

**REQUEST FOR LEGISLATIVE ACTION
EXECUTIVE OFFICE**

FEB 11 2019


Completed by County Counselor's Office:

Res/Ord No.: 5204

Sponsor(s): Tony Miller

Date: February 25, 2019

| | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|--|---|----------------|-------------------------|--|--|-----|--|----------------|-------------------------|--|--|-----------|---|------------|----------|---|------------------------------------|--|--|------------|--|
| <p>SUBJECT</p> | <p>Action Requested <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Approval of Financial Assistance Agreement for Little Blue Trace trail Improvements at M-78 Highway</u></p> | | | | | | | | | | | | | | | | | | | | | | |
| <p>BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i></p> | <table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>333,530</td> <td>\$232,921.00</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td></td> <td>\$0</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>333,530</td> <td>\$232,921.00</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td></td> <td>\$100,609</td> </tr> <tr> <td>Source of funding (name of fund) and account code number;</td> <td>FROM ACCT:</td> <td>TO ACCT:</td> </tr> <tr> <td>FROM : 003-1608-56798; Park Fund-Construction Services – Grant Match 010-2810; Grant Fund – Undesignated Fund Balance 003-1601-56790; Director Parks – Other Contractual Services</td> <td>100,000.00 232,921.00 609.00</td> <td></td> </tr> <tr> <td>TO : 010-1661 – 58060; Grant Fund – Little Blue Trace Trail – Other Improvements</td> <td>333,530.00</td> <td></td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required) <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: _____ Estimated Use: \$ _____ Prior Year Budget (if applicable): _____ Prior Year Actual Amount Spent (if applicable): _____</p> | | Amount authorized by this legislation this fiscal year: | 333,530 | \$232,921.00 | Amount previously authorized this fiscal year: | | \$0 | Total amount authorized after this legislative action: | 333,530 | \$232,921.00 | Amount budgeted for this item * (including transfers): | | \$100,609 | Source of funding (name of fund) and account code number; | FROM ACCT: | TO ACCT: | FROM : 003-1608-56798; Park Fund-Construction Services – Grant Match 010-2810; Grant Fund – Undesignated Fund Balance 003-1601-56790; Director Parks – Other Contractual Services | 100,000.00 232,921.00 609.00 | | TO : 010-1661 – 58060; Grant Fund – Little Blue Trace Trail – Other Improvements | 333,530.00 | |
| Amount authorized by this legislation this fiscal year: | 333,530 | \$232,921.00 | | | | | | | | | | | | | | | | | | | | | |
| Amount previously authorized this fiscal year: | | \$0 | | | | | | | | | | | | | | | | | | | | | |
| Total amount authorized after this legislative action: | 333,530 | \$232,921.00 | | | | | | | | | | | | | | | | | | | | | |
| Amount budgeted for this item * (including transfers): | | \$100,609 | | | | | | | | | | | | | | | | | | | | | |
| Source of funding (name of fund) and account code number; | FROM ACCT: | TO ACCT: | | | | | | | | | | | | | | | | | | | | | |
| FROM : 003-1608-56798; Park Fund-Construction Services – Grant Match 010-2810; Grant Fund – Undesignated Fund Balance 003-1601-56790; Director Parks – Other Contractual Services | 100,000.00 232,921.00 609.00 | | | | | | | | | | | | | | | | | | | | | | |
| TO : 010-1661 – 58060; Grant Fund – Little Blue Trace Trail – Other Improvements | 333,530.00 | | | | | | | | | | | | | | | | | | | | | | |
| <p>PRIOR LEGISLATION</p> | <p>Prior ordinances and (date): Prior resolutions and (date): Resolution #19701; Feb. 5, 2018</p> | | | | | | | | | | | | | | | | | | | | | | |
| <p>CONTACT INFORMATION</p> | <p>RLA drafted by (name, title, & phone): Bruce Wilke, Landscape Architect, 503-4802</p> | | | | | | | | | | | | | | | | | | | | | | |
| <p>REQUEST SUMMARY</p> | <p>Jackson County has been awarded a grant under the Recreational Trails Program through the Department of Natural resources (MoDNR), Division of State Parks in the amount of \$232,921.00. The scope of the grant is to provide trail users a safe route to cross the Little Blue River and M-78 highway. It will be used to eliminate an at-grade highway crossing and provide a 0.25 mile connection that joins two interrupted trail segments. A formal bid for construction is anticipated to be let in Fall of 2019. We further request that \$232,921.00 be appropriated from the 2019 Grant Fund to cover the upfront cost of the Federal participation amount. The Parks Department has \$100,609.00 appropriated in the 2019 operating budget to cover the Local portion.</p> | | | | | | | | | | | | | | | | | | | | | | |
| <p>CLEARANCE</p> | <p><input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p> | | | | | | | | | | | | | | | | | | | | | | |
| <p>ATTACHMENTS</p> | <p>MoDNR Cover Letter; Financial Assistance Agreement, Location Map</p> | | | | | | | | | | | | | | | | | | | | | | |
| <p>REVIEW</p> | <p>Department Director: <i>[Signature]</i> Finance (Budget Approval): <i>[Signature]</i></p> | <p>Date: <i>2-6-19</i> Date: <i>2/11/19</i></p> | | | | | | | | | | | | | | | | | | | | | |

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| <i>If applicable</i> | | |
| Division Manager: |  | Date: 2/6/19 |
| County Counselor's Office: | | Date: |

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in ____.
- 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.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance #
- Funds sufficient for this transfer and appropriation are available from the source indicated below.

| Account Number: | Account Title: | Amount Not to Exceed: | |
|------------------|---|-----------------------|-----------------|
| FROM : | | FROM ACCT: | TO ACCT: |
| 003-1608-56798 | Park Fund - Construction Services – Grant Match | 100,000.00 | |
| 003-1601-56790 | Director Parks – Other Contractual Services | 609.00 | |
| 010-2810 | Grant Fund – Undesignated Fund Balance | 232,921.00 | |
| TO : | | | |
| 010-1661 – 58060 | Grant Fund - Little Blue Trace Trail – Other Improvements | | 333,530.00 |

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.



October 22, 2018

Bruce Wilke
Jackson County
722807 Woods Chapel Road
Blue Springs, MO 64015

Re: RTP Project 2018-04, Little Blue Trace Trail Improvements at M-78 Highway

Dear Mr. Wilke:

On behalf of the Missouri Department of Natural Resources (MoDNR), Division of State Parks, I am pleased to announce that Jackson County has been selected as a 2018 grant recipient for the Recreational Trails Program (RTP) in the amount of \$232,921. We received 42 grant applications with a total funding request of over \$7 million. Of those, ten projects were approved by the Federal Highway Administration for grant assistance. It is quite an achievement by your agency to be recommended for funding. Congratulations on your selection!

You should have received an email in the past week from Bonnie.Ricord@dnr.mo.gov notifying you of financial assistance and how to receive your award via the online Funding Opportunities Portal. Please follow the instructions in this email to register in the portal and accept your award. The "Acceptance of Funds" note you submit on the portal is considered your permission to proceed. You are encouraged to share the terms and conditions of this agreement with project officials to assure they understand the perpetuity clause