive Office Approver Lisa Honn on 2/1/2024 7:52:44 AM. Comments: Approving for S Stevenson due to technical issue. lh

Approved by Counselor's Office Approver Jamesia Manning on 2/1/2024 12:20:12 PM. Comments:

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION authorizing a grant application to the Missouri Department of Natural Resources in connection with the National Recreational Trails Program for funds to improve the Cave Spring Park Trail.

RESOLUTION. 21526, February 5, 2024

INTRODUCED BY Charlie Franklin, County Legislator

WHEREAS, Jackson County Parks + Rec is seeking a Resolution supporting a Recreational Trails Program Grant application for the Cave Spring Park Trail Improvements project at Cave Spring Park and authorization for the Director of Parks + Rec to execute any and all documents necessary to effect the grant application submission; and,

WHEREAS, the purpose of the project is to restore hard-surface trails within Cave Spring Park and create an accessible route to the children's play area; and,

WHEREAS, the existing six foot wide asphalt trails were built in the 1970's with one resurfacing since their construction; and,

WHEREAS, due to heavy use, the trails in this popular park have begun to deteriorate, and to maintain compliance with the Americans with Disabilities Act (ADA), create accessible circulation routes, and improve trail sustainability, the existing asphalt paths will be replaced with eight-foot-wide concrete pathways to provide access to nature for all; and,

WHEREAS, if successful the grant will require a separate authorization of 20% matching funds, which will be requested in the Parks + Rec 2025 fiscal year; and,

WHEREAS, the following is the budget for the Cave Spring Park Trail Improvement Project:

Total Budget: \$270,000

Grant Request: \$216,000

Local match: \$54,000 in 2025

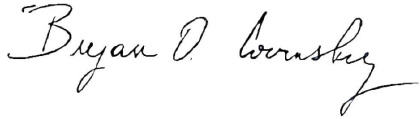
WHEREAS, the Director of Parks + Rec has requested that the department be authorized to apply to the Missouri Department of Natural Resources to obtain a grant under the National Recreational Trails Program for the purpose of improvements to the Cave Spring Park Trail; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the Legislature hereby authorizes the submission of a grant application to the Missouri Department of Natural Resources for funds to improve the Cave Spring Park Trail; and,

BE IT FURTHER RESOLVED that the Director of Parks + Rec and all other County officials be and hereby are authorized to execute any and all documents necessary to effect the grant application submission.

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:



County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution. 21526 of February 5, 2024, was duly passed on _____, 2024 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____

Nays _____

Abstaining _____

Absent _____

Date

Mary Jo Spino, Clerk of Legislature

Request for Legislative Action

Res. #21526

Sponsor: Charlie Franklin

Date: February 5, 2024

Completed by County Counselor's Office

Action Requested:	Resolution	Res.Ord No.:	21526
Sponsor(s):	Charlie Franklin	Legislature Meeting Date:	2/5/2024

Introduction

Action Items: ['Authorize']

Project/Title:

A Resolution supporting a 2024 Recreational Trails Program Grant application for the Cave Spring Park Trail Improvements Project at Cave Spring Park.

Request Summary

Jackson County Parks + Rec is seeking a Resolution supporting a Recreational Trails Program Grant application for the Cave Spring Park Trail Improvements project at Cave Spring Park and authorization for the Director of Parks + Rec to execute any and all documents necessary to effect the grant application submission.

The purpose of the project is to restore hard-surface trails within Cave Spring Park and create an accessible route to the children's play area. Existing 6' wide asphalt trails were built in the 1970's with one resurfacing since their construction. Due to heavy use, the trails in this popular park have begun to deteriorate. To maintain compliance with the Americans with Disabilities Act (ADA) through accessible circulation routes and improve trail sustainability, existing asphalt paths will be replaced with 8' wide concrete pathways to provide access to nature for all.

This park space offers opportunities for connection with nature, physical activity, gathering of family and friends, and appreciation for the County's place in history along the Santa Fe, Oregon, and California Trails. In addition to trail restoration, the project will also include a new permanent restroom facility for park visitors. Signage improvements will also provide clarity throughout the park's trail system. As part of those improvements, new interpretive signs will ensure visitors to the park can understand and appreciate the full history of the site, including respectful interpretations of the first native American inhabitants and the park's connections with the California, Santa Fe, and Oregon Trails. The park is on the National Register of Historic Places.

There is no cost to apply for grant assistance. The grant application will be submitted to the Missouri Department of Natural Resources. If the grant application is successful, it will require separate authorization of the 20% matching funds, which will be requested in the Parks + Rec FY 2025 CIP. If awarded, the project would commence in 2025 and greatly enhance the recreational value and accessibility of the area for Jackson County residents and park users.

Cave Spring Park Trail Improvements Project:

Total budget: \$270,000

Grant request: \$216,000

Local match: \$54,000 in 2025

Request for Legislative Action

Contact Information			
Department:	Parks + Rec	Submitted Date:	1/29/2024
Name:	Lisa C. Donnelly	Email:	LDonnelly@jacksongov.org
Title:	Superintendent of Park Planning and Development	Phone:	816-503-4802

Budget Information			
Amount authorized by this legislation this fiscal year:			\$ 0
Amount previously authorized this fiscal year:			\$ 0
Total amount authorized after this legislative action:			\$
Is it transferring fund?			No
Single Source Funding:			
Fund:	Department:	Line Item Account:	Amount:
			!Unexpected End of Formula

Prior Legislation	
Prior Ordinances	
Ordinance:	Ordinance date:
Prior Resolution	
Resolution:	Resolution date:

Purchasing	
Does this RLA include the purchase or lease of supplies, materials, equipment or services?	No
Chapter 10 Justification:	
Core 4 Tax Clearance Completed:	
Certificate of Foreign Corporation Received:	
Have all required attachments been included in this RLA?	

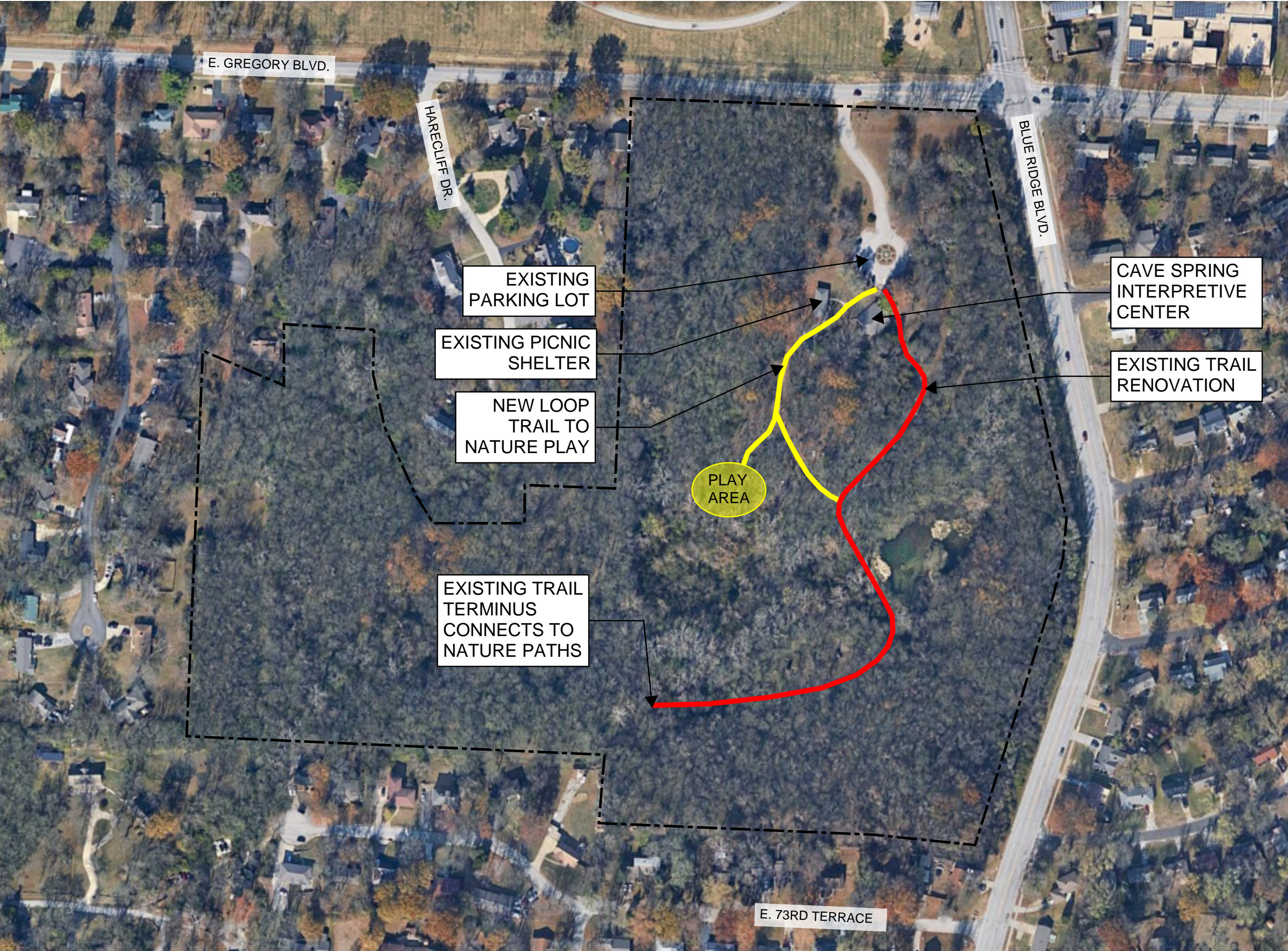
Compliance	
Certificate of Compliance	
Not Applicable	

Request for Legislative Action

Minority, Women and Veteran Owned Business Program	
Goals Not Applicable for following reason: not spending money	
MBE:	.00%
WBE:	.00%
VBE:	.00%
Prevailing Wage	
Not Applicable	

Fiscal Information
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History
Submitted by Parks + Rec requestor: Lisa C. Donnelly on 1/29/2024. Comments:
Approved by Department Approver Susan I. Kinnaman on 1/29/2024 1:38:07 PM. Comments:
Not applicable by Purchasing Office Approver Lisa Honn on 1/31/2024 8:22:46 AM. Comments: Approving for C Reich due to a technical issue. lh
Approved by Compliance Office Approver Ikeela Alford on 1/31/2024 8:28:41 AM. Comments:
Approved by Budget Office Approver David B. Moyer on 1/31/2024 8:35:03 AM. Comments:
Approved by Executive Office Approver Lisa Honn on 1/31/2024 9:56:12 AM. Comments: Approving for SS due to technical issue. lh
Approved by Counselor's Office Approver Jamesia Manning on 2/1/2024 12:20:54 PM. Comments:



22807 SW WOODS CHAPEL ROAD
BLUE SPRINGS, MO 64015

CAVE SPRING PARK TRAIL IMPROVEMENTS PROJECT

8701 E. GREGORY BOULEVARD
KANSAS CITY, MO

LEGEND

- PROPERTY LINE
- EXISTING TRAIL RENOVATION
- NEW LOOP TRAIL TO NATURE PLAY



Missouri Department of Natural
Resources

Division of State Parks

Recreational Trails Program

Open Project Selection Process



U.S. Department of Transportation
Federal Highway Administration



MISSOURI
DEPARTMENT OF
NATURAL RESOURCES



PROGRAM OVERVIEW

The Recreational Trails Program (RTP) is a federally-funded assistance program authorized by the U.S. Congress under the Bipartisan Infrastructure Law, Infrastructure Investment and Job Act. The RTP was originally authorized under the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991. In 1998, the Transportation Equity Act for the 21st Century (TEA-21) codified the RTP in Section 206 of Title 23 United States Code (U.S.C.). Subsequent surface transportation authorization legislation has retained Section 206. The program's purpose is to help states provide and maintain recreational trails and trail-related facilities for both motorized and non-motorized recreational use. Examples of recreational trail uses include hiking, bicycling, in-line skating, equestrian use, boating, off-road motorcycling, all-terrain vehicle riding, four-wheel driving or using other off-road motorized vehicles.

The U.S. Department of Transportation, Federal Highway Administration (FHWA), oversees the RTP and has delegated administration of the program to each state. In Missouri, the Governor has designated the Missouri Department of Natural Resources as the agency responsible for administering the RTP. The Division of State Parks, a Division within the Department, has direct oversight of the program. The Missouri Trails Advisory Board (MTAB), an eight-member panel, serves as an advisory committee to the Department and assist in evaluating the RTP grant applications.

USE OF THE ANNUAL APPORTIONMENT

The RTP funds come from the Federal Highway Trust Fund, and represent a portion of the motor fuel excise tax collected from non-highway recreational fuel use, which is fuel used for off-highway recreation by snowmobiles, all-terrain vehicles, off-highway motorcycles, and off-highway light trucks. Each fiscal year, 50% of the national amount apportioned for the program is distributed equally among the states. The other 50% is distributed in amounts proportional to each state's fuel usage for non-highway recreational use from the preceding year. States must use 30% of their RTP funds for motorized uses, 30% for non-motorized uses, and 40% for diverse uses (more than one type of trail use).

Missouri's available apportionment is typically between \$1 million and \$1.5 million each year. One percent (1%) of Missouri's annual apportionment is returned to FHWA for federal administration of the program. Seven percent (7%) of the annual apportionment is reserved for the Department's administration of the program. Five percent (5%) of the apportionment may be used to fund educational projects that promote safety and environmental protection related to the use of recreational trails. Twenty-five percent (25%) of the remaining funds is allocated to state park trail projects, and the remaining 75% is allocated to fund local trail projects. All projects, both state and local, will collectively meet the 30-30-40 requirements. In the event that the Department does not receive enough educational project proposals to meet the 5% allocation, any unallocated educational funds from the annual apportionment will then be applied to trail-related projects.

The number of ranked projects that will be recommended for funding is determined by the state's RTP apportionment for the current fiscal year. The Department makes every effort to fully use each year's apportionment and to avoid leaving a remaining balance of unobligated funds. Should total project and administrative expenditures be less than the annual obligated amount, the unexpended balances roll over to the following fiscal year and will be added to that fiscal year's apportionment amount. Annual apportionment remainders not allocated each fiscal year may also be applied to cost overruns on active projects. Amendments to increase federal assistance without further competition through the Open Project Selection Process (OPSP) may be approved in an amount not to exceed 25% of the original agreement amount and only when the increased costs are associated with project components approved in the original project scope. Requests for increased funding greater than 25% of the original request or resulting from a change in the project scope must undergo competition through the OPSP during the following year's grant round.

OPEN PROJECT SELECTION PROCESS

The Department has developed an Open Project Selection Process (OPSP) by which RTP grant project proposals are prioritized and recommended for funding. Missouri's OPSP has been designed to accomplish the following goals:

- a. Ensure all potential applicants are aware of the availability of and process for obtaining RTP assistance;
- b. Provide opportunities for all eligible entities to submit project applications and have them considered on an equitable basis;
- c. Ensure a fair and equitable evaluation process of all applications for RTP assistance; and
- d. Assure that distribution of RTP assistance is accomplished in a non-discriminatory manner, especially with regard to minority, elderly, disabled, and other under-served populations.

APPLICANT NOTIFICATION

To ensure that all eligible entities are informed of the availability of federal funding assistance, information is posted on the Department's website

(<https://www.mostateparks.com/page/55065/outdoor-recreation-grants>). Information posted includes a description of the RTP program; eligibility requirements; and the process for submitting a project application, including a copy of the trail project application (Appendix A) and a copy of the RTP Project Application Guide (Appendix B). Additionally, the Department coordinates with the Missouri Parks and Recreation Association, the Missouri Association of Council of Governments and the University of Missouri-Extension offices to disseminate information to local governments regarding the annual call for projects. The Department also broadcasts the information to local officials through the Missouri Municipal League's email listserv, as well as to public school administrators through the Missouri Department of Secondary and Elementary Education's email listserv. Throughout the year, the Department staff also work informational booths at various conferences in an effort to promote the funding opportunity.

PROGRAM ASSISTANCE

In addition to the RTP Project Application Guide, Department staff provide technical program assistance to all potential applicants via livestream webinars. The webinars assist with the grant application process by providing instruction and guidance for filling out the application and by describing supporting documentation requirements. Recordings of the webinars are also subsequently made available on the division's website at

<https://mostateparks.com/page/63306/grant-workshops>. Applicants are encouraged to submit their application packets prior to the deadline date. This allows Department staff the opportunity to contact the applicant if information is missing from the packet or is inaccurate, and will subsequently allow the applicant time to rectify omissions or inaccuracies. In addition, Department staff respond to email and phone enquiries from potential applicants regarding the application process, as well as provides critique and feedback on projects not recommended for funding, for future submissions.

PRIORITY RANKING

Project applications for RTP assistance are reviewed by Department staff to ensure they meet minimum eligibility requirements. Previous history regarding project sponsor compliance with RTP program requirements is also reviewed and factored into overall project application scores. Additionally, an application scoring matrix (Appendix C) has been developed by Department staff to assist in the priority ranking process. Scoring criteria places emphasis on:

- how the project aligns with a priority listed in local or regional master plan, or Missouri's Comprehensive Outdoor Recreation Plan (SCORP);
- whether the project demonstrates strong public support and indication of need (i.e. recreation, public health and safety, etc.), solicited through public comment forums;
- whether and how the project addresses accessibility and the Americans with Disabilities Act (ADA);
- environmental factors, sustainability considerations and safety concerns that have been addressed or incorporated into the project's design;
- what assurances the project sponsor can provide that there is adequate funding and labor to complete the project within the established timeframe;
- what assurances the project sponsor can provide that the project will be managed and maintained in public use for 25 years; and
- whether the project sponsor is collaborating with qualified youth service organizations or other partners or donors to complete the project.

PROJECT SELECTION PROCESS

Once Department staff reviews project applications for eligibility and previous RTP history, the approved applications and all supporting documentation are forwarded to the Missouri Trails Advisory Board (MTAB). The MTAB evaluates the applications and assigns scores to the individual responses, which are then tallied and a cumulative score given to each application. The overall application score determines the project's ranking against other proposed projects. The board then makes funding recommendations to the Department. Department staff conduct on-site pre-award inspections and risk assessments of each recommended project to confirm eligibility and ability to perform. Once the pre-award site inspections are completed, the Department submits the list of approved projects to the Division Director and Department Director for approval. After receiving concurrence from the Division and Department director, the Department submits the list of recommended projects to FHWA for review to ensure they meet the federal requirements. Obligation of funds would then occur after all required clearances have been obtained.

OPSP TIMELINE

The OPSP will occur annually, beginning with a call for projects that usually occurs in December of each year. The following is a typical timeline for the OPSP:

December	The OPSP commences with a call for project proposals. The application and application guide are posted on the website. Notices are distributed in a variety of formats to local political subdivisions. Important upcoming dates are posted on the website, as well as a pre-application checklist for potential applicants to begin compiling required supporting documentation.
January	Application webinars are hosted for project applicants.
February	Final application submittals are due by mid- to late-February. Department staff submit approved applications to the MTAB.
March	The MTAB reviews, scores and ranks the approved applications.
April - July	Department staff and the MTAB meet in early April to discuss project proposals. Department staff conduct risk assessments and pre-award site inspections of recommended projects to confirm field conditions and applicant capability to perform. A draft list of recommended projects is submitted to the Division and Department Director for approval.
August	The draft application packets are submitted to the FHWA for review and concurrence.
October- November	Once the FHWA has reviewed and concurs with project eligibility, applicants will be notified of the results of the application review process, and sponsors of the approved projects will receive a notice of award and a project agreement. Sponsors are then required to attend a mandatory grant administration workshop. Once all required clearances have been obtained, the Department will request FHWA to obligate funds.

MISSOURI TRAILS ADVISORY BOARD

The Missouri Trails Advisory Board consists of eight citizen trail advocates appointed by the division director. Members may serve two consecutive three-year terms. Board members are appointed based upon experience with trail use and trail construction, community involvement, trail user group participation, ability to represent other trail users, ability to devote adequate time to the duties, and understanding of ADA requirements. Board members represent each of the following trail user interests and are active members and volunteers within the groups they represent: Pedestrian, Equestrian, Off-Highway Motorcycling, All-Terrain Vehicle Riding, Bicycling, Mountain Bicycling, Accessibility, Water Trail and General Trail Use. Members are listed on the division's website at <https://mostateparks.com/page/61887/missouri-trails-advisory-board-members>.

The board typically meets two (2) times per federal fiscal year, but is only required to meet at least one (1) time during the year. The board members responsibilities include representing trail users in Missouri, providing guidance to the Department in developing grant selection criteria, reviewing RTP grant applications and making grant funding recommendations. The board may also be asked to advise on program policy issues. The board members may choose to become active in other trail causes at their discretion, subject to conflict of interest considerations.

APPENDIX A. RTP TRAIL PROJECT APPLICATION



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**FEDERAL RECREATIONAL TRAILS PROGRAM CFDA 20.219
TRAIL PROJECT APPLICATION (PAGE 1 OF 12)**

DIVISION OF STATE PARKS USE ONLY

PROJECT #

PROJECT CATEGORY

If the vendor provides any "personal information" as defined in Section 105.1500, RSMo concerning an entity exempt from federal income tax under Section 501(c) of the Internal Revenue Code of 1986, as amended, the vendor understands and agrees that it is voluntarily choosing to seek a state contract and providing such information for that purpose. The state will treat such personal information in accord with §105.1500, RSMo.

QUESTIONS 1-9: GENERAL INFORMATION

1. NAME OF AGENCY OR ORGANIZATION REQUESTING GRANT FUNDS		
ADDRESS		
CITY	STATE	ZIP
NAME AND TITLE OF RECEIVING OFFICIAL		
EMAIL ADDRESS		PHONE
2. AGENCY/ORGANIZATION UEI NUMBER		
3. APPLICATION PREPARER		
EMAIL ADDRESS		PHONE
4. PROJECT CONTACT PERSON	TITLE OF PROJECT CONTACT PERSON	
EMAIL ADDRESS		PHONE
IS THIS PROJECT CONTACT A LPA PROJECT CERTIFIED PERSON IN RESPONSIBLE CHARGE? <input type="checkbox"/> NO <input type="checkbox"/> YES		
5. US REPRESENTATIVE		DISTRICT
6. STATE REPRESENTATIVE		DISTRICT
7. STATE SENATOR		DISTRICT
8. REGIONAL PLANNING COUNCIL		
9. LOCATION OF PROJECT: COUNTY IN WHICH THE PROJECT IS LOCATED		
CITY OR TOWN IN WHICH THE PROJECT IS LOCATED (if project is not located within city limits, indicate nearest city or town)		
TOWNSHIP, RANGE, SECTION	LATITUDE	LONGITUDE

QUESTIONS 10-11: PROJECT SPONSOR'S BACKGROUND

10. PROJECT APPLICANT IS: <input type="checkbox"/> STATE <input type="checkbox"/> LOCAL GOVERNMENT <input type="checkbox"/> NOT-FOR-PROFIT <input type="checkbox"/> FEDERAL AGENCY	
11. DESCRIBE PROJECT SPONSOR'S ORGANIZATION: HOW LONG HAS THE ORGANIZATION BEEN IN EXISTENCE? (indicate number of years; If less than a year, give date organization was established) _____	WHAT IS THE ORGANIZATION'S ANNUAL OPERATING BUDGET (please indicate)?
DOES THE ORGANIZATION EMPLOY FULL-TIME STAFF? <input type="checkbox"/> NO <input type="checkbox"/> YES (if yes, designate how many) _____	DOES THE ORGANIZATION EMPLOY PART-TIME STAFF? <input type="checkbox"/> NO <input type="checkbox"/> YES (if yes, designate how many) _____
DOES THE ORGANIZATION HAVE A BOARD WITH OVERSIGHT RESPONSIBILITIES? <input type="checkbox"/> NO <input type="checkbox"/> YES (if yes, designate how many members) _____	DOES THE ORGANIZATION HAVE VOLUNTEERS? <input type="checkbox"/> NO <input type="checkbox"/> YES (if yes, designate how many) _____
SUMMARIZE THE ORGANIZATION'S MISSION	



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QUESTION 12: PREVIOUS PERFORMANCE [UP TO 10 POINTS]

12. HAS THE PROJECT SPONSOR RECEIVED A MoDNR GRANT WITHIN THE LAST 10 YEARS?

☐ NO

☐ YES (if yes, designate how many)

IF YES, DOES THE SPONSOR HAVE A MoDNR GRANT CURRENTLY OPEN?

☐ NO

☐ YES (if yes, designate how many projects)

WITHIN THE LAST 10 YEARS, HAS THE SPONSOR HAD TO WITHDRAW A MoDNR PROJECT AND DE-OBLIGATE FUNDING?

☐ NO

☐ YES

WITHIN THE LAST 10 YEARS, HAS THE SPONSOR HAD TO ASK FOR AN EXTENSION TO COMPLETE THEIR PROJECT?

☐ NO

☐ YES (if yes, indicate how many)

IF THE PROJECT SPONSOR HAS HAD TO REQUEST AN EXTENSION OR WITHDRAW A PROJECT WITHIN THE PAST 10 YEARS, PLEASE PROVIDE AN EXPLANATION.

QUESTIONS 13-22: PROJECT DESCRIPTION [UP TO 20 POINTS]

13. PROJECT CATEGORY IS (please select one)

☐ NONMOTORIZED SINGLE USE [1 point]

☐ MOTORIZED SINGLE USE* [1 points]

☐ NONMOTORIZED DIVERSE USE [3 points]

☐ MOTORIZED DIVERSE USE* [3 points]

☐ BOTH NONMOTORIZED & MOTORIZED DIVERSE USE* [5 points]

*At least 60% of total project costs must be motorized-related costs.

14. PROJECT TYPE IS: (Check either new development OR rehabilitation/repair AND property and equipment acquisition, if applicable)

☐ NEW DEVELOPMENT (if 60% of total project costs)

(if new development, indicate subtype below; check all that apply)

☐ NEW TRAIL CONSTRUCTION

☐ NEW TRAILSIDE AND/OR TRAILHEAD AMENITIES

☐ NEW TRAIL CONNECTOR(S) TO EXISTING TRAIL(S)

☐ PROPERTY/EASEMENT ACQUISITION OR LEASE FOR TRAIL DEVELOPMENT

☐ REHABILITATION/REPAIR (if 60% of total project costs)

(if rehab./repair, indicate subtype below; check all that apply)

☐ REHABILITATION/REPAIR OF EXISTING TRAIL(S)

☐ REHABILITATION/REPAIR OF EXISTING AMENITIES

☐ REHABILITATION/REPAIR OF EXISTING CONNECTORS

15. PROJECT WILL BE CONSTRUCTED ON (for trail-related construction/rehabilitation projects):

☐ PUBLIC LAND

☐ PRIVATE LAND

☐ COMBINATION

16. INDICATE IF PROJECT SPONSOR OWNS, LEASES OR HAS ACCESS TO PROJECT LAND* (check all that apply)

☐ OWN

☐ PERMANENT TRAIL EASEMENT

☐ OTHER (please explain)

☐ LEASE (minimum of 25 years, and signature of owner/other holders acknowledging 25 year commitment to maintain in outdoor recreation use, required)

☐ TEMPORARY CONSTRUCTION EASEMENT

*Additional documentation required. Refer to Supporting Documentation Checklist in the application guide.

17. LIST ALL PRESENT EXISTING AND REASONABLY ANTICIPATED LIENS OR MORTGAGES OR BOTH, ON THE PROPERTY, AND THE EFFECT ON THE RECREATIONAL EASEMENT THAT WILL BE REQUIRED.

18. ARE THERE ANY RIGHT-OF-WAYS, EASEMENTS, OR REVERSIONARY INTERESTS ASSOCIATED WITH THE PROPERTY?

☐ NO

☐ YES (if yes, please explain)

19. INTENDED USES OF THIS PROJECT (check all that apply)

☐ BICYCLING

☐ CANOEING/KAYAKING

☐ OTHER (please specify)

☐ WALKING/JOGGING

☐ MOTORIZED BOATING

☐ HIKING

☐ ATV/UTV (four-wheel)

☐ BACKPACKING

☐ OFF-HIGHWAY MOTORCYCLING

☐ EQUESTRIAN

☐ OFF-ROAD VEHICLE

20. PROJECT TITLE



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21. PROVIDE A DETAILED PROJECT NARRATIVE.

(include specific information about what is being constructed, rehabilitated/repared and/or acquired; see application guide for clarification; answer within the space provided; a 400 word limit is encouraged)

22. DESCRIBE THE BENEFITS OF THIS PROJECT (include how the project is beneficial and who it benefits; answer in the space provided).



QUESTIONS 23-31: PROJECT PLANNING AND IMPLEMENTATION [UP TO 35 POINTS]

23. HOW DOES THIS PROJECT MEET A NEED IDENTIFIED IN A LOCAL OR REGIONAL MASTER PLAN OR THE STATEWIDE COMPREHENSIVE MASTER PLAN (SCORP)? [up to 5 points]

<p>24. DID THE PROJECT SPONSOR SOLICIT PUBLIC OPINION CONCERNING THIS PROJECT WITHIN THE PAST 12 MONTHS? [up to 5 points]</p> <p><input type="checkbox"/> YES (if yes, describe how and provide the documentation outlined in the Supporting Documentation Checklist)</p>	<p><input type="checkbox"/> NO (if no, indicate if the public will be given opportunity to comment and how)</p>
---	---

25. IDENTIFY WHICH STANDARDS OF THE AMERICAN WITH DISABILITIES ACT (ADA) AND ARCHITECTURAL BARRIER ACT (ABA) ARE BEING ADDRESSED IN THIS PROJECT. DESCRIBE WHAT ACCESSIBILITY CHALLENGES EXIST AND HOW YOU INTEND TO OVERCOME THEM. [up to 5 points]



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26. HOW WILL THIS PROJECT ADD VALUE TO YOUR CURRENT/FUTURE TRAIL PLANS? PLEASE EXPLAIN THE ROLE OF TRAILS IN YOUR COMMUNITY. PLEASE INCLUDE MAPS. [up to 4 points]

27. WHAT DESIGN ELEMENTS ARE INCLUDED THAT CONTRIBUTE TO PRESERVING ENVIRONMENTAL RESOURCES AS PART OF ENSURING A QUALITY OUTDOOR RECREATION EXPERIENCE? WHAT OTHER ENVIRONMENTAL CONCERNS WILL YOU HAVE TO ACCOUNT FOR IN REGARDS TO THE PROJECT? [up to 5 points]

28. DESCRIBE WHAT LONGTERM SUSTAINABILITY CONSIDERATIONS HAVE BEEN ADDRESSED OR WILL BE ADDRESSED BY THE PROJECT DESIGN AND CONSTRUCTION. [up to 5 points]

29. DESCRIBE WHAT SAFETY CONCERNS HAVE BEEN ADDRESSED OR WILL BE ADDRESSED BY THE PROJECT DESIGN (include photo). [up to 4 points]

30. FOR CONSTRUCTION AND/OR REHABILITATION/REPAIR PROJECTS, INDICATE WHO WILL BE DOING WHAT WORK. IF YOU INTEND TO USE IN-HOUSE LABOR FOR THE CONSTRUCTION OF THE PROJECT, SUBMIT A COST ANALYSIS THAT COMPARES IN-HOUSE LABOR VS. CONTRACT LABOR. [up to 2 points]



QUESTION 31: PROJECT MAINTENANCE AND MANAGEMENT [UP TO 5 POINTS]

31. PROVIDE A DETAILED POST-COMPLETION PLAN OF HOW THE PROJECT WILL BE MANAGED AND MAINTAINED FOR 25 YEARS.

QUESTIONS 32-33: PARTNERSHIPS AND DONATIONS [UP TO 5 POINTS]

32. WILL QUALIFIED YOUTH CONSERVATION OR SERVICE CORPS BE INVOLVED WITH THE PROJECT?
☐ NO ☐ YES (if yes, list the group/groups that will be contributing in the below box)

33. LIST ANY CONTRIBUTING PARTNERS OR DONORS INVOLVED WITH THIS PROJECT AND THEIR INTENDED CONTRIBUTIONS.
(a letter of intent to donate from each donor must accompany the application packet; see Supporting Documentation Checklist in the application guide)

PARTNERS/DONORS		CONTRIBUTION/VALUE	
A.		A.	
B.		B.	
C.		C.	
D.		D.	
E.		E.	
F.		F.	
G.		G.	
H.		H.	
I.		I.	
J.		J.	



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QUESTION 34-36: PROJECT BUDGET ESTIMATE AND BUDGET DETAILS [UP TO 15 POINTS]

34. WHAT ASSURANCES CAN THE PROJECT SPONSOR PROVIDE THAT THERE IS ADEQUATE FUNDING TO COMPLETE THE PROJECT WITHIN THREE YEARS? [up to 3 points]

35. FOR EACH PHASE OF THE PROJECT, FILL OUT THE BUDGET TABLE BELOW WITH THE GRANT AMOUNT REQUESTED AND THE MATCHING AMOUNT PROVIDED BY THE PROJECT SPONSOR AND/OR DONOR (use whole dollar amounts only; the maximum grant request is \$250,000, and the minimum match percentage is 20%). [up to 7 points for quality and accuracy of budget]

COST CATEGORY	GRANT REQUEST	MATCHING FUNDS		TOTAL PROJECT COST
		PROJECT SPONSOR	DONATION (by 3rd party)	
Phase 1. Planning/ Engineering/Environmental Review Process (\leq 10% of total project cost)	\$	\$	\$	\$ 0
Phase 2. Right-of-Way Acquisition	\$	\$	\$	\$ 0
Phase 3. Construction	\$	\$	\$	\$ 0
TOTALS	\$ 0 (Not to exceed \$250,000)	\$ 0	\$ 0	\$ 0
Percent of matching funds: 0.00%		MATCHING FUNDS POINT VALUES		
		% Match		Points
		40% and up		5
		30% to 39%		3
		20% to 29%		1

Projects with a Federal Award \$500,000 or less: USDOT issued a public interest waiver for Buy America requirements effective 8/16/23 for specific projects of \$500,000 or less, subject to the following limitations. The waiver is from Buy America (BABA) requirements for De Minimis Costs and Small Grants to prepare for full compliance with the BIL's new Made in America standards for construction materials. The public interest waiver of BABA's domestic preferences is for projects funded under DOT-administered financial assistance programs, including the Recreational Trails Program administered in Missouri by the Missouri Department of Natural Resources, for iron, steel, manufactured products, and construction materials under a single financial assistance award for which the total amount of Federal financial assistance applied to the project, through awards or subawards, is below \$500,000. The waiver is applicable only to awards that are obligated, or subawards that are made, on or after the effective date of the waiver, 8/16/23.



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36. FILL OUT THE TABLE BELOW TO PROVIDE DETAILED INFORMATION ABOUT THE BUDGET ITEMS WITHIN EACH PHASE OF THE PROJECT. INCLUDE THE ESTIMATED COMPLETION DATE IN MONTH AND YEAR (assuming a start date of Oct. 15, 2024; if eligible costs were incurred prior to the projected start date, please provide the date of completion for the expense).

Phase:	Detailed Expenditures	Total Expense	Maximum Timeframe	Projected Schedule
1. PLANNING/ ENGINEERING/ ENVIRONMENTAL REVIEW PROCESS (≤ 10% OF TOTAL PROJECT COST)	ENVIRONMENTAL		6 months Environmental/ 6 months Planning/ Engineering	
	ENGINEERING			
	OTHER			
2. RIGHT-OF-WAY ACQUISITION	LEASE/EASEMENT/LAND ACQUISITION		6 months	
	APPRAISALS, FILING			
	OTHER			



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36. FILL OUT THE TABLE BELOW TO PROVIDE DETAILED INFORMATION ABOUT THE BUDGET ITEMS WITHIN EACH PHASE OF THE PROJECT. INCLUDE THE ESTIMATED COMPLETION DATE IN MONTH AND YEAR (assuming a start date of Oct. 15, 2024; if eligible costs were incurred prior to the projected start date, please provide the date of completion for the expense).

Phase:	Detailed Expenditures	Total Expense	Maximum Timeframe	Projected Schedule
3. CONSTRUCTION	LABOR		18 months	
	MATERIALS			
	EQUIPMENT			
	SIGNAGE			
	OTHER			
	OTHER			



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DISCRETIONARY BOARD MEMBER CRITERIA [UP TO 10 POINTS]

CONSISTENT WITH RTP REQUIREMENTS, THE EIGHT-MEMBER MISSOURI TRAILS ADVISORY BOARD (MTAB) REVIEWS AND SCORES THE RTP GRANT APPLICATIONS. BOARD MEMBERS MAY AWARD THE PROJECT POINTS BASED UPON THEIR SUBJECTIVE EVALUATION OF THE APPLICATION.

SUPPORTING DOCUMENTATION CHECKLIST

USE THE BELOW CHECKLIST TO ENSURE THE PROJECT APPLICATION IS COMPLETE (for information specific to each item, refer to the RTP Application Guide).

<input type="checkbox"/> SPECIFIC LOCATION MAP	<input type="checkbox"/> DRAFT MEMORANDUM OF AGREEMENT* (if project is on public land)
<input type="checkbox"/> AERIAL PHOTO WITH PROJECT SITE PLAN	<input type="checkbox"/> FINANCIAL ASSURANCE LETTER
<input type="checkbox"/> SCHEMATIC PLAN	<input type="checkbox"/> RESOLUTION FROM GOVERNING BODY
<input type="checkbox"/> SIGNED LETTERS OF COMMITMENT OR INTENT TO DONATE	<input type="checkbox"/> LETTERS OF INTENT TO LEASE/SELL/DONATE REAL PROPERTY
<input type="checkbox"/> SIGNED LETTER OF SUPPORT (if project is on public land)	<input type="checkbox"/> PROOF OF LAND OWNERSHIP OR LEASEHOLDER/EASEMENT RIGHTS
<input type="checkbox"/> BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION, AND AFFIDAVIT OF WORK AUTHORIZATION (State and Federal E-Verification)	<input type="checkbox"/> PROOF OF PUBLIC INVOLVEMENT
<input type="checkbox"/> PHOTOGRAPHS OF PROJECT AREA	<input type="checkbox"/> COPY OF RELEVANT PORTION OF COMPREHENSIVE OR MASTER PLAN
<input type="checkbox"/> EXISTING TRAIL MAP	<input type="checkbox"/> ENVIRONMENTAL REVIEW (if applicable)

*If recommended for funding, a signed Memorandum of Agreement will have to be executed.

CERTIFICATION OF RESPONSIBLE PERSON

A RESPONSIBLE OFFICIAL FROM THE SPONSORING ORGANIZATION MUST SIGN AND DATE THE APPLICATION. APPLICATIONS WITHOUT SIGNATURE WILL NOT BE SCORED.

"I hereby certify that the information contained in this application packet is true and correct to the best of my knowledge. I understand that the application will be rated solely on the information provided on the application and in the enclosed supporting documentation. The submission of incorrect information and the lack of required documentation can result in this application being withdrawn from consideration for funding."

SIGNATURE	TITLE	
PRINTED NAME		DATE

SUBMIT COMPLETED APPLICATION

Submit two (2) copies of the application and supporting documentation to the Grants Management Section (address below):

Missouri Department of Natural Resources Division of State Parks
Grants Management Section Attn: RTP Planner
P.O. Box 176
1659 E. Elm St.
Jefferson City, MO 65102-0176

Application packets must be submitted or postmarked on or before Feb. 21, 2024. For questions about an application packet or the process, call 573-522-8773 or 573-751-8661 or email msspgrants@dnr.mo.gov.



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THIS SECTION OF THE FORM MUST BE COMPLETED FOR ALL REQUESTS TO PURCHASE/REPAIR/REPLACE TRAIL CONSTRUCTION/ REPAIR/ MAINTENANCE EQUIPMENT UNDER THE RECREATIONAL TRAILS PROGRAM. **PROCUREMENTS MUST BE IN ACCORDANCE WITH 2 CFR 200.319 AND 200.320.**

QUESTIONS 1-6: REPAIR OF EXISTING EQUIPMENT (COMPLETE IF EQUIPMENT REPAIR IS A PART OF THIS GRANT)

1. WHAT IS THE MAKE, MODEL, YEAR, TYPE, AND HOURS OF THE PIECE(S) OF EQUIPMENT THAT WILL BE REPAIRED AS PART OF THE GRANT?

2. WAS IT ORIGINALLY PURCHASED USING FEDERAL FUNDS?

☐ NO

☐ YES (if yes, please provide the name of the grant program, project number, and year it was acquired.

Provide a copy of any commitment you have agreed to as it relates to the equipment. (i.e. disposition instructions)

3. DESCRIBE THE EXISTING CONDITION OF THE EQUIPMENT AND ITS ESTIMATED MILEAGE/HOURS.

4. DESCRIBE WHAT REPAIRS/MAINTENANCE AND OTHER ASSOCIATED COSTS WILL BE COMPLETED USING GRANT FUNDS.

5. WILL A BUILD AMERICA BUY AMERICA WAIVER BE REQUIRED TO PURCHASE THE PARTS NEEDED TO COMPLETE THESE REPAIRS?

☐ NO

☐ YES (complete and include a copy of the BUILD AMERICA BUY AMERICA waiver request form)

6. DESCRIBE HOW THIS EQUIPMENT IS INTEGRAL TO MAINTAINING YOUR TRAIL SYSTEM.

(i.e., How is the equipment used? How many miles of trail and/or trailhead amenities are constructed/repared/maintained using this equipment?).

QUESTIONS 7-14: PROJECT SPONSOR'S BACKGROUND

7. WHAT IS THE TYPE OF THE PIECE(S) OF EQUIPMENT AND/OR ATTACHMENT(S) THAT WILL BE PURCHASED AS PART OF THE GRANT?

8. WILL A BUILD AMERICA BUY AMERICA WAIVER BE REQUIRED TO PURCHASE THE EQUIPMENT OR ATTACHMENT(S)?

☐ NO

☐ YES (complete and include a copy of the Build America Buy America Waiver request form)

9. IS THIS RTP GRANT REQUEST FOR REPLACEMENT OF EQUIPMENT OR ATTACHMENTS PREVIOUSLY PURCHASED WITH RTP FUNDS?

☐ NO (If no, skip to question 12)

☐ YES (if yes, go to question 10)

10. IF YES, WILL THE OLD EQUIPMENT BE SOLD AND THE REVENUE USED TO OFFSET THE PURCHASE OF THE NEW EQUIPMENT?

☐ NO (If no, skip to question 12)

☐ YES (If yes, go to question 11)

11. IF YES, CALCULATE THE NET PURCHASE VALUE OF THE NEW EQUIPMENT BY SUBTRACTING THE ESTIMATED TRADE VALUE OF THE OLD EQUIPMENT FROM THE PURCHASE PRICE OF THE NEW EQUIPMENT:

NEW EQUIPMENT PURCHASE PRICE

TRADE VALUE OF OLD EQUIPMENT

NET PURCHASE VALUE

-

=



MISSOURI DEPARTMENT OF NATURAL RESOURCES
DIVISION OF STATE PARKS
FEDERAL RECREATIONAL TRAILS PROGRAM CFDA 20.219
TRAIL PROJECT APPLICATION (PAGE 12 of 12)

12. DESCRIBE THE NEW EQUIPMENT OR ATTACHMENTS IN DETAIL.

13. DESCRIBE HOW THE NEW EQUIPMENT OR ATTACHMENTS WILL IMPROVE TRAIL FACILITIES AND BENEFIT TRAIL USERS.

14. WHAT ASSURANCES CAN THE PROJECT SPONSOR PROVIDE THAT THE EQUIPMENT OR ATTACHMENT WILL BE STORED ADEQUATELY AND MAINTAINED IN GOOD REPAIR FOR ITS USEFUL LIFE?
(please include a maintenance schedule)

Have you ever served on active duty in the Armed Forces of the United States and separated from such service under conditions other than dishonorable?

☐ YES
☐ NO

APPENDIX B. RTP GRANT APPLICATION GUIDE

2024 Recreational Trails Program Grant Application Guide

Grants Management Section
PO Box 176
Jefferson City, MO 65102-0176
573-522-8773
mspgrants@dnr.mo.gov



MISSOURI DEPARTMENT OF NATURAL RESOURCES
DIVISION OF STATE PARKS

SECTION I. RECREATIONAL TRAILS PROGRAM OVERVIEW

A) What is the Recreational Trails Program (RTP)?

The RTP is a federally funded assistance program authorized by the U.S. Congress under the Bipartisan Infrastructure Law, Infrastructure Investment and Jobs Act. Its purpose is to help states provide and maintain recreational trails and trail-related facilities for both motorized and non-motorized recreational use. Examples of recreational trail uses include hiking, bicycling, in-line skating, equestrian use, boating, off-road motorcycling, all-terrain vehicle riding, four-wheel driving, or using other off-road motorized vehicles. The U.S. Department of Transportation, Federal Highway Administration (FHWA), oversees the RTP and has delegated administration of the program to each state. In Missouri, the Governor has designated the Missouri Department of Natural Resources as the agency responsible for administering the RTP. The Division of State Park, a division within the Department, has direct oversight of the program. The Missouri Trails Advisory Board (MTAB), an eight-member panel, assists the Department with administration of the program by evaluating the RTP grant applications and recommending projects for funding.

B) How much money is available in the RTP?

The RTP funds come from the Federal Highway Trust Fund, and represent a portion of the motor fuel excise tax collected from non-highway recreational fuel use, which is fuel used for off-highway recreation by snowmobiles, all-terrain vehicles, off-highway motorcycles, and off-highway light trucks. Each fiscal year, 50% of the national amount apportioned for the program is distributed equally among the states. The other 50% is distributed in amounts proportional to each state's fuel usage for non-highway recreational use from the preceding year. States must use 30% of their RTP funds for motorized uses, 30% for non-motorized uses and 40% for diverse uses (more than one type of trail use). Missouri's available apportionment is typically between \$1 million and \$1.5 million each year. The maximum amount that can be requested and awarded per project is **\$250,000** and the minimum grant request is **\$25,000**.

C) What projects are eligible for RTP funding?

Below is a list of eligible project types. For a list of eligible project costs, see pages 23-26. **All trail-related projects must be maintained and open to the public for a minimum of 25 years.** Grant funding will only be awarded to projects that are open to the public. Project sponsors must provide written assurance of public access and long-term maintenance; see Supporting Documentation Checklist on pages 7-8 for documentation required.

Eligible RTP projects include:

- Construction of new recreational trails, including water trails.
 - New trails on state or federal lands are subject to additional requirements before being approved (see Paragraph E on page 2).
 - New trails on private land must have written assurance of public access for a minimum of 25 years.
 - The FHWA's Build America Buy America provisions are to be included in all bid documents. (<http://www.fhwa.dot.gov/construction/cqit/buyam.cfm>). Build America Buy America provisions are further described in Section 2C on page 5.
- Construction of new trailside amenities, trailhead facilities and/or trail connectors. Trailhead and trailside amenities should have a direct relationship with a recreational trail; for instance, highway rest areas or visitor centers are not appropriate uses of RTP funds. Eligible trailhead and trailside amenities include, but are not limited to, the following:

○ Restrooms	○ Trash receptacles	○ Misting stations
○ Parking lots	○ Recycling receptacles	○ Mile marker and wayfinding signs
○ Shade structures and shelters	○ Security cameras	○ Accessible routes from parking lots to trail
○ Signs	○ Bicycle racks	○ Vehicle barriers
○ Informational kiosks	○ Bicycle repair stations	○ Water hydrants
○ Benches	○ Picnic tables	○ Hitching rails (equestrian trails)
○ Water fountains	○ Dog waste stations	○ Mounting blocks (equestrian and ATV trails)
○ Workout stations	○ Lighting	○ Emergency phones
- Acquisition or lease of land or right-of-way easements for recreational trails.
- Rehabilitation, restoration and/or repair of existing recreational trails, trailside amenities, trailhead facilities and/or trail linkages. Rehabilitation means extensive repair needed to bring a facility up to standards suitable for public use, but does not mean routine maintenance.

Equipment maintenance and the purchase of trail equipment may be eligible if it is used for the sole purpose of trail rehabilitation, maintenance, and construction.

Assessment of trail conditions for accessibility and maintenance. Projects in this category can include:

- Assessment of existing trails to determine the level of accessibility for people with mobility disabilities.
- Development of programs to provide trail access information.
- Assessment of existing trails to determine current or future maintenance needs.

D) What projects are NOT eligible for RTP funding?

Below is a list of ineligible project types. For a list of ineligible project costs, see page 23.

- Property condemnation (eminent domain).
- Motorized recreational trails on lands designated as federal wilderness or state wild areas.
- Projects to upgrade, expand, or otherwise facilitate motorized use or access to existing recreational trails predominantly used by non-motorized recreational trail users.
- Trail feasibility studies. Eligible projects relate to actual on-the-ground trail projects, so a project proposal for the purpose of performing a trail feasibility study would not be eligible.
- Trail planning. A project solely for the purpose of trail planning is not eligible; however, trail planning is an allowable cost of an eligible trail project.
- Roads or sidewalks. A sidewalk may be included as an eligible cost if it links two trails or provides an accessible route to a trailhead or trailside amenity. Prior approval from DSP is required before including sidewalks in the project scope.
- Segway or golf cart paths.
- Racetracks or fitness tracks.
- The purchase of vehicles used solely for transportation or law enforcement/security patrolling.

E) Who can sponsor a RTP project?

The following entities are eligible to apply for RTP funding.

- Not-for-profit organizations, including youth organizations, trail clubs, land trusts, conservation organizations, private schools, and private operators of recreational facilities open to the public.
- Political subdivisions such as cities, towns, counties, school districts, and public utilities.
- State departments and divisions and state public education institutions.
- Federal Agency can only apply for motorized funding.

Eligible projects can be sponsored by partnerships between public and not-for-profit organizations. Additionally, public or not-for-profit organizations may sponsor projects on state or federal lands; however, the state or federal land managing agency must provide written support of the project through a letter of support and a draft Memorandum of Agreement. The grant lease, license, or other appropriate Memorandum of Agreement relating to the proposed project, for a minimum of 25 year term running from the completion of the the project. In addition, the proposed project must meet all applicable state and federal laws and be consistent with the land management plans specific to the respective state or federal area. Projects on state property may be subject to the supervision of the Office of Administration, Division of Facilities Management, Design, and Construction per 8.110 RSMo.

F) How does project funding work?

The RTP is a matching grant program, which means the project sponsor shares a percentage of the project cost. The federal share for a RTP grant is a maximum of 80%, thus requiring a minimum match of 20% from the project sponsor. The sponsor's match can include in-kind contributions and donations. Additionally, RTP grants are reimbursement grants, which means the grants provide funding to project sponsors for adequately documents costs after expenses have been incurred.

G) How does a sponsor obtain RTP funding for a project?

Project sponsors can apply for funding for eligible trail-related projects. In order to be considered for a RTP project, project sponsors must complete and return two (2) copies of the current RTP Project Application, postmarked on or before February 21, 2024, to the following address: Missouri Department of Natural Resources, Division of State Parks, Grants Management Section, Attn. RTP Planner, P.O. Box 176, 1659 East Elm Street, Jefferson City, MO 65102-0176.

For questions about an application packet or the process, call (573) 522-8773 or (573) 751-8661 or email msspgrants@dnr.mo.gov.

Project sponsors are strongly encouraged to attend the RTP application webinar scheduled in January. The webinar date and location is listed at <https://mostateparks.com/page/55065/outdoor-recreation-grants>. Staff from the Department host this webinar to assist project sponsors with the application process. Department staff review the submitted applications for accuracy and completeness and may ask project sponsors to provide additional information.

Project applications are evaluated on a competitive scoring basis by the MTAB. Most of the application questions have a designated point value. The MTAB evaluates the applications and assigns scores to the individual responses, which are then tallied and a cumulative score is given to each application. The overall application score determines the project's ranking against other proposed projects. The board then makes funding recommendations to the Department. Department staff conduct on-site pre-award inspections and risk assessments of each recommended project to confirm eligibility and ability to perform. Once these steps have been completed, the Department submits a list of approved projects to the Division Director and Department Director for approval. After receiving concurrence from the Division and Department Directors, the Department submits the list of recommended projects to FHWA for review. The number of ranked projects that will be recommended for funding is determined by the state's RTP apportionment for the current fiscal year. Department staff notify all applicants of the results of the application review process, and sponsors of approved projects will receive a notice of award and project agreement. The entire process may take up to ten months, from the initial call for project applications to notice of award.

H) What happens after a project sponsor receives notice of award from the Department?

Project sponsors must sign and submit a financial assistance award agreement between the sponsor and the Department. Sponsors are then **required** to attend a **mandatory** project administration workshop, where they will receive a copy of the FY2024 RTP Project Administration Guide and a copy of the Sub-Recipient Informational Form. The Sub-Recipient Informational Form is required in response to the Federal Funding Accountability and Transparency Act (FFATA) of 2006. The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) to be made available to the public via a single, searchable website, which is www.USASpending.gov.

During the workshop, GMS staff will explain the process for completing the Sub-Recipient Informational Form and the requirements for administering the RTP grant funding. Additionally, Department staff will help project sponsors understand FHWA's statutory provisions for Build America Buy America as well as the federal requirements specific to the National Historic Preservation Act of 1966 (NHPA), the National Environmental Policy Act of 1970 (NEPA), and the Endangered Species Act of 1973 (ESA). These federal laws were enacted to protect the nation's cultural, environmental and natural resources, so all federal grant recipients must demonstrate compliance with the laws by conducting a NEPA review. As part of the review, project sponsors are required to complete a Categorical Exclusion (CE) Determination Form and provide concurrence documentation from various state and federal agencies in order for the Department and FHWA to determine if a project is classified as a CE under NEPA. Most RTP projects are likely to qualify as CEs. Projects considered CEs do not involve significant impact to the environment or any natural, cultural, recreational, or historic resources. Sponsors have up to six months to complete the NEPA review and submit the CE Determination Form and all concurring documentation to Department staff.

Once the Department and FHWA review and concur with the CE determination, FHWA authorizes funding for the project and the Department issues a notice to proceed (NTP) letter to the project sponsor. **Sponsors are not authorized to begin any construction activities, finalize designs, or acquire property until receiving a NTP letter.** Any costs incurred prior to receiving NTP will not be reimbursed; however, some costs incurred prior to receiving NTP may be used as match (see page 23 for a list of eligible pre-award costs). Sponsors have a project period of **three years** to complete the RTP project.

SECTION II. TIPS FOR PROJECT SPONSORS

A) In order to develop a sound project proposal, project sponsors should consider the following:

- a. Determine trail needs in your area.
 - Are there unmet trail needs within your community or area? Will this project meet a need?
 - How will this project benefit the community, area or region?
 - Is this project part of the Statewide Comprehensive Outdoor Recreation Plan (SCORP) or other trail, greenway or transportation master plan?
- b. Determine project viability.
 - Can this project realistically be completed within the required three-year timeframe, or should the project be developed in phases? Project sponsors can submit funding requests for multiphase projects.
 - As the project sponsor, does your organization have the funding resources and commitment to complete the proposed project and maintain it long term?
 - Are there other organizations or individuals who might assist with funding, donations and/or in-kind contributions?
- c. Determine public support for the project.
 - Have you provided opportunity to stakeholders to comment on the project?
 - Have you considered various users' needs in determining what type of project to implement?
 - How have you addressed concerns or issues raised by stakeholders regarding the project?
- d. For new construction, identify design considerations.
 - What are the intended uses?
 - Will the design incorporate recommended design standards for the identified intended use(s)? See pages 18-19 for a list of suggested design manuals and guidelines.
 - Will the project incorporate accessible features and elements or avoid barriers that would make it difficult to use for people with disabilities?
 - What is the projected user capacity and will the supporting infrastructure, such as parking, restroom facilities, etc., be able to accommodate the projected use?
 - Is the project sustainable? For instance, what will be the long-term maintenance needs of the chosen project design?

B) Documentation of compliance with the National Environmental Policy Act (NEPA) and other federal environmental laws and regulations must be provided as part of an authorized project under the RTP.

Most RTP projects are likely to qualify as Categorical Exclusions (CE) under NEPA. However, each project must be reviewed to ensure that it does not have a significant impact to the environment. Projects recommended for funding will be required to conduct a NEPA review and complete a NEPA Determination Form, which will be reviewed and approved by Department and FHWA staff.

Sponsors of recommended projects will be given instructions during a mandatory grant administration workshop on conducting the NEPA review, completing the NEPA Determination Form, and obtaining the appropriate concurrence documentation. For a schedule of workshops, see <https://mostateparks.com/page/61220/recreational-trails-program-rtp-grants>.

In order to expedite the NEPA review process, project sponsors are encouraged to begin considering early in the conceptual and design stages how best to mitigate or avoid impacts to the following resources:

- Cultural, historical and/or archaeological
- Threatened or endangered species
- Wetlands or streams
- Water quality
- Floodplains
- Air quality
- Farmlands
- Wild and Scenic Rivers
- Property previously developed or acquired with the assistance of the federal Land and Water Conservation Fund Act
- Land subject to other use restrictions

Other concerns to consider include noise pollution, hazardous waste, environmental justice, accessibility, demonstration of public involvement, and compliance with Build America Buy America provisions.

C) Develop a project budget that accurately reflects the project costs, including costs associated with the environmental review and Build America Buy America (if applicable).

There may be aspects of the project that will result in unforeseen costs. It is important that project sponsors develop a budget estimate that is as accurate as possible but also allows some flexibility to cover those unforeseen costs. For instance, project sponsors may decide to hire a professional environmental consultant to conduct the NEPA review. Additionally, the Section 106 review in consultation with the State Historic Preservation Office (SHPO) may require project sponsors to hire a professional archaeologist or architectural historian to conduct a cultural or archaeology survey. Project sponsors may also consider hiring a design or engineering consultant to assist with developing the project design. Up to 10% of the total project cost may be used for Phase I planning, engineering, and environmental review costs. Additionally, costs in these categories that are incurred up to 18 months prior to construction authorization and notice to proceed may be used as match by the project sponsor. The RTP is funded with Title 23 funds, project sponsors who use RTP funds to purchase any of the following must ensure that these items are manufactured in the United States: any iron/steel product and construction materials permanently incorporated into the project (such as bridges that use steel I-beams, fencing, rebar, posts, bolts, PVC, lumber, drywall, etc.).

Projects with a Federal Award \$500,000 or less: USDOT issued a public interest waiver for Buy America requirements effective August 16, 2023 for specific projects of \$500,000 or less, subject to the following limitations. The waiver is from Buy America (BABA) requirements for De Minimis Costs and Small Grants to prepare for full compliance with the BIL's new Made in America standards for construction materials. The public interest waiver of BABA's domestic preferences is for projects funded under DOT-administered financial assistance programs, including the Recreational Trails Program administered in Missouri by the Missouri Department of Natural Resources, for iron, steel, manufactured products, and construction materials under a single financial assistance award for which the total amount of Federal financial assistance applied to the project, through awards or subawards, is below \$500,000. The waiver is applicable only to awards that are obligated, or subawards that are made, on or after the effective date of the waiver August 16, 2023.

Projects with a Federal Award Greater than \$500,000: Buy America provisions are to be included in all bid documents. The Bipartisan Infrastructure Law (BIL) established new Buy America requirements known as the Build America, Buy America Act (BABA). The Act requires the following Buy America preference:

- (1) All iron and steel used in the project are produced in the United States. This means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
- (2) All manufactured products used in the project are produced in the United States. This means the manufactured product was manufactured in the United States, and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation.
- (3) All construction materials are manufactured in the United States. This means that all manufacturing processes for the construction material occurred in the United States. Pending OMB's issuance of final standards on construction materials, and absent any existing applicable standard in law or regulation that meets or exceeds these preliminary standards, agencies should consider "all manufacturing processes" for construction materials to include at least the final manufacturing process and the immediately preceding manufacturing stage for the construction material.

The BABA extends the application of Buy America to "Construction materials" which includes an article, material, or supply that is or consists primarily of:

- non-ferrous metals;
- plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber optic cables);
- glass (including optic glass);
- lumber; or
- drywall.

Items excluded from “Construction materials” include cement and cementitious materials; aggregates such as stone, sand, or gravel; or aggregate binding agents or additives. Asphalt concrete pavement mixes are typically composed of asphalt cement (a binding agent) and aggregates such as stone, sand, and gravel. Accordingly, asphalt is also excluded from the term construction materials.

An article, material, or supply should only be classified into one of the following categories: (1) iron or steel; (2) a manufactured product; or (3) a construction material. For ease of administration, an article, material, or supply should not be considered to fall into multiple categories. Agencies should apply the iron and steel test to items that are predominantly iron or steel unless another standard applies under law or regulation.

Since the Recreational Trails Program is funded with Title 23 funds, project sponsors who use RTP funds to purchase any of the following must ensure that these items are manufactured in the United States: any iron/steel product and construction materials permanently incorporated into the project (such as bridges that use steel I-beams, fencing, rebar, posts, bolts,, PCC, lumber, drywall, etc.). Additionally, any coating material applied to the iron/steel products must be applied in the United States. All advertisements for bids and all contracts must include a Buy America provision. FHWA requires step certifications for iron/steel, where each handler (supplier, fabricator, manufacturer, processor, applier of coatings, etc.) certifies that their step in the process was domestically performed. The contractor or vendor must provide these certifications prior to incorporation of the material in the project. See Appendix F for the step certification forms.

For more information about BABA, please see: <https://www.fhwa.dot.gov/construction/cqit/buyam.cfm>.

D) Projects are selected on the merit of their applications, so it is important for project sponsors to provide well-written and complete application packets. Project sponsors should:

- Attend the grant application workshop scheduled by GMS staff. The workshop will help project sponsors understand the application requirements. To attend the workshop, please register at: <https://mostateparks.com/page/55065/outdoor-recreation-grants>.
- Answer each question thoroughly, but concisely within the space allowed on the application. If project sponsors have questions or concerns about their application responses, they can send questions to GMS staff.
- Have an independent reviewer read through the application and supporting materials to ensure the information is easily understood. It may be beneficial to have someone unfamiliar with the project review the application packet; their comments will be more objective.
- Double-check the application packet to ensure it is complete and accurate. **Incomplete packets or hand written applications will not be scored and those with errors may receive lower scores. Applications must be submitted on the current year's application.**
- Use the Supporting Documentation Checklist on pages 7-8 to ensure all supporting documentation is included in the packet.
- Attempt to submit the complete application packet prior to the deadline date. This will allow Department staff the opportunity to contact project sponsors if information is missing from the packet or is inaccurate, and will subsequently allow projectsponsors time to rectify omissions or inaccuracies.

SECTION III. SUPPORTING DOCUMENTATION CHECKLIST

The following items are required documents to support the application and must be included in the application packet. **An incomplete application will not be scored.** Please submit two (2) hard copies of each item, with the exception of land deeds or leases (see below). Use this checklist to ensure that all required documentation is included in the application packet, and in the order listed below.

- ☐ **Specific Location Map** no greater than 11"x17", showing the project's location within a community, park or recreation area, state forest or conservation area, state park or state historic site, national park, national forest, or other federal facility. Please indicate any floodplain, wetland, park, wildlife/waterfowl refuge, significant natural feature, archaeological site, significant cultural/historical feature, road or highway within or immediately adjacent to the project.
- ☐ **Aerial Photo with Project Site Plan** no greater than 11"x17", for construction and renovation projects, noting trailheads, parking areas, rest stops, benches, restrooms, shelters, ADA compliant portions of the trail, etc. For new trail construction in the initial design phase, a conceptual site plan is acceptable.
- ☐ **Schematic Plan** if a building or structure is included in the proposed project, such as a restroom, bridge, picnic shelter or kiosk. Include a materials list on the plan. Buildings must be designed to conform to ABA/ADA standards and this must be indicated in the schematic plans. Plans should be no greater than 11"x17". If the project is still in the conceptual stage, a preliminary plan can be submitted.
- ☐ **Signed Letters of Commitment or Intent to Donate** from organizations or individuals who are collaborating on the project, providing work on the project, or donating time, materials, real estate, or funding.
- ☐ **Signed Letter of Support** from the state or federal land management agency, for projects sponsored by an outside entity on state or federal land. The letter must indicate if the proposed project is consistent with the area's land management plan. For proposed projects within a state park or state historic site, project sponsors must coordinate with the park or site's facility manager before proposing a project.
- ☐ **Draft Memorandum of Agreement** with the local, state or federal land management agency for projects on local, state or federal land that are sponsored by an outside entity. The agreement must commit the land managing agency to maintaining public access to the project for a minimum of 25 years and acknowledge their commitment to record the Declaration of Dedication to Outdoor Recreation Use to the deed of the property. The agreement must also give the project sponsor access to construct on the property, and must outline the roles and responsibilities for bidding or contracting for any design and construction work involved in the project. If the applicant is a not-for-profit organization constructing on public land, the landholding agency must also agree to fulfill the 25 year stewardship requirements should the not-for-profit organization dissolves before the end of the stewardship period. If this applies, please notify the GMS during the application phase. If recommended for funding, a signed Memorandum of Agreement must be executed prior to the award of grant funds.
- ☐ **Financial Assurance Letter** from the sponsoring organization's chief financial officer stating that your organization has the financial capability of completing the proposed project and maintaining it for 25 years. See template on page 9.
- ☐ **Resolution from Governing Body** ensuring commitment of project sponsor to maintain public access to the project for a minimum of 25 years. If the organization is a not-for-profit, please provide a resolution of support from the governing body whose jurisdiction the project will take place within. See template on page 10.
- ☐ **Letters of Intent to Lease/Sell/Donate Real Property** for land acquisition that is part of the project. The letter must be from the landowner to the project sponsor, and must indicate whether the landowner will be selling, donating, or leasing the property, or providing a trail easement or temporary construction easement. Leases and trail easements must have a minimum 25 year timeframe and signature of owner/other interest holders acknowledging 25-year commitment to maintain in outdoor recreational use. The letter may stipulate that the transfer of land ownership is contingent upon project funding. **All acquisition of real property with RTP funds or as part of a RTP project, whether through purchase, donation, easement or lease, must comply with the Uniform Relocation Assistance and Real Property Acquisition Policies for Federal and Federally Assisted Programs Act of 1970 (Uniform Act). Before initiating negotiation with the landowner, a yellow book appraisal and review appraisal must be completed. This act has additional compliance requirements, so it is important to contact GMS staff prior to beginning the acquisition process.**

- ☐ **Proof of Land Ownership or Leaseholder/Easement Rights** if the project sponsor currently owns or leases the land for the project, or has a permanent trail easement. Only one copy of the land deed, lease, or easement agreement is required. The lease or easement agreement must show a 25-year commitment and acknowledging 25-year commitment to maintain in outdoor recreation use or include a letter from the landowner indicating willingness to renew the agreement if the original agreement was for less than 25 years and commitment to maintain in outdoor recreational use.
- ☐ **Proof of Public Involvement** if the project sponsor hosted a public meeting or provided some other forum for public comment within the last 12 months regarding the proposed project. Documentation includes, but is not limited to, copy of newspaper ads or public meeting notices; copy of Facebook page, online survey or other electronic format used to solicit public opinion; and/or copy of meeting minutes, survey results, or other public responses to the proposed project. Public letters of support or concern should be submitted as well.
- ☐ **Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization (State and Federal E-Verification):** As a condition for the award of any grant by the Department to any business entity, project sponsors meeting the definition of a business entity must, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to employees working in connection with the project. Every such business entity shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the project. Documentation shall include 1) EITHER the E-Verify Employment Eligibility Verification page listing the company name and company ID OR a page from the E-Verify Memorandum of Understanding (MOU) listing the company name and the MOU signature page completed and signed, at minimum, by the company and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the company’s name and company ID, then no additional pages of the MOU must be submitted; AND 2) submit a completed, notarized Affidavit of Work Authorization (sample included on page 10-13). Should you need assistance in obtaining documentation you can contact the E-Verify federal work authorization program (Website: http://www.dhs.gov/files/programs/gc_1185221678150.shtm; Phone: 888-464-4218; Email: e-verify@dhs.gov).
- ☐ **Copy of Relevant Portion of Comprehensive or Master Plan** if the proposed project has been identified in a local, school, regional, county and/or parks comprehensive or master plan. Do not submit a copy of the entire plan, only the relevant portion that references the project.
- ☐ **Photographs of the Project Area** include photographs of the project area to illustrate the existing condition of the site and any facilities that are proposed for replacement or renovation.
- ☐ **Existing Trail Map** if the project sponsor manages any trails, include a map that shows all the trails.
- ☐ **Environmental Review** if a previous environmental review has been conduct within the project area; include a copy of the report.

TEMPLATE FINANCIAL ASSURANCE LETTER

Date
RTP Planner
Grants Management Section
Missouri State Parks
PO Box 176
Jefferson City, MO 65102-0176

RE: Financial Assurance for RTP Proposal (insert project name as entered on question 18 of the project application)

To Whom It May Concern:

I, the undersigned as the Chief Financial Officer of (insert name of project sponsor), confirm that our governing body insert name of governing body, such as park board, county commission, etc.) has formally committed the required matching funds for completion of the above referenced project and has made those funds available. Furthermore, I confirm that (insert name of project sponsor) is committed to completing the project within the timeframe outlined by the grant agreement and maintaining the project for 25 years for the benefit of public outdoor recreation.

OR

I, the undersigned as the Chief Financial Officer of (insert name of project sponsor), confirm that our agency has the required matching funds available for completion of the above referenced project. Furthermore, I confirm that (insert name of project sponsor) is committed to completing the project within the timeframe outlined by the grant agreement and maintaining the project for 25 years for the benefit of public outdoor recreation.

Sincerely,

(insert Chief Financial Officer's name and signature)

TEMPLATE PROJECT RESOLUTION

WHEREAS, the _____ (*insert name of organization/agency*) is applying for federal assistance from the Recreational Trails Program for the purpose of (insert project title as entered on question 18 of the application),

NOW, THEREFORE, BE IT RESOLVED BY THE _____ (*insert name of organization/agency*), that

1. _____ (*insert name of person signing application*) of _____ (*insert name of organization/agency*) is authorized to sign the application for federal assistance and any other official project documents that are necessary to obtain such assistance, including any agreements, contracts or other documents that are required by the State of Missouri or the Federal Highway Administration.
2. The _____ (*insert name of organization/agency*) currently has the written commitment for the (insert percentage from question 34 of the application) matching share for the project elements that are identified in the application and will allocate the necessary funds to complete the project.
3. In the event a grant is awarded, the _____ (*insert name of organization/agency*) will commit the necessary financial resources to operate and maintain the completed project in a safe and attractive manner for public access for a minimum of 25 years.
4. In the event a grant is awarded, the _____ (*insert name of organization/agency*) is prepared to complete the project within the time period identified on the signed project agreement.
5. In the event a grant is awarded, the _____ (*insert name of organization/agency*) will comply with all rules and regulations of the Recreational Trails Program, applicable Executive Orders, all state laws that govern the grant applicant during the performance of the project, and stewardship requirements after the project is completed

PASSED AND RESOLVED BY THE _____ (*insert name of agency*)

The undersigned hereby certifies that he/she is the duly authorized Clerk and custodian of the books and records and seal of (agency)____, duly formed pursuant to the laws of the State of Missouri, and that the foregoing is a true record of a resolution duly adopted at a meeting of the (governing board of agency)____, that said meeting was held in accordance with state and local laws on _____ and that the said resolution is now in full force and effect without modification or rescission.

IN WITNESS WHEREOF, I have executed my name as Clerk and have affixed the seal of (agency)____, this ____ day of _____, 20____.

ATTEST: (Clerk)

By: _____

(SEAL) (printed name)

EXHIBIT
BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION,
AND AFFIDAVIT OF WORK AUTHORIZATION

BUSINESS ENTITY CERTIFICATION:

The project sponsor must certify their current business status by completing either Box A or Box B or Box C on this Exhibit.

- BOX A:** To be completed by a non-business entity as defined below.
- BOX B:** To be completed by a business entity who has not yet completed and submitted documentation pertaining to the federal work authorization program as described at http://www.dhs.gov/files/programs/gc_1185221678150.shtm.
- BOX C:** To be completed by a business entity who has current work authorization documentation on file with a Missouri state agency including Division of Purchasing and Materials Management.

Business entity, as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term “**business entity**” shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term “**business entity**” shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit. The term “**business entity**” shall not include a self-employed individual with no employees or entities utilizing the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

Note: Regarding governmental entities, business entity includes Missouri schools, Missouri universities (other than stated in Box C), out of state agencies, out of state schools, out of state universities, and political subdivisions. A business entity does not include Missouri state agencies and federal government entities.

BOX A – CURRENTLY NOT A BUSINESS ENTITY

I certify that _____ (**Company/Individual Name**) **DOES NOT CURRENTLY MEET** the definition of a business entity, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above, because: (check the applicable business status that applies below)

- ☐ I am a self-employed individual with no employees; **OR**
- ☐ The company that I represent employs the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

I certify that I am not an alien unlawfully present in the United States and if _____ (**Company/Individual Name**) is awarded a Recreational Trails Program Grant for _____ (**Project Title**) and if the business status changes during the project period to become a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, then, prior to proceeding with the project as a business entity, _____ (**Company/Individual Name**) agrees to complete Box B, comply with the requirements stated in Box B and provide the Department of Natural Resources, Division of State Parks with all documentation required in Box B of this exhibit.

Authorized Representative's Name (Please Print)

Authorized Representative's Signature

Company Name (if applicable)

Date

EXHIBIT , continued

(Complete the following if you DO NOT have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box B, do not complete Box C.)

BOX B – CURRENT BUSINESS ENTITY STATUS

I certify that _____ (**Business Entity Name**) **MEETS** the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530.

Authorized Business Entity Representative's
Name (Please Print)

Authorized Business Entity
Representative's Signature

Business Entity Name

Date

E-Mail Address

As a business entity, the project sponsor must perform/provide each of the following. The project sponsor should check each to verify completion/submission of all of the following:

- ☐ Enroll and participate in the E-Verify federal work authorization program (Website: http://www.dhs.gov/files/programs/gc_1185221678150.shtm; Phone: 888-464-4218; Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND
- ☐ Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include EITHER the E-Verify Employment Eligibility Verification page listing the project sponsor's name and company ID OR a page from the E-Verify Memorandum of Understanding (MOU) listing the project sponsor's name and the MOU signature page completed and signed, at minimum, by the project sponsor and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the project sponsor's name and company ID, then no additional pages of the MOU must be submitted; AND
- ☐ Submit a completed, notarized Affidavit of Work Authorization provided on the next page of this Exhibit.

EXHIBIT 1, continued

AFFIDAVIT OF WORK AUTHORIZATION:

The project sponsor who meets the section 285.525, RSMo, definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now _____ (**Name of Business Entity Authorized Representative**) as _____
(Position/Title) first being duly sworn on my oath, affirm _____ (**Business Entity Name**) is enrolled and
will continue to participate in the E-Verify federal work authorization program with respect to employees hired after
enrollment in the program who are proposed to work in connection with the proposed Recreational Trails Program project
with the State of Missouri for the duration of the contract(s), if awarded in accordance with subsection 2 of section
285.530, RSMo. I also affirm that _____ (Business Entity Name) does not and will not knowingly
employ a person who is an unauthorized alien in connection with the proposed Recreational Trails Program project for the
duration of the project period, if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

Authorized Representative's Signature

Printed Name

Title

Date

E-Mail Address

E-Verify Company ID Number

Subscribed and sworn to before me this _____ of _____. I am
(DAY) (MONTH, YEAR)

commissioned as a notary public within the County of _____, State of
(NAME OF COUNTY)

_____, and my commission expires on _____.
(NAME OF STATE) (DATE)

Signature of Notary

Date

EXHIBIT , continued

(Complete the following if you have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box C, do not complete Box B.)

BOX C – AFFIDAVIT ON FILE - CURRENT BUSINESS ENTITY STATUS

I certify that _____ (**Business Entity Name**) **MEETS** the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, and have enrolled and currently participates in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the Recreational Trails Program project with the State of Missouri. We have previously provided documentation to a Missouri state agency or public university that affirms enrollment and participation in the E-Verify federal work authorization program. The documentation that was previously provided included the following.

- ✓ The E-Verify Employment Eligibility Verification page OR a page from the E-Verify Memorandum of Understanding (MOU) listing the project sponsor's name and the MOU signature page completed and signed by the project sponsor's and the Department of Homeland Security – Verification Division
- ✓ A current, notarized Affidavit of Work Authorization (must be completed, signed, and notarized within the past twelve months).

Name of **Missouri State Agency** or **Public University*** to Which Previous E-Verify Documentation Submitted:

(*Public University includes the following five schools under chapter 34, RSMo: Harris-Stowe State University – St. Louis; Missouri Southern State University – Joplin; Missouri Western State University – St. Joseph; Northwest Missouri State University – Maryville; Southeast Missouri State University – Cape Girardeau.)

Date of Previous E-Verify Documentation Submission: _____

Previous **Bid/Contract Number** for Which Previous E-Verify Documentation Submitted: _____
(if known)

Authorized Business Entity Representative's
Name (Please Print)

Authorized Business Entity
Representative's Signature

E-Verify MOU Company ID Number

E-Mail Address

Business Entity Name

Date

FOR STATE USE ONLY

Documentation Verification Completed By:

Buyer

Date

SECTION IV. GRANT APPLICATION INSTRUCTIONS

- A) Step One:** Complete an electronic application by answering each question as fully as possible without exceeding the space allocated for the question – please do not include supplemental answer sheets.
An electronic application form has been created for your convenience at <https://mostateparks.com/page/61220/recreational-trails-program-rtp-grants>. Project sponsors will need Adobe Acrobat Reader, which is available for free download at <https://get.adobe.com/reader/>. Once a project sponsor has filled out the form, he/she will need to save it to their computer, print and mail two (2) hard copies to the address in step three. **Hand-written applications will not be accepted.**
- B) Step Two:** Use the Supporting Documentation Checklist on pages 7-8 to ensure that the application packet is complete. Only one copy of the land deed or lease is needed for hard copy submissions. For questions about the application packet or the process, call (573) 522-8773 or (573) 751-8661 or email mspgrants@dnr.mo.gov.
Items NOT to include with the application packet:
- Maps larger than 11"x17".
 - Three-ring binders or folders for applications. Clipping the application packet together is encouraged.
 - Hand-written applications. Use the electronic application provided.
 - Supplemental attachments to answer the application questions. Please limit responses to the spaces allocated for each question on the application. Photos may be submitted, but ensure two copies are included when submitting in hard copy.
- C) Step Three:** Mail two (2) copies of the application and supporting documentation to the Department's Grants Management Section (address below). Applications must be postmarked on or before February 21, 2024. Project sponsors are encouraged to make double-sided copies to conserve on paper and space. If the application packet includes photographs, please include two copies.

It is highly recommended that project sponsors submit their application packet prior to the deadline date. This will allow GMS staff the opportunity to contact project sponsors if information is missing from their packet or is inaccurate, and will subsequently allow project sponsors time to rectify omissions or inaccuracies. **If the application packet arrives by the deadline date, but is not on the current year application, is missing required documentation, or is substantially incomplete, the project will be deemed ineligible for scoring.**

Mail the application packet to:

Missouri Department of Natural Resources
Division of State Parks
Grants Management Section
Attn: RTP Planner
PO Box 176
1659 East Elm Street
Jefferson City, MO 65102-0176

SECTION V. TRAIL PROJECT APPLICATION QUESTIONS

The electronic application can be found at <https://mostateparks.com/page/61220/recreational-trails-program-rtp-grants>. The following section provides a description of the information needed for each question on the application and explains the purpose of each question.

- **Questions 1-9** are general questions pertaining to the agency or organization (project sponsor) responsible for incurring costs and completing the project. No points are assigned for responses in this section.
 - **Question U.S. ARMED FORCES** -To be filled out by the application preparer about themselves and their family members.
 - **Question 1, AGENCY OR ORGANIZATION** – this is the name and address of the agency or organization that is requesting grant funds and will be responsible for administering the grant, if awarded. This question also asks you to provide contact information for the receiving official, or the person who is authorized to accept grant funding on behalf of the agency.
 - **Question 2, AGENCY/ORGANIZATION UEI NUMBER** – all agencies or organizations that apply for federal grants are required to have a Unique Entity Identifier (UEI) number, a unique nine-character number assigned to that individual organization or agency. The federal government uses this number to track how federal money is allocated. To request a UEI number, visit <https://sam.gov/content/duns-uei> . The process is free and generally takes no more than one business day.
 - **Question 3, APPLICATION PREPARER**- if the person who prepared the application is different from the project contact person, please provide the name and contact information. If there is an issue with the application, the application preparer will be contacted.
 - **Question 4, PROJECT CONTACT PERSON** – if the grant is awarded, the individual listed will be the primary contact and is expected to be aware of the RTP grant requirements. Please identify if this person is a Local Public Agency Project Certified Person in Responsible Charge. If the contact person changes at any time during the life of the project, please contact the Department and provide the name of the new contact person.
 - **Questions 5-7, LEGISLATIVE INFORMATION** – list the federal and state legislators and their districts in which the project is located. If the project is awarded, GMS staff will send notice to the legislators as a courtesy. For US congressional districts visit <http://www.house.gov/representatives/>. For state legislative districts, visit <http://www.house.mo.gov/> and <http://www.senate.mo.gov/>.
 - **Question 8, REGIONAL PLANNING COUNCIL** – Department staff notifies the regional planning councils (RPC) when a project has been awarded funding in their respective region. To determine the appropriate RPC, visit <https://macog.org/> .
 - **Question 9, LOCATION OF PROJECT** – for trail construction projects, provide GPS coordinates for the start location of the proposed project. For trail renovation projects, use the location of any major supporting infrastructure, such as a trailhead or parking lot. For land acquisition, provide the GPS coordinates for the primary entrance or access to the property.
- **Questions 10-11** elicit information about the project sponsor’s organization, such as whether it is a government agency or a non-profit organization; how long the organization has been in existence; the organizations paid or volunteer staffing levels; etc.
 - **Question 10, PROJECT APPLICANT IS** – indicate whether the project sponsor is a state or local governmental agency; a not-for-profit organization; or federal agency.
 - **Question 11, DESCRIBE PROJECT SPONSOR’S ORGANIZATION** – this question is asking for information specific to the mission of the organization; how long the organization has been in existence; and how many staff, members and/or volunteers are affiliated with the organization.
- **Question 12, PREVIOUS PERFORMANCE** – information for this section includes whether or not the project sponsor has had a Department of Natural Resources grant within the past 10 years. Previous performance on completing previous Department of Natural Resources grant projects within the allotted timeframe as well as whether or not a project sponsor already has an active Department of Natural Resources project will be factors considered by Department S staff when scoring the applications. Up to 10 points may be given for this question.

- **Questions 13-22** require the project sponsor to provide a description of the project, including a detailed project narrative. Up to 20 points may be given for this section since considerable weight is given to the detailed project narrative in question 20.
- **Question 13, PROJECT CATEGORY IS** – this question relates to the 30-30-40 requirement, which requires states to use 30% of their RTP funds for motorized uses, 30% for non-motorized uses and 40% for diverse uses (more than one type of trail use). To provide more flexibility in RTP project selection, FHWA has established the following five categories to account for the 30-30-40 requirements. Select the below category that best describes the project. Up to five points may be given for this question, with the most points assigned to those projects that provide for a diversity of uses.
 - **Non-motorized single use** – a project primarily intended to benefit only one mode of non-motorized recreational trail use, such as pedestrian only, bicycling only or equestrian only. RTP projects serving various pedestrian uses (such as walking, hiking, backpacking and running) still constitute a single use for the purpose of this category.
 - **Non-motorized diverse use** – a project primarily intended to benefit more than one mode of non-motorized recreational trail use, such as pedestrian and bicycling, or bicycling and equestrian.
 - **Both non-motorized and motorized diverse use** – a project that includes both motorized and non-motorized uses, such as an ATV trail that also allows hiking or a water trail that allows both kayak/canoe use and outboard motor use. This category also includes projects where the uses are separated seasonally, such as a trail that allows ATV use in the summer but equestrian use in the winter. **At least 60% of the total project costs must be motorized-related costs for a project to fall within this category.**
 - **Motorized single use** – a project primarily intended to benefit only one mode of motorized recreational trail use, such as an ATV trail.
 - **Motorized diverse use** – a project primarily intended to benefit more than one mode of motorized recreational trail use, such as an ATV trail that also functions as an off-highway motorcycle trail.
- **Question 14, PROJECT TYPE IS** – project sponsors should select the type or types that best describe the proposed project. While a project may incorporate both new development and rehabilitation/repairs, it should be classified as new development if the sum of new construction costs will equal 60% or more of the total project costs. A project should be classified as rehabilitation/repair if the sum of the rehabilitation/repair costs equals 60% or more of the total project costs. For trail assessment projects, use the rehabilitation/repairs classification. In addition to determining which of the above project types is most applicable, project sponsors should also check the relevant boxes if property acquisition will be a part of the project or if either are the sole purpose of the project.
- **Question 15, PROJECT WILL BE CONSTRUCTED ON** – for trail-related construction/rehabilitation projects, indicate whether the project is on private or public lands, or a combination of both. Public lands include property that is owned or managed by a county or municipal government, a public school district, or a state or federal agency. If the trail project is on state or federal lands, a signed letter of support and a signed memorandum of agreement from the state or federal agency must be submitted with the application. See Supporting Documentation Checklist on pages 6-7 of this guide.
- **Question 16, INDICATE IF PROJECT SPONSOR OWNS, LEASES OR HAS ACCESS TO PROJECT LAND** – if the project sponsor owns or leases the property, a deed or lease agreement must be submitted with the application. The lease must be a minimum of 25-years, and signature of owner/other interest holder acknowledging 25-year commitment to maintain in outdoor recreational use. If the project sponsor has a permanent trail easement or a temporary construction easement, a copy of the easement agreement must be submitted as well or, in the case of projects on state or federal lands, a draft memorandum of agreement between the agency and sponsor must be submitted that shows the project sponsor has access to project land. See Supporting Documentation Checklist on pages 6-7. If the proposed project will be completed on a combination of land that is partially owned and partially leased, the project sponsor should check the “Other” category and provide an explanation of ownership in the space provided.
- **Question 17, LIST ALL PRESENT EXISTING AND REASONABLE ANTICIPATED LIENS OR MORTGAGES OR BOTH, ON THE PROPERTY, AND THE EFFECT ON THE RECREATIONAL EASEMENT THAT WILL BE REQUIRED.** Identify outstanding mortgages, loans, etc., amount still owed, and describe how these will affect the current project. If a loan will be required to complete this grant, please include how much you anticipate borrowing and for what duration. Because the property located within the RTP project will be dedicated to public outdoor recreation use for 25 years, it is important to identify any parties who may have a superior interest.

- **Question 18, ARE THERE ANY RIGHT-OF-WAY, EASEMENTS, OR REVERSIONARY INTERESTS ASSOCIATED WITH THE PROPERTY?** Please list all right-of-way, easements (permanent or temporary), or reversionary interests associated with the site.
- **Question 19, INTENDED USES OF THIS PROJECT** – check all that apply to indicate for which user groups this project is intended.
 - **Bicycling** – refers to either a bicycling path, such as a paved greenway trail; or a mountain bike trail, such as a natural surface trail that has more strenuous terrain and may include trail obstacles.
 - **Walking/jogging** – typically occurs on a relatively flat surface, such as an asphalt or concrete path.
 - **Hiking** – typically occurs on a natural surface trail that may require more physical effort, and have terrain or elevation changes.
 - **Backpacking** – refers to hiking a long-distance and staying overnight; backpacking requires the user to physically carry their overnight gear, food and other supplies in a backpack. A backpacking trail is generally 10+ miles long and typically provides some type of overnight accommodation, such as trail-side shelters or primitive campsites.
 - **Equestrian** – refers to riding a horse, donkey or mule on a trail.
 - **Canoeing/kayaking** – refers to the use of non-motorized boats on a water trail.
 - **Motorized boating** – refers to the use of motorized boats on a water trail, and includes both inboard and outboard motors.
 - **ATV/UTV (Four-wheel)** – refers to the use of an all-terrain vehicle (ATV) and/or utility terrain vehicle (UTV) on a trail designed for motorized use. An ATV is also known as a quad, quad bike, three-wheeler, four-wheeler, or quadricycle, and is defined by the American National Standards Institute (ANSI) as a vehicle that travels on low-pressure tires, with a seat that is straddled by the operator, along with handlebars for steering control.
 - **Off-Highway Motorcycling** – refers to the use of off-highway motorcycles or dirt bikes on a trail designed for motorized use. Motocross is a form of off-road motorcycle racing held on enclosed off-road circuits.
 - **Off-road vehicle** – refers to the use of an off-highway vehicle (ORV) on a trail designed for motorized use. An ORV is a motor-driven, off-road recreational vehicle capable of cross-country travel without benefit of a road or trail. ORVs are multi-track or multi-wheel drive vehicles that include, but are not limited to ATVs; off-road motorcycles or related 2-wheel, 3-wheel, or 4-wheel vehicles; and other 4x4 vehicles, such as dune buggies.
- **Question 20, PROJECT TITLE** – provide a short one-sentence title and include the current phase, if the project is being completed in phases; for example, “Wolf Creek Trail Construction, Phase I.” Another example is, “Frisco Highline Trail Corridor Rehabilitation.” The project title will be how the project is referred to on the project agreement, project budget, reimbursement requests, quarterly reports and inspection reports.
- **Question 21, PROVIDE A DETAILED PROJECT NARRATIVE** – the project narrative is one of the most important elements in the application and is the sponsor’s opportunity to explain in detail the components of the project. In 400 words or less, explain what is being constructed, rehabilitated/repared and/or acquired. Be sure to address the following:
 - If the project is one phase of a larger project, indicate which phase and what will be accomplished during this phase; for example, “If funded, phase III of this project will complete 2.3 miles of an eventual 20-mile trail system.” To ensure that federal funds are being used effectively, project sponsors should develop their phased project so that it functions as intended, even if the remaining phases are never completed. For instance, each trail section of a multiphase project should have a logical start and end point, and should have a way for users to access.
 - For trail projects, include distance in miles, width in feet, and surface materials; for example, “In this project, we intend to construct 2.3 miles of 8-foot wide crushed limestone trail.”
 - If more than one trail is being developed or rehabilitated/repared, indicate how many and list their names.
 - For trail linkages, include the names of trails that will be linked by the project.
 - For rehabilitation projects, list the site name or the trail name and location on the trail where the renovation will be taking place.
 - For trailside and/or trailhead amenities, list specific amenities and their key material components (e.g. wood bridge decking with cordon steel structure); for example, “In this project, we propose to improve the North Trailhead of Willow Creek Trail by expanding the parking lot to add 10 additional parking spaces, constructing a pre-cast vault toilet, and installing a wooden informational kiosk.”
 - Indicate if informational and/or way-finding signs and/or brochures will be included as project costs.

Project sponsors are encouraged to use industry guidelines or standards when constructing new trails. While not an exhaustive list, the below are recommended as resources to assist project sponsors in implementing well-planned and well-constructed projects.

- Projects that incorporate signs that function as traffic control devices must conform to the Manual on Uniform Traffic Control Devices (MUTCD), which can be found at http://mutcd.fhwa.dot.gov/kno_2009r1r2.htm. Signs that do not function as traffic control devices are not subject to the MUTCD. However, informational signs and kiosks must take into consideration the needs of various users, such as people who are blind or have impaired vision, people who use wheelchairs or other personal assistance mobility devices, and children.
- The FHWA and the USFS have compiled a list of trail design and construction resources and, in many cases, made them available as free pdf downloads or html files (http://www.fhwa.dot.gov/environment/recreational_trails/publications/):
 - *Trail Construction and Maintenance Notebook* (http://www.fhwa.dot.gov/environment/recreational_trails/publications/fs_publications/07232806/index.cfm)
 - *Equestrian Design Guidebook for Trails, Trailheads, and Campgrounds* (<https://www.fs.usda.gov/t-d/pubs/htmlpubs/htm07232816/page05.htm>)
 - *Designing Sustainable Off-Highway Vehicle Trails: An Alaska Trail Manager's Perspective* (<https://www.fs.usda.gov/t-d/pubs/pdfpubs/pdf11232804/pdf11232804dpi100.pdf>)
- The Bureau of Land Management (BLM), in partnership with the International Mountain Biking Association (IMBA), has compiled a mountain-bike trail design guide and made it available as a PDF download at https://www.blm.gov/sites/blm.gov/files/uploads/Travel-and-Transportation_Guidelines-for-a-Quality-Trail-Experience-2017.pdf.
- American Trails, through its National Trails Training Partnership webpage, has compiled a fairly comprehensive list of trail planning guides and manuals developed by other states and provided many of them as free pdf downloads or html files: <https://www.americantrails.org/resources/review-of-trail-planning-design-development-guidelines>
- The National Off-Highway Vehicle Conservation Council has a webpage devoted to information about off-road facilities: <https://www.nohvcc.org/education/manager-education/great-trails-guidebook/>
- The Pennsylvania Department of Conservation & Natural Resources offers a free pdf download of their manual, "The Pennsylvania Trail Design Manual for Off-highway Recreational Vehicles" (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/dcnr_002295.pdf).
- The Iowa Department of Natural Resources has put together a guide for designing water trails, available as a free pdf download: <http://www.iowadnr.gov/Things-to-Do/Canoeing-Kayaking/Water-Trail-Development>.

- **Question 22, DESCRIBE THE BENEFITS OF THIS PROJECT** – This is the project sponsor's opportunity to "sell" the project and convince the Missouri Trails Advisory Board of the project's merit.

- **How is this project beneficial and what will it provide for users?** Explain why this project is being proposed and how it will benefit the public. Is there a targeted group that will be most benefited? Does it fill a need for an underserved segment of the population? For trail projects, does it link two or more communities, provide connection within a community to a park or open space, or provide access to important facilities within a community? Will it provide benefits beyond trail use? For instance, does it provide a wildlife corridor or protect a riparian corridor? Will it provide increased economic development to a local or regional area?
- **Are there unique features or aspects of this project?** Describe any unique features or special characteristics that this project has or will provide access to, such as significant aesthetic, cultural, historical or natural elements. Color photos may be included in the application packet to further highlight any unique feature or special characteristic, but make sure to include two copies with the application. For trail projects, describe what a user will see and experience on the trail. Indicate whether the trail will connect to a National Historic or National Recreation Trail. For a list of National Historic Trails in Missouri, visit the following website http://www.recreation.gov/marketing.do?goto=acm/Explore_Go_Lists/The-National-Trails-System.htm. For National Recreation Trails in Missouri, American Trails has provided a database searchable by state at <http://www.nrtdatabase.org>.

- **Is there urgency to completing this project?** Will this project be addressing a public health and safety issue, an environmental concern, or a compliance issue with a local, state or federal requirement? Is there a time-sensitive aspect to the project, such as a land sale for property needed to complete the project?
- **Questions 23-31** ask the sponsor to demonstrate that the project is a well-planned and feasible project. Up to 35 points may be given for this section.
- **Question 23, HOW DOES THIS PROJECT MEET A NEED IDENTIFIED IN A LOCAL OR REGIONAL MASTER PLAN OR THE STATEWIDE COMPREHENSIVE OUTDOOR RECREATION PLAN (SCORP) FOR MISSOURI. FOR THE SCORP PRIORITY, PLEASE REFERENCE THE GOAL AND OBJECTIVE IN THE SCORP AND EXPLAIN WHY IT MEETS THE GOAL.** – project sponsors are strongly encouraged to develop project applications that meet high priority needs of the intended clientele. Project proposals addressing needs at the statewide, regional and/or local levels will be given priority points. The project sponsor must indicate which of the needs that the project is fulfilling in the Statewide Comprehensive Outdoor Recreation Plan (SCORP) for Missouri, which can be found at https://mostateparks.com/sites/mostateparks/files/2018-2022%20Show%20Me%20the%20Great%20Outdoors_SCORP_Final.pdf and explain why it meets the goal. Please specify the goal and objective number in your response. Additionally, the project sponsor should indicate if the proposed project is included in a regional or local recreation master plan, trail system plan, capital improvement plan, transportation plan or other land use management plan. If yes, provide the name of the plan, the governing body that adopted or approved the plan, and when the plan was approved or adopted. Up to five points may be given for this question.
- **Question 24, DID THE PROJECT SPONSOR SOLICIT PUBLIC OPINION CONCERNING THIS PROJECT WITHIN THE LAST 12 MONTHS** – project sponsors are strongly encouraged to involve the public when determining project need. Public involvement is a means of building support for the project as well as a method for identifying potential partners. The project sponsor should describe the public involvement that led to the selection of the project, such as public meetings, open houses, surveys, social media postings, etc. Supporting documentation is required (refer to the Supporting Documentation Checklist on pages 6-7). If the project sponsor has not provided opportunity for public input within the past 12 months, the sponsor should indicate if there will be opportunity for the public to comment and what methods will be used to solicit public input. Up to five points may be given for this question.
- **Question 25, IDENTIFY WHICH STANDARDS OF THE AMERICAN WITH DISABILITIES ACT (ADA) AND ARCHITECTURAL BARRIER ACT (ABA) ARE BEING ADDRESSED IN THIS PROJECT. DESCRIBE WHAT ACCESSIBILITY CHALLENGES EXIST AND HOW YOU INTEND TO OVERCOME THEM.** – project sponsors should indicate how their project meets the Americans with Disabilities Act (ADA) and Architectural Barriers Act (ABA) standards. Explain any challenges that impact your ability to comply with ADA/ABA standards and how the project's design will overcome the challenges. Up to five points may be given for this question. For projects that use RTP funding for the development of trailhead amenities, such as restrooms, parking areas, access routes, shelters, drinking fountains, etc., these facilities must be ADA-compliant. For your convenience, an accessibility checklist has been posted at <https://mostateparks.com/page/61220/recreational-trails-program-rtp-grants> that provides ADA design standards for the most common trailhead-related amenities, such as parking, access routes, restroom facilities, water fountains and hydrants, overlooks, etc. Project sponsors are encouraged to consult with a design professional for further assistance to ensure ADA compliance.
You are encouraged to consider providing access to the greatest extent possible for your project. However, it may not be practicable to implement accessibility standards for your trail development project (as opposed to a trailhead development project). There are several conditions or exceptions that may preclude making a trail accessible. For instance, a trail's intended user group may make it impossible to design and construct a trail that is considered accessible – a mountain bike trail is a good example of this. Other conditions include the following:
 - When existing terrain would make it impractical to design an ADA-compliant trail, such as a trail that is steeply sloped and would require extensive cuts or fill that would be difficult to construct and maintain, or would be difficult to prevent erosion and other drainage issues from occurring.
 - When prevailing construction practices would prohibit the ability to construct an ADA-compliant trail. For instance, an area may only allow the use of hand tools for trail construction because of resource concerns or policy prohibitions (such as in a state-designated wild area), which would make the construction of an accessible trail virtually impossible.
 - When constructing an accessible trail would fundamentally alter the setting or purpose of the area. For example, primitive trails in natural settings with little to no development or trails intended to provide a rugged experience would not be capable of being made accessible.
 - When federal, state or local laws would prevent the construction activities required to make a trail accessible, because of impacts to a resource protected under the Endangered Species, National Historic Preservation, Wilderness, or National Environmental Policy acts or other federal, state or local laws protecting significant resources.

In addition, trail accessibility standards have not yet been developed and incorporated into the ADA for non-federal entities, so the Department of Justice does not currently require local governments and private organizations to make their trails accessible. However, project sponsors are strongly encouraged to consider incorporating ADA standards where feasible. Additionally, sponsors must not install barriers or other features that would make it more difficult for people with disabilities to use the trail project. Sponsors should seek opportunities to incorporate accessible features and elements, and to include trail routings that meet accessibility criteria to ensure that there are recreation opportunities for a variety of users. To this end, Department staff recommends project sponsors use the U.S. Access Board's accessibility standards manual entitled, "Outdoor Developed Areas: A Summary of Accessibility Standards for Federal Outdoor Developed Areas," which includes trail standards for pedestrian trails (<https://www.access-board.gov/guidelines-and-standards/recreation-facilities/outdoor-developed-areas/a-summary-of-accessibility-standards-for-federal-outdoor-developed-areas>). Although this manual was developed for federal facilities, it has applicability to other agencies and organizations attempting to develop accessible and sustainable outdoor recreation areas. The U.S. Access Board has also developed proposed regulations for Pedestrian Rights-of-Way Accessibility Guidelines for Shared-Use Paths that should be consulted: <https://www.regulations.gov/document?D=ATBCB-2013-0002-0001>. Additionally, the U.S. Forest Service (USFS) has compiled a comprehensive manual that incorporates accessible design standards for outdoor settings and trails that uses the Access Board's standards manual, but provides a more detailed explanation of each standard's technical requirements with illustrative graphics (<https://www.fs.usda.gov/sites/default/files/Accessibility-Guide-Book.pdf>). For your convenience, the most common pedestrian trail accessibility standards from both the Access Board and Forest Service manuals have been added to Section 4 in the accessibility checklist at <https://mostateparks.com/page/61220/recreational-trails-program-rtp-grants>.

Both the U.S Access Board and USFS manuals only cover trails intended for pedestrian use and do not cover trails for other types of use, such as bicycling, equestrian, water or ATV trails. For accessibility guidance in developing trails for other than pedestrian use, the following resources may be helpful:

- *Equestrian Design Guidebook for Trails, Trailheads, and Campgrounds*
- (http://www.fhwa.dot.gov/environment/recreational_trails/publications/fs_publications/07232816/index.cfm)
- *Pennsylvania Trail Design & Development Principles: Guidelines for Sustainable Non-Motorized Trails*
- (http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/dcnr_20028130.pdf)
- American Trails' Resource Library for Accessible Trails (<https://www.americantrails.org/user-types/trail-user/accessible/p3?&sort=featured%20desc&sort=publishedDate%20desc>)
- American Trails' Resource Library for Motorized Trail Recreation (<https://www.americantrails.org/tags/ohv>)
- The Federal Highway Administration's resource webpage for manuals and guides on trail design, construction, maintenance, operation and signs
(http://www.fhwa.dot.gov/environment/recreational_trails/guidance/manuals.cfm)
- *Pennsylvania Trail Design Manual For Off-Highway Recreational Vehicles*
- (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/dcnr_002295.pdf)
- For water trails that include launch ramps, see the Access Board's guide on boating facilities (<https://www.access-board.gov/guidelines-and-standards/recreation-facilities/guides/boating-facilities>).
- The Iowa Department of Natural Resources has put together a guide for designing water trails, available as a free pdfdownload. Chapter 3 of the guide addresses universal design in water trails (<http://www.iowadnr.gov/Things-to-Do/Canoeing-Kayaking/Water-Trail-Development>).
- For assistance with providing information about trails to trail users with disabilities, visit Access Recreation's website at https://accessrecreation.org/home/Access_Recreation_Home.html.
- FHWA has compiled a list of resources related to trail design, construction and maintenance at http://www.fhwa.dot.gov/environment/recreational_trails/publications/.

- **Question 26, HOW WILL THIS PROJECT ADD VALUE TO YOUR CURRENT/FUTURE TRAIL PLANS? PLEASE EXPLAIN THE ROLES OF TRAILS IN YOUR COMMUNITY. PLEASE INCLUDE MAPS** – project sponsors should describe how the proposed project will add value to the current/future trail plans. Provide details about the roles of your trail and how/what they provide for the community. Are your trails connected to a larger greenway system? Include a map of the existing trail system, with the application. Up to 4 points may be given for this question.
- **Question 27, WHAT DESIGN ELEMENTS ARE INCLUDED THAT CONTRIBUTE TO PRESERVING ENVIRONMENTAL RESOURCES AS PART OF ENSURING A QUALITY OUTDOOR RECREATION EXPERIENCE. WHAT OTHER ENVIRONMENTAL CONCERNS WILL YOU HAVE TO ACCOUNT FOR IN REGARDS TO THE PROJECT**– If an environmental review has been

completed within the project area, include a copy of the report with the application. This question is asking project sponsors to describe what steps they will take to avoid impacts to cultural, historical and archaeological resources; threatened or endangered species; wetlands or streams; water and air quality; floodplains; farmlands; lands protected by the Land and Water Conservation Fund (LWCF) Act; etc. Other factors to consider include landscaping with native species; preventing the spread of noxious or invasive species; minimizing noise pollution; minimizing impacts from hazardous waste sites; and sensitivity to environmental justice issues. Up to five points may be given for this question.

- **Question 28, DESCRIBE WHAT LONGTERM SUSTAINABILITY CONSIDERATIONS HAVE BEEN ADDRESSED OR WILL BE ADDRESSED BY THE PROJECT DESIGN AND CONSTRUCTION** – project sponsors should include any design features they will incorporate that will increase sustainability of the project, such as features that provide erosion control and minimize stormwater runoff; or design elements that are unique, such as use of recycled materials. Up to five points may be given for this question.
- **Question 29, DESCRIBE WHAT SAFETY CONCERNS HAVE BEEN ADDRESSED OR WILL BE ADDRESSED BY THE PROJECT DESIGN** – sponsors should list design elements that address user safety, such as trail width, adequate sightlines, overhead clearance, lighting, signage, vehicle barriers, etc. Include photographs of the project area. Up to four points may be given for this question.
- **Question 30, FOR CONSTRUCTION AND/OR REHABILITATION PROJECTS, INDICATE WHO WILL BE DOING WHAT WORK. IF YOU INTEND TO USE IN-HOUSE LABOR FOR THE CONSTRUCTION OF THE PROJECT, SUBMIT A COST ANALYSIS THAT COMPARES IN-HOUSE LABOR VS. CONTRACT LABOR.** – the project sponsor should list who is completing what work for each stage of the project. For instance, will the project be designed by an engineer and if so is the engineer an employee of the project sponsor or will they be contracted? Will the construction and/or rehabilitation work be completed by contract labor, youth crews, staff or volunteers? If the work will be completed by contract labor, do not list a specific vendor because the competitive bidding process may need to be followed, depending on the cost threshold. If the construction is being completed by in-house labor, you should include a cost analysis that compares the total cost of the project when using in-house labor vs. contract labor. In order to be approved to use in-house labor, you must demonstrate that in-house labor is more cost effective than contracted labor. Up to two points may be given for this question.
- **Question 31, PROJECT MAINTENANCE AND MANAGEMENT**, asks the project sponsor to describe their long-term maintenance plan for the project. Project sponsors should consider the following questions in their response. Up to five points may be awarded for this question.
 - **How will maintenance be accomplished after project completion?** Sponsors should describe how routine maintenance of the project would be accomplished after project completion. Include who will perform the maintenance and necessary repairs and how often maintenance inspections will occur.
 - **What assurances can the project sponsor provide that the project will be maintained for public access for a minimum of 25 years?** Project sponsors should demonstrate sufficient funding and labor to maintain public access to the project for 25 years. In their response, sponsors should reference the supporting documentation they have included in their packet that provides financial assurance and provides proof of either ownership of or access to the property on which the project will be constructed or used. See Supporting Documentation Checklist on pages 6-7.
 - **How will the project be operated post-completion to ensure user safety and project sustainability?** Sponsors should indicate their post-completion plan for ensuring user safety and project sustainability for the 25-year timeframe. For trail projects, will the project sponsor implement trail etiquette signage or programs, public awareness campaigns, volunteer trail watch or other safety programs? Will there be volunteer outreach efforts to solicit assistance with trail beautification or trail repair projects?
- **Questions 32-33** asks the project sponsor to describe any partnerships and donations associated with the project. Up to five points may be awarded for this section.
 - **Question 32, WILL QUALIFIED YOUTH CONSERVATION OR SERVICE CORPS BE INVOLVED WITH THE PROJECT** – project sponsors are encouraged to utilize youth conservation or youth service corps to assist with completion of the proposed project, such as trail-building or repair, construction of trail amenities, etc. If utilizing youth or service corps, project sponsors will need to indicate which group or groups will be assisting and for which aspects of the project they will be providing assistance. For a list of national youth and service corps or a list by state, visit <https://www.corpsnetwork.org/members-by-state>. Please note: this is not an all-inclusive list. Local Boy Scout, Girl Scout and 4-H groups may not show up on the list, but do qualify.

- **Question 33, LIST ANY CONTRIBUTING PARTNERS OR DONORS INVOLVED WITH THIS PROJECT AND THEIR INTENDED CONTRIBUTIONS** – in the “Donor” column, list any partners or donors who intend to contribute to the project. Include any youth groups mentioned in question 31. In the corresponding “Contribution/Value” column, indicate what each partner or donor intends to contribute, whether it’s labor, cash, materials, land or equipment. Reference the Supporting Documentation Checklist on pages 6-7 for the supporting documentation required for donations.

Only include partners that are truly contributing to the project in some tangible way. If vendors are listed as partners, only include vendors who will be donating cash, materials, or equipment. Do not list vendors promising to provide discounts on materials. Discounts are not considered donations and, depending on the cost threshold of materials needed for the project, acquiring materials may have to be done through the competitive bidding process in order to comply with state and federal purchasing requirements.

- **Questions 34-36** ask the project sponsor to provide assurances that there is adequate funding and labor to provide the match, and to provide information about how the funding will be expended over the phases of the project. Up to fifteen points may be award for this section.

- **Question 34, WHAT ASSURANCES CAN THE PROJECT SPONSOR PROVIDE THAT THERE IS ADEQUATE FUNDING AND MANPOWER TO COMPLETE THE PROJECT WITHIN THREE YEARS** – information in this section includes assurances that the sponsor’s organization has the ability to complete the project within the three-year timeframe, specifically that the sponsor has the upfront cash to begin the project and enough manpower to finish the project. The sponsor should reference supporting documents in their response, such as the financial assurance letter and letters from donors and/or partners. See Supporting Documentation Checklist on pages 6-7 of this guide. Up to three points may be given for this question.

- **Question 35, FOR EACH PHASE OF THE PROJECT, FILL OUT THE BUDGET TABLE BELOW WITH THE GRANT AMOUNT REQUESTED AND THE MATCHING AMOUNT PROVIDED BY THE PROJECT SPONSOR AND/OR DONOR** – Up to 7 points will be given to the budget based on quality and accuracy of the budget table and budget narrative. The total project cost of each phase on the table should equal the totals in the narrative and vice versa. Be sure to include all costs associated with the project (i.e. include both the cost of the materials and labor required to construct). All items that are listed in the project narrative (Question 20) should be listed with a cost in the budget narrative. Project sponsor in-house labor, volunteer labor and donations should clearly be listed in the narrative that match the totals in the table. In the budget table, three project phases have been established in which to enter information pertaining to the project.

- **Phase 1: Planning/Engineering/Environmental Review** costs, up to 10% of the total project cost. Because project sponsors are encouraged to begin planning their projects early, costs in this category incurred up to 18 months prior to construction authorization and notice to proceed may be used as a match by the project sponsor. See question 34 for examples of eligible costs.
- **Phase 2: Right-of-Way Acquisition (Land/Easement Acquisition/Lease).** Project sponsors may request grant funding to acquire land or easements but cannot take ownership of the property until the Federal Highway Administration has approved the project and the Department has issued a notice to proceed. Project sponsors may use the value of newly donated or newly purchased property or right-of-way as match if it was acquired up to 18 months prior to construction authorization, was acquired specifically for the trail project, and complies with the provisions in the Uniform Act. See the eligible costs section in question 34 for more information.
- **Phase 3: Construction** includes the costs associated with completing the construction work associated with the project, including any labor, materials, equipment use, signage, or other expenses outlined as eligible costs in question 34.

Separate the project costs into the specific phase. All project costs must fall into one of these three phases. Enter the costs for each category in the appropriate columns according to who will pay for that portion – either the grant, the project sponsor (matching funds), or a third party donation (matching funds). Use whole dollar amounts and only enter numbers. Do not enter characters such as dollar signs, commas, or decimals. The maximum grant amount that may be requested is \$250,000 and the minimum amount is \$25,000. Refer to the following sample budget table. In this example, the total project cost is anticipated to be \$187,500. The project sponsor is requesting \$150,000 and is providing a match of \$37,500, which is 20% of the total cost and the minimum matching amount allowable. Of the matching funds, the project sponsor is providing \$30,500 and \$7,000 is being provided by a third party donation.

COST CATEGORY	GRANT REQUEST	MATCHING FUNDS		TOTAL PROJECT COST
		APPLICANT	DONATION (by 3 rd party)	
Phase 1. Planning/ Engineering/Environmental Review Process (≤ 10% of total project cost)	\$ 10,000	\$ 5,000	\$ 1,000	\$ 16,000
Phase 2. Right-of-Way Acquisition	\$ 75,000	\$	\$ 6,000	\$ 81,000
Phase 4. Construction	\$ 65,000	\$25,500	\$	\$ 90,500
TOTALS	\$ 150,000 (Not to exceed \$250,000)	\$ 30,500	\$ 7,000	\$ 187,500

The minimum amount a project sponsor is required to provide as match is 20% of the total project cost. The percent matching funds will automatically calculate by adding the applicant and donor funds to equal the total matching funds, and then by dividing the total matching funds by the total project cost. The following table provides examples of the minimum match required at various cost levels.

Maximum Grant Amount (80%)	Minimum Match Amount (20%)	Total Project Cost
\$25,000	\$6,250	\$31,250
\$50,000	\$12,500	\$62,500
\$75,000	\$18,750	\$93,750
\$100,000	\$25,000	\$125,000
\$125,000	\$31,250	\$156,250
\$150,000	\$37,500	\$187,500
\$175,000	\$43,750	\$218,750
\$200,000	\$50,000	\$250,000
\$225,000	\$56,250	\$281,250
\$250,000	\$62,500	\$312,500

- **Question 36, FILL OUT THE TABLE BELOW TO PROVIDE DETAILED INFORMATION ABOUT THE BUDGET ITEMS WITHIN EACH PHASE OF THE PROJECT. INCLUDE THE ESTIMATED COMPLETION DATE IN MONTH AND YEAR (ASSUMING A START DATE OF OCTOBER 15, 2024³. IF ELIGIBLE COSTS WERE INCURRED PRIOR TO THE PROJECTED START DATE, PLEASE PROVIDE THE DATE OF COMPLETION FOR THE EXPENSE).** – in the table provided on the application, project sponsors should list detailed cost estimates for each phase of the project using the eligible cost categories referenced below and provide a timeline for completion. For example, in the first three columns for Phase 3. Construction, a detailed breakdown should look like this:

Phase:	Detailed Expenditures	Total Expense	Maximum Timeframe	Projected Schedule
3. Construction	Labor: 2 equipment operators at \$/hr by # of hours = \$x.00	Total cost in labor (\$)	18 Months	MM/YYYY
	Materials: Base rock: # tons at \$/ ton = \$x.00 Crushed limestone: # tons at \$/ton = \$x.00 Lumber for bridge: total square feet at \$/sq. ft.= \$x.00 Bollards: total # by \$/per bollard = \$x.00	Total cost in materials (\$)		
	Equipment: Use of bulldozer at \$/hour by X of hours = \$x.00	Total cost of equipment (\$)		
	Signage: total # by \$/per sign= \$x.0	Total cost of signs (\$)		
	Other:	Total cost of other (\$)		

- **Eligible Cost Categories** should be detailed in question 36 and include:

- **Planning/Engineering/Environmental Review Process** costs, up to 10% of the total project cost. Because project sponsors are encouraged to begin planning their projects early, costs in this category incurred up to 18 months prior to construction authorization and notice to proceed may be used as a match by the project sponsor. Examples of environmental review costs include costs associated with hiring a consultant to conduct the environmental reviews or costs associated with cultural evaluation such as archaeological surveys. Examples of engineering costs include development of design and/or construction documents; costs associated with the bidding process, such as advertisement and development of bid packets; etc. Note: if the project is occurring on state property, design work must follow the Office of Administration's Qualified Bidder Selection Process.
- **Right-of-Way (ROW) Acquisition** - RTP legislation prohibits condemnation of any kind of interest in property; therefore, acquisition or lease of land or right-of-way easements must be from a willing seller. Additionally, project sponsors must comply with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, also known as the "Uniform Act" (http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title49/49cfr24_main_02.tpl). Requirements under this act include conducting a yellowbook appraisal and an appraisal review, as well as notifying the landowner of their rights under the law. **Project sponsors may request grant funding to acquire land or easements but cannot take ownership of the property until the Federal Highway Administration has approved the project and the Department of Natural Resources has issued a notice to proceed.** Project sponsors may use the value of newly donated or newly purchased property or right-of-way as match if it was acquired up to 18 months prior to construction authorization, was acquired specifically for the trail project, and complies with the provisions in the Uniform Act. Consult with GMS staff before listing the value of newly acquired property as match. The value of land already owned or managed by an agency or organization, such as land already established as a park, cannot be used as match. The value of land transferred from one governmental agency to another also cannot be used as match. Examples of ROW costs include property appraisals and appraisal reviews for land acquisition, land donations and temporary construction easements. Refer to the Supporting Documentation Checklist on pages 6-7 for the various documentation required to demonstrate ownership, access and/or intent to donate.
- **Labor** costs. Labor costs that may be requested in the "Grant Request" column include contracted labor and new staff hired specifically to complete project tasks that would not be accomplished otherwise. For example, project sponsors may hire a professional trail builder or someone professionally trained to conduct trail assessments. Project sponsors may also hire a professional to provide on-the-job training for others to conduct trail assessments. Salaries of existing staff are eligible for the project sponsor's match, as is volunteer labor. For projects involving contracted labor, the Davis-Bacon Act, as amended, and related federal acts regarding the use of prevailing wages for construction contracts in excess of \$2,000, may apply in certain circumstances. Additionally, if the project constitutes a public works project as defined by Section 290.210, RSMo, state law prevailing wage requirements may apply in certain circumstances. Use of an agency's or organization's internal labor force should be valued at the current hourly rate of individual employees working on the project. A volunteer's donated time will be valued at \$12/hour unless the person is professionally skilled in the work being performed on the project. When this is the case, the wage rate this individual is normally paid for performing this service may be used. For assistance in determining the wage rates by occupation in your area, visit the U.S. Department of Labor's Bureau of Labor Statistics website at <https://www.bls.gov/bls/blswage.htm>.
- **Materials** for new trail construction or for trail rehabilitation/repair. Examples of costs include trail surface materials such as wood bark, gravel, concrete, asphalt, recycled materials, etc.; trail stabilization materials such as geogrid, geotextiles, pervious pavers, etc.; materials for water-crossing structures, such as culverts, bridges, boardwalks, etc.; lighting; landscaping; etc. Federal Buy America provisions will apply to trail projects that include any iron/steel product and construction materials permanently incorporated into the project, such as bridges that use steel I-beams, fencing, rebar, posts, bolts, PVC, lumber, drywall, etc. (<http://www.fhwa.dot.gov/construction/cqit/buyam.cfm>). Donated materials should be valued at their fair market value.
- **Materials** for new or rehabilitated trailside and trailhead amenities, such as benches, shelters, restrooms, water fountains, parking lots, etc.
- **Equipment** - Lease of equipment, covering the entire spectrum of trail-related equipment from hand tools, to GPS units used in laying out trails, to motorized equipment. Mowers, heavy equipment, and All-Terrain Vehicles (ATVs) and Utility Track Vehicles (UTVs) are eligible to lease if they will be used for trail construction or repair. Use/operation of in-house equipment should use the Federal Emergency Management Agency's (FEMA) 2021 Schedule of Equipment Rates to determine the cost of operating various pieces of mechanized equipment (<https://www.fema.gov/media-library/assets/documents/136901>). Add the cost code for the each piece of equipment listed. Labor costs for equipment operators using the equipment are not included in the rates and

should be entered in the “Labor” cost category. Equipment purchase or repair is eligible so long as it is used exclusively for trail construction, repair, or maintenance and complies with the provisions of Build America Buy America.

- **Signage**, including RTP acknowledgement sign, route-marking/way-finding, interpretive, trail etiquette/rules, and traffic control signs. Signs that function as traffic control devices must conform to the Manual on Uniform Traffic Control Devices (MUTCD), which can be found at http://mutcd.fhwa.dot.gov/kno_2009r1r2.htm.
- **Other** – This can include the cost of Print publications, such as trail brochures or training costs. Certain costs for employee training in trail assessment techniques may be eligible.

▪ **Ineligible Costs** include:

- **Routine trail maintenance**, which includes work that should be conducted on a frequent basis in order to keep a trail in its originally constructed state (e.g., mowing, tree and brush pruning, leaf and debris removal, cleaning and repair of culverts and other drainage structures, etc.).
- **Overhead costs** that include regular operating expenses, such as building rent and upkeep, utilities, insurance and fixed costs associated with a business, agency or group.
- **Indirect costs**, which typically represent the regular expenses of doing business. Only costs that are directly related to the project are eligible.
- **Law enforcement costs** are not eligible.
- **Budget contingencies** included as budget line items.

- **DISCRETIONARY BOARD MEMBER CRITERIA** – The Missouri Trails Advisory Board makes recommendations based on review and scoring of application, and may award points based on discretionary criteria, up to 10 points. The board represents a broad range of motorized and non-motorized trail interests throughout the state. This assessment allows board members to bring their specific knowledge of statewide and local recreation patterns, resources and needs into consideration. Members may award points based on their subjective evaluation of the project application. Evaluation criteria may include packet appearance and organization, previous performance administering RTP grants, use of volunteers and partners, public involvement, demonstration of need, accessibility considerations, evidence of early planning efforts, overall soundness of project, etc.
- **SUPPORTING DOCUMENTATION CHECKLIST** – the checklist is provided on the application as an aid to project sponsors, and should be completed before submitting the application packet. For a detailed summary of each required item, see pages 6-7 of this guide.
- **CERTIFICATION OF RESPONSIBLE PERSON** – a responsible official of the sponsor’s agency or organization **must** sign and date this section to complete the application, or the application will not be scored. Examples of responsible officials include mayors, city managers or administrators, directors, presidents, executive officers, etc. The responsible official does not need to be the contact person listed on the application, but does need to read the application and have an understanding of the requirements of administering the grant, should one be awarded. The responsible official **cannot** be an independent grant writer who is not affiliated with the agency or organization, and **cannot** currently be serving as a board member on the Missouri Trails Advisory Board. **An incomplete or inaccurate application packet will be ineligible for scoring by the Missouri Trails Advisory Board.**

SUPPLEMENTAL SHEET:

EQUIPMENT PURCHASE FOR TRAIL-RELATED PROJECTS – for grant request to purchase/repair/replace trail construction/repair/maintenance equipment, project sponsors are required to fill out page 11-12 of the application. No points are awarded for the supplemental sheet.

- **Question 1, WHAT IS THE MAKE, MODEL, YEAR, TYPE, AND HOURS OF THE PIECE(S) OF EQUIPMENT THAT WILL BE REPAIRED AS PART OF THE GRANT** – List each piece of equipment including the make, model, year, type, and hours for the equipment that will be repaired as part of the grant.
- **Question 2, WAS IT ORIGINALLY PURCHASED USING FEDERAL FUNDS?**
 - **IF YES PLEASE PROVIDE THE NAME OF THE GRANT PROGRAM, PROJECT NUMBER, AND YEAR IT WAS ACQUIRED. PROVIDE A COPY OF ANY COMMITMENT YOU HAVE AGREED TO AS IT RELATES TO THE EQUIPMENT. (I.E. DISPOSITION INSTRUCTIONS)** – the project sponsor should indicate whether or not Federal Funds were previously used to purchase the equipment. For each piece of equipment that was purchased using Federal funds, provide the grant program, project number, and year the equipment was purchased. Provide all documentation regarding commitments that were agreed to with the agency who granted the funds.
- **Question 3, DESCRIBE THE EXISTING CONDITION OF THE EQUIPMENT AND ITS ESTIMATED MILEAGE/HOURS** – the project sponsor should describe each piece of equipment's current condition and operational hours/mileage.
- **Question 4, DESCRIBE WHAT REPAIRS/MAINTENANCE AND OTHER ASSOCIATED COSTS WILL BE COMPLETED USING GRANT FUNDS** – this question ask the project sponsor to describe the repairs/maintenance and other associated costs that they are requesting grant funding to complete.
- **Question 5, WILL A BUILD AMERICA BUY AMERICA WAIVER BE REQUIRED TO PURCHASE THE PARTS NEEDED TO COMPLETE THESE REPAIRS?**
 - **IF YES, (COMPLETE AND INCLUDE A COPY OF THE BUILD AMERICA BUY AMERICA WAIVER REQUEST FORM)** – if a Build America Buy America waiver is required, the project sponsor should complete the waiver request form and submit it with the application.
- **Question 6, DESCRIBE HOW THIS EQUIPMENT IS INTEGRAL TO MAINTAINING YOUR TRAIL SYSTEM (I.E. HOW IS THE EQUIPMENT USED? HOW MANY MILES OF TRAIL AND/OR TRAILHEAD AMENITIES ARE CONSTRUCTED/REPAIRED/ MAINTAINED USING THIS EQUIPMENT?).** – the project sponsor should explain why each piece of equipment is integral to the maintenance of their trails. The explanation should include details such as, how the equipment is used and for what purpose and the trail mileage the equipment is used on.
- **Question 7, WHAT IS THE TYPE OF THE PIECE(S) OF EQUIPMENT AND/OR ATTACHMENT(S) THAT WILL BE PURCHASED AS PART OF THE GRANT?** – in the space provided, the project sponsor should list each type of equipment or attachments that they are requesting to be purchased with grant funds.
- **Question 8, WILL A BUILD AMERICA BUY AMERICA WAIVER BE REQUESTED TO PURCHASE THE EQUIPMENT OR ATTACHMENT(S)?**
 - **IF YES, (COMPLETE AND INCLUDE A COPY OF THE BUILD AMERICA BUY AMERICA WAIVER REQUEST FORM)** - if a Build America Buy America waiver is required, the project sponsor should complete the waiver request form and submit with the application.
- **Question 9, IS THE RTP GRANT REQUEST FOR REPLACEMENT OF EQUIPMENT OR ATTACHMENTS PREVIOUSLY PURCHASED WITH RTP FUNDS** – the project sponsor should indicate whether or not the grant request is for funds to replace trail equipment or parts/attachments purchased with previous RTP funding. If not skip to question 12.
- **Question 10, IF YES, WILL THE OLD EQUIPMENT BE SOLD AND THE REVENUE USED TO OFFSET THE PURCHASE OF THE NEW EQUIPMENT** – the project sponsor should indicate whether or not the old equipment or parts/attachments will be sold to offset the cost of purchasing the new trail equipment or parts/attachments. If not skip to question 12.
- **Question 11, IF YES, CALCULATE THE NET PURCHASE VALUE OF THE NEW EQUIPMENT BY SUBTRACTING THE ESTIMATED TRADE VALUE OF THE OLD EQUIPMENT FROM THE PURCHASE PRICE OF THE NEW EQUIPMENT** - in the space provided, the project sponsor should enter the purchase price of the new equipment and the trade value of the old equipment. The trade value of the old equipment should then be subtracted from the purchase price of the new equipment and the sum entered in the space provided for the net purchase value of the new equipment.

- **Question 12, DESCRIBE THE NEW EQUIPMENT OR ATTACHMENTS IN DETAIL** – this question asks the project sponsor to provide a detailed description of the equipment or part/attachment that will be purchased, including whether or not it is motorized and/or predominantly constructed of steel or iron.
- **Question 13, DESCRIBE HOW THE NEW EQUIPMENT OR ATTACHMENTS WILL IMPROVE TRAIL FACILITIES AND BENEFIT TRAIL USERS** – this question asks the project sponsor to provide a detailed summary of how the new trail construction or maintenance equipment will be used to improve trail facilities and benefit trail users.
- **Question 14, WHAT ASSURANCES CAN THE PROJECT SPONSOR PROVIDE THAT THE EQUIPMENT OR ATTACHMENT WILL BE STORED ADEQUATELY AND MAINTAINED IN GOOD REPAIR FOR ITS USEFUL LIFE** – the project sponsor should provide a detailed summary of where and how the equipment or parts/attachments will be stored as well as who will be providing preventative maintenance and how often.

APPENDIX C. RTP GRANT APPLICATION SCORING MATRIX

Recreational Trails Program
FY 2024 Grant Application Score Sheet

Sponsor:Application Number:

Title:

Scope:

Amount Requested:

Non-Motorized:Motorized:

Previous RTP Funding History by Applicant:

County:

GMS Comments:

Grants Management Section Scoring		Points
#12 Previous Performance (Informational)	Up to 10 points	
Grants Management Section Total	Up to 10 points	0
Missouri Trails Advisory Board Scoring Section		Points
#13 Project Category	Up to 5 points	
#14-22 Project Description	Up to 15 points	
#23 SCORP or Master Plan	Up to 5 points	
#24 Public Opinion	Up to 5 points	
#25 ADA/ABA	Up to 5 points	
#26 Existing Trail System	Up to 4 points	
#27 Environmental Factors	Up to 5 points	
#28 Sustainability Factors	Up to 5 points	
#29 Safety Factors	Up to 4 points	
#30 Labor	Up to 2 points	
#31 Maintenance	Up to 5 points	
#32-33 Partnerships/Donor/Youth	Up to 5 points	
#34 Financial Assurance	Up to 3 points	
#35 Project Budget Estimate and Budget Details:	20-29%- 1pts 30-39%- 3pts 40% & up- 5pts	
#34-36 Budget Quality & Accuracy	Up to 7 points	
Discretionary Board Member Criteria	Up to 10 points	
Trails Advisory Board Section Total	Up to 80 points	0
Total Score	100 Points	0

Please provide feedback in the following areas for this application:

Application Strengths
Application Weaknesses
Recommendations for Improvements

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION transferring \$75,000.00 within the 2024 General Fund and authorizing the Director of Finance and Purchasing to issue a check in the amount of \$75,000.00 for the anticipated sponsorship of the “Chiefs Kingdom Championship Parade” for the Kansas City Chiefs, at an actual cost to the County in the amount of \$75,000.00.

RESOLUTION NO. 21527, February 5, 2024

INTRODUCED BY Jeanie Lauer, County Legislator

WHEREAS, the Greater Kansas City Sports Commission is planning a celebration of the Kansas City Chiefs’ 2024 Super Bowl anticipated victory and Jackson County desires to sponsor the celebration event to be held in support of the team; and,

WHEREAS, the event will include a parade down Grand Boulevard and culminate with a Celebration Rally at Union Station; and,

WHEREAS, sponsorship of this event will provide advertising of the Parks + Rec Department’s programs and incorporation of the County’s name in social media, news releases, and logo on the rally’s main stage; and,

WHEREAS, the fee for the sponsorship is \$75,000; and,

WHEREAS, a transfer is necessary to place the funds needed to cover this fee in the proper spending account; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the following transfer be made within the 2024 General Fund:

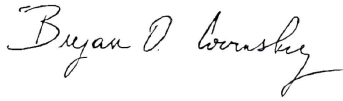
<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
General Fund 3% State Mandated Contingency 001-8003	56830 – Contingency	\$75,000	
001-1670 Parks- Special Events	56799 – Marketing		\$75,000

and,

BE IT FURTHER RESOLVED the Director of Finance and Purchasing be and hereby is authorized to issue a check in the amount of \$50,000.00 for sponsorship of the Chiefs Kingdom Championship Parade, made payable to the Greater Kansas City Sports Commission.

Effective Date: This resolution shall be effective immediately upon its signature by the County Executive.

APPROVED AS TO FORM:



County Counselor

I hereby certify that the attached ordinance, Resolution No. 21527 introduced on February 5, 2024, was duly passed on _____, 2024 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____

Nays _____

Abstaining _____

Absent _____

Date

Mary Jo Spino, Clerk of Legislature

Funds sufficient for this transfer are available from the source indicated below.


ACCOUNT NUMBER: 001 8003 56830
ACCOUNT TITLE: General Fund
3 % State Mandated Contingency
Contingency Fund
NOT TO EXCEED: \$75,000.00

There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.

ACCOUNT NUMBER 001 1670 56799
ACCOUNT TITLE General Fund
Parks- Special Events
Marketing
NOT TO EXCEED \$75,000.00

02/01/2024

Date


Sylvya Stevenson (Feb 1, 2024 12:03 CST)

Chief Administrative Officer

Request for Legislative Action

Res. #21527
Sponsor: Jeanie Lauer
Date: February 5, 2024

Completed by County Counselor's Office

Action Requested:	Resolution	Res.Ord No.:	21527
Sponsor(s):	Jeanie Lauer	Legislature Meeting Date:	2/5/2024

Introduction

Action Items: ['Transfer']

Project/Title:

An ordinance transferring \$75,000 from within the 2024 general fund for the purposes of the Chiefs' Championship Parade.

Request Summary

The Greater Kansas City Sports Commission will celebrate the Kansas City Chiefs' 2024 Super Bowl victory with a celebratory parade and rally. The Chiefs' Superbowl Celebration will include a parade down Grand Boulevard honoring our Superbowl Champions and a celebration rally at Union Station.

Contact Information

Department:	County Executive Office	Submitted Date:	1/31/2024
Name:	Caleb Clifford	Email:	cclifford@jacksongov.org
Title:	Chief of Staff	Phone:	816-881-3333

Budget Information

Amount authorized by this legislation this fiscal year:			\$75,000
Amount previously authorized this fiscal year:			\$ 0
Total amount authorized after this legislative action:			\$75,000
Is it transferring fund?			Yes
Transferring Fund From:			
Fund:	Department:	Line Item Account:	Amount:
001 (General Fund)	8003 (3% State Mandated Contingency)	56830 (Contingency Fund)	\$75,000
Transferring Fund To:			
Fund:	Department:	Line Item Account:	Amount:
001 (General Fund)	1670 (Special Events)	56799 (Marketing)	\$75,000

Request for Legislative Action

Prior Legislation	
Prior Ordinances	
Ordinance:	Ordinance date:
5314	February 10, 2020
Prior Resolution	
Resolution:	Resolution date:
21164	Feb. 14, 2023

Purchasing	
Does this RLA include the purchase or lease of supplies, materials, equipment or services?	No
Chapter 10 Justification:	
Core 4 Tax Clearance Completed:	
Certificate of Foreign Corporation Received:	
Have all required attachments been included in this RLA?	

Compliance	
Certificate of Compliance	
Not Applicable	
Minority, Women and Veteran Owned Business Program	
Goals Not Applicable for following reason: Not bid	
MBE:	.00%
WBE:	.00%
VBE:	.00%
Prevailing Wage	
Not Applicable	

Fiscal Information	
<ul style="list-style-type: none">There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered.	

Request for Legislative Action

History

Submitted by County Executive Office requestor: Caleb Clifford on 1/31/2024. Comments:

Approved by Department Approver Caleb Clifford on 1/31/2024 2:27:23 PM. Comments:

Not applicable by Purchasing Office Approver Craig A. Reich on 1/31/2024 2:35:04 PM.
Comments:

Approved by Compliance Office Approver Ikeela Alford on 1/31/2024 2:40:58 PM. Comments:

Approved by Budget Office Approver David B. Moyer on 2/1/2024 7:53:11 AM. Comments:

Returned for more information by Executive Office Approver Lisa Honn on 2/1/2024 11:04:59 AM. Comments: Per SS, edits needed. -lh

Submitted by Requestor Caleb Clifford on 2/1/2024 11:32:20 AM. Comments:

Approved by Department Approver Sylvia Stevenson on 2/1/2024 11:47:22 AM. Comments:

Not applicable by Purchasing Office Approver Craig A. Reich on 2/1/2024 12:13:23 PM.
Comments:

Approved by Compliance Office Approver Ikeela Alford on 2/1/2024 1:42:01 PM. Comments:

Fiscal Note:

Funds sufficient for this transfer are available from the sources indicated below.

PC#

Date: January 31, 2024

RES #	21527
eRLA ID #:	1220

Org Code/Description	Object Code/Description	From	To
001 General Fund			
8003 Contingency - State Mandated 3%	56830 Contingency	\$ 75,000	\$ -
1670 Parks - Special Events	56799 Marketing		75,000
		\$ 75,000	\$ 75,000

Fiscal Note:

This expenditure was included in the Annual Budget

PC#

[illegible]

Budget Office



FRANK WHITE, JR.
Jackson County Executive

EXECUTIVE ORDER NO. 24-2

**TO: MEMBERS OF THE LEGISLATURE
CLERK OF THE LEGISLATURE**

**FROM: FRANK WHITE, JR.
JACKSON COUNTY EXECUTIVE**

DATE: February 1, 2024

**RE: APPOINTMENTS AND REAPPOINTMENTS TO THE FREEDOM
MEMORIAL WALL COMMISSION**

RECEIVED

FEB 01 2024

MARY JO SPINO
COUNTY CLERK

gmk
1:20 pm

Pursuant to chapter 95 of the Jackson County Code, I hereby make the following appointments and reappointments to the Jackson County Freedom Memorial Wall Commission:

Bob Hill is reappointed for a term to expire September 21, 2024.

Gayle Hill-Suber is reappointed for a term to expire September 21, 2024.

Anita L. Russell is reappointed for a term to expire September 21, 2024.

Marquita L Taylor is reappointed for a term to expire September 21, 2024.

Karen Slaughter is reappointed for a term to expire September 21, 2024.

Letonia Torrence is appointed to fill the vacancy occasioned by the expiration of the term of **Lisa Pelofsky** for a term to expire September 21, 2024. A copy of Ms. Torrence's resume is attached.


Robert "Bobby" Hernandez is appointed to fill the vacancy occasioned by the expiration of the term of **Ronald E. Finley** for a term to expire September 21, 2024. A copy of Mr. Hernandez' resume is attached.

Damon Daniel is appointed to fill the vacancy occasioned by the expiration of the term of **Vernon P. Howard** for a term to expire September 21, 2024. A copy of Mr. Daniel's resume is attached.

Kevin Woolfolk is appointed to fill the vacancy occasioned by the expiration of the term of **Tyjaun A. Lee** for a term to expire September 21, 2024. A copy of Mr. Woolfolk's resume is attached.

Toi Wilson is appointed to fill the vacancy occasioned by the expiration of the term of **Sharon Sanders Brooks** for a term to expire September 21, 2024. A copy of Toi Wilson's resume is attached.

2/1/24
Date


Frank White, Jr., County Executive

LETONIA TORRENCE

• letoniatorrence@yahoo.com

Professional Summary

An accomplished business professional with a progressive work history working with organizational leaders to establish business goals and develop strategies driving revenue generation and business growth. Excellent track record managing, facilitating and spearheading operational efforts and interpersonal relations. Demonstrates the ability to assess current situations quickly, formulate cohesive improvement plans, and effectively execute them.

Skills

- PeopleSoft Student & Finance
- Strong Communication Skills
- Leadership & Management
- Critical & Analytical Thinking
- Vendor & Contract Management
- Project Management
- Community Engagement
- Budget Planning & Management
- Higher Education Administration
- Accurate and Detailed
- Team Building
- General Accounting Experienced

Work History

Director of Campus Operations, 10/2022 to Current

Metropolitan Community College – Kansas City, MO

- Worked with customers to understand their needs and provide excellent service.
- Collaborated with team members to achieve target results.
- Actively listened to customers, handled concerns quickly, and escalated significant issues to the Leadership cabinet.
- Drove operational improvements, which resulted in savings and improved profit margins.
- Led projects and analyzed data to identify opportunities for improvement.
- Developed and implemented performance improvement strategies and plans to promote continuous improvement.
- Carried out day-to-day duties accurately and efficiently.
- Developed and maintained courteous and effective working relationships.

Workforce Manager, 01/2022 to 10/2022

Metropolitan Community College – Kansas City, MO

- Assist in developing and overseeing the Workforce Economic Development (WED) budget implementation
- Assist, manage, and facilitate (WED) 3.6 mil budgets awarded in grant awards
- Assist and reimburse 1.5 million Missouri One Start funds awarded to New Job Training & Job Retention Training Program
- Work independently, follow through on projects, and meet tight deadlines
- Liaison between multiple business divisions to improve communications

- Increased employee engagement by 70% over the previous year by facilitating and developing a curriculum for the Leadership Empowerment and Promotion leadership program
- Serve on African American Faculty Staff Association as Treasury
- Executed on-time, under-budget project management on complex issues for senior leadership while supporting sales planning initiatives.

Workforce Coordinator, 07/2019 to 12/2021

Metropolitan Community College – Kansas City, MO

- Track spending and ensure that the WED stays within its budget
- Prepare monthly financial reports for the leadership team on WED
- Explore options in ways to save money without sacrificing quality
- Reconciles ledgers on complex accounts and prepares journal entries
- Ability to handle a fast-paced working environment, prioritize and change workflow midstream
- Set and adjust schedules to maintain optimal coverage and service levels
- Produced and updated documents, reports, and tracking spreadsheets using Adobe, QuickBooks, and Monday.com.

Senior Executive Administrative Assistant, 08/2016 to 07/2019

Metropolitan Community College – Kansas City, MO

- Advised and supported Executive Cabinet members; maintained information of a confidential nature
- Managed the President's office, overseeing communications, accounting, budgeting, and workflows
- Organized special events, managed budgets, vendor and contract management, and logistics
- Collaborated with marketing, police, and other shared services
- Utilize courtesy and diplomacy when dealing with challenging students, clients, executive leadership, or situations.

Administrative Fiscal Operation Assistant, 07/2010 to 08/2016

Metropolitan Community College – Kansas City, MO

- Automated the manual MCC-Institute for Workforce Innovation's (IWI) invoicing process and improved billing accuracy by 80%
- Performed budget transfers and journal entries between departments
- Maintained an excellent rapport with the following third-party entities: Full Employment Council, Missouri Department of Elementary and Secondary Education, and Vocational Rehabilitation, to ensure timely payments
- Liaison between clients and vendors and maintain effective lines of communication.

Education

Master of Science: Organizational Development Psychology, 12/2021

Avila University - Kansas City, MO

Bachelor of Arts: Business Administration, 08/2019

Avila University - Kansas City, MO

Associate: Applied Science, Business Administration, 12/2011
Metropolitan Community College - Kansas City, MO

Robert M. Hernandez

Kansas City, MO 64108

CAREER SUMMARY

Hernandez' career has spanned four decades of involvement in community development and affordable housing in each spectrum of his life from professional to personal. For 16 years he served on the City Council of Kansas City, Missouri, serving as Chair and Vice-Chair of the Plans and Zoning Committee which oversaw all HUD issues from allocating CDBG, to sponsoring affordable housing developments for seniors, families and public housing residents. The district which he represented included all conventional public housing. As a former resident of the West Pennway public housing development, Hernandez knew the importance of safe, decent and sanitary housing, defensible space and sound management; thus he prioritized public and affordable housing as well as community and urban development in his tenure on the Council.

Hernandez career began as he was selected in 1974 to lead the Model Cities program for the Westside the neighborhood where he was born and raised, where he built two houses and raised a family and continues to live. An outgrowth of Model Cities was the Westside Housing Organization, a non profit community development corporation which Hernandez co-founded in 1975, on whose board he has served on continuously for 35 years. Under his leadership WHO has developed 202 senior housing, tax credit and Hope 6 housing as well as single family affordable ownership homes.

Subsequent to his service on the City Council Hernandez worked for McCormack Baron and Salazar, a premier national developer whose successful projects in Kansas City include Quality Hill and Villa del Sol. His career also included three years in marketing for construction companies as well as a total of ten years in government relations for health insurance companies.

Hernandez has emphasized the needs of the low and moderate income communities as well as communities of color. As a co-founder of the Hispanic Development Fund, he raised \$1Million in 2004 to help build the corpus of the fund which has provided over \$1.25 Million in scholarships to deserving Hispanic college-bound students. In addition, he has emphasized minority participation in construction, co-founding the KCHACE, Kansas City Hispanic Area Contractors Enterprise and serving for the past 20 years on the Mayor's Committee on Fairness in Construction.

PROFESSIONAL EXPERIENCE

Hernandez Consulting
Government Relations

2006---present

Construction

Walton

2005—2006

Community Relations and Marketing

Barsto Construction Company

2003-2004

Director of Marketing and Community Affairs

Banderas Construction

2001-2003

Director of Marketing

Hispanic Development Fund

A subsidiary of the Greater Kansas City Community Foundation 2000-2001

Raised \$1 Million to support Hispanic scholarships and grants to Hispanic-serving agencies.

McCormack Baron and Associates

1996-2000

Project Liaison for Villa Del Sol and Longfellow III

Secured public support, staff support and funding for public improvements, expedited building permits and negotiated minority participation.

Blue Cross/ Blue Shield of Kansas City

1993-1996

Director of Community Affairs

Assisted Blue Cross in being responsive to community needs. Represented company on minority affairs throughout the city. Dealt with non-profit clients, City Hall, and other governmental agencies.

City Council of Kansas City, Missouri

1975-1991

Second District Councilman

Specialized in facilitating construction and development downtown and in neighborhoods; learned the intricacies of city regulations and procedures, developed strong working relationships with professional staff, responded to needs of developers, businesses and neighborhoods.

Prime Health/ Humana

1980-1993

Director of Community Relations

Handled minority, community and governmental relations. Dealt with non-profit and other quasi-governmental agencies. Ensured that Humana understood and responded to community needs.

Machinist Career**1965-1975**

Trained and practices as machinist with several local shops.

AWARDS

National Hispanic Chamber of Commerce
Man of the Year, 1986

EDUCATION

UMKC, 95 hours
Penn Valley Community College, Associates Degree

Personal

Married, Colleen Hernandez; two children, Modesta and Robert Michael, two step-daughters, Sophie and Beth McCarthy, 9 grandchildren.



Damon Daniel is the President and CEO of AdHoc Group Against Crime, an organization that for some serves as the trusted bridge between the community and criminal justice system and for others the emergency room for social services. He answered the call to come to AdHoc in 2015. Mr. Daniel is a native of Kansas City, with a wide range of experience within the field of social justice that spans 25 years. He holds a degree in Urban Affairs from the University of Missouri Kansas City.

Under Damon's leadership at the AdHoc Group Against Crime, thousands of families in the Kansas City Metropolitan area impacted by violence have received much needed mental health and victim services. In 2018, Damon developed a Civil Rights Monitoring program to ensure pedestrians are being treated fairly and equally in the Westport Entertainment District.

He loves serving his community. Mr. Daniel's has served on the 16th Circuit Judicial Commission. This commission helps fill judicial vacancies. He was also appointed to the Jackson County nominating committee for the Ethics, Human Relations, and Citizens Complaints Commission. And recently Damon has been appointed to the Unified Government of Wyandotte County Safety and Justice Committee, and the Kansas Governors Grants Program Advisory Board.

Damon can also be heard every weeknight on Carter Broadcast station KPRS Hot 103 Jamz, bi-weekly on Gospel 1590 AM and 106.1FM where he makes public announcements about various public safety and social issues.

Delivering Healing and Justice

Kansas City is experiencing its most violent year on record. Victims trust AdHoc Group Against Crime to provide compassion, to help them deal with the crises precipitated by the violent crime, to help them navigate the criminal justice system, and to walk with them and help them begin to heal.

Attendees will learn about the comprehensive services AdHoc Group Against Crime provides, and what is needed to further our work and how as community members they too can help deliver much needed healing and justice.

Damon Daniel

onedamond@gmail.com

Professional Profile

Kansas City native with a heart for justice and over 25 years of work experience in the fields of employee relations within quasi-government, civil rights, equitable development, program development, community mobilization, training and staff supervision. I have an eager to learn and enjoy working within team player environments.

- Degree in Urban Affairs, with emphasis in community and social services and a certificate in American Humanics.
- 25 years of working in Kansas City area communities and neighborhoods. Expertise in areas of violence prevention, employee relations, social justice, equity development strategies, leadership development and expansion of programs and strategic partnerships.
- Dedicated to building healthy and thriving communities through unlocking the power of people.

Education, Certifications and Qualifications

Bachelor of Arts Urban Affairs

University of Missouri Kansas City, 2006

Provisional Certifications

American Humanics, Non-Profit Management UMKC

Conflict Resolution, Community Mediation Center

Crime Prevention Through Environmental Design, CPTED Specialist, ACPI

Key Qualifications

Strategic Planning, Leadership Development, Community Organizing, Community Engagement, Addressing Social determinants of Health, Public Speaking, Program Management, Staff Supervision and Development, Event Planning, Public Policy, Program Development, Teaching, Volunteer Management, Organizational Development, Research, Capacity Building, Event Management, Workshop Facilitation, Fundraising, Political Analysis and Social Justice.

Professional Work Experience

President, Ad Hoc Group Against Crime, March 2015-Present

- Give direction and leadership to the formulation and achievement of the organization's philosophy, mission, and its annual goals and objectives.
- Work with the Board of Directors and staff to develop and implement policies, procedures, and long range strategic plans.
- Oversee administrative, financial and program operations and all personnel matters (design of staff organizational structure, hiring and firing responsibilities, etc.).
- Prepare and following Board approval, administer the organization's annual budget.
- Manage the overall operation of facilities and equipment.
- Pursue and develop additional revenue sources through a variety of fundraising mechanisms, consistent with the mission statement of the organization to finance AdHoc's programs and services.
- Establish and oversee training programs for staff development.
- Maintain a close working relationship with representatives of law enforcement community.
- Keep informed of trends, issues, events and developments within the field through professional peer contacts, conference attendance, etc.

- Develop and coordinate programs and services for violence intervention and prevention.

Regional Organizing Director, Communities Creating Opportunity (CCO), April 2007 to 2015

- Regional work focused on expansion of community organizing and supporting leadership development opportunities in Kansas and Missouri.
- Developed grass roots leaders to work together in addressing socioeconomic issues particularly those that perpetuate the dehumanization of people of color. Worked primarily with faith communities to address predatory lending, immigration, mass incarceration, violence, and health access.
- Convened multisector 1.2 million dollar minor home repair program KCHARP (Kansas City Asset Recovery Program) that led to much needed home repairs to low-income residents within 4 target neighborhoods in KCMO.
- Served as the lead convener responsible for the creation of a multi-sectored, racial and generational network of stakeholders called KC Regional Equity Network (KCREN) in partnership with Mid America Regional Council (MARC). KCREN is empowered by the unified vision and voices realized through its regional organizing efforts, works collaboratively to achieve policies that promote equity and inclusive development in Kansas City metropolitan area.

Insurance Clerk and Back up Personnel Clerk, Kansas City Area Transportation Authority (KCATA), June 2001 to April 2007

- Primary contact for health and retirement benefits issues, responsible for enrollment presentations, insurance changes, bill reconciliation and consultation of insurance.
- Back-up Personnel Clerk duties; coordinate functions related to hiring, administer testing and application processing. Schedule pre-employment physicals, attend job fairs, and assist in all areas of recruiting and job placement.

Union Steward, Kansas City Area Transportation Authority, August 2005- April 2007

- Elected union official, primary role to provide representation to office clerical employees within the KCATA. This representation involved handling grievances, negotiating labor disputes between KCATA and employees represented by Local ATU 1287 and negotiating benefit packages.

Program Director, High Aspirations, June 2004-April 2009

- Primary role and responsibilities included managing program activities, creating new outreach programs for youth mentoring, organize and assist in maintaining participation of members, in addition to facilitating program orientation for new parents, mentors and mentees.

Community Service

- KS Governing Board for State Crisis Intervention Program 2023-Present
- Jackson County Ethics and Human Relations Commission 2022
- Federal Bureau of Investigations Citizens Advisory Commission 2021-Present
- Health Forward Foundation Community Advisory Committee 2018-Present
- Second Chance Advisory Board 2016-2023
- Jackson County 16th Circuit Judicial Commission 2016-2023
- City of Grandview, Missouri Zoning Board of Adjustments, 2007-2016
- City of Kansas City, Missouri Youth Commission, 2014-2015

References available upon request

KEVIN LaMAR WOOLFOLK

09/06/2023



Email: klwoolfolk@gmail.com

OBJECTIVE

To continue working with the Southern Christian Leadership Conference of Kansas City, MO, for the good of the African American community and others who are victims of Racial, Social, and Economic injustice.

EDUCATION

- VASHON HIGH SCHOOL (St. Louis, MO)
- PENN VALLEY COMMUNITY COLLEGE
- CURRENT NON-TRADITIONAL STUDENT MOREHOUSE COLLEGE-JUNIOR (Online)

PROFESSION INSURANCE

FAMILY LIFE MARRIED:

- Wife: Rachelle
- Son: Nicholas (Age 19)
- Grew up in St. Louis, MO. I Have been living in the Kansas City area since 1984.

RELIGIOUS AFFILIATION FAITH: Catholic

Formerly was a member of a men's fellowship organization, the Men of St. Thomas More. We met for 8-week sessions, twice a

Toi Wilson
5612 Wabash Ave.
Kansas City, Missouri 64130

Email: ttoilw@aol.com

Before retiring from Bank of America in 2005 with 39 years of service, Toi was volunteering with the Juvenile Court of Jackson County to mentor young, non-violent offenders. Today, she serves on the Jackson County Juvenile Court board and the Blue Hills Neighborhood board, volunteers at the Sunshine Group Home for girls, and is a dedicated member of the Blue Hills Neighborhood Accountability Board for Restorative Justice. "If young, non-violent offenders appear before the accountability board and state their mistakes, why they made them and how they will move forward, their offense will not become part of their permanent record," Toi explains.

On the opposite end of the spectrum, advocating for the not-so-young is part of Toi's now decade-long work as part of Kansas City's Silver-Haired City Council. She is a Toastmasters-award-winning spokesperson for issues of concern to seniors, including health care and resources that allow people to age in place. "We send viewpoints to the city council and provide feedback about budget priorities," she explains.

Toi loves traveling and meeting people, and she established the Gregg/Klice Community Center Seniors on the Move group that, through 2019, arranged for fun tours and trips to help seniors stay mentally and physically engaged. She also, was vice president of the Gregg/Klice Information Forum, which gathers and distributes information about services and events for seniors. "I love to connect with people," Toi says. "They truly are an inspiration to me."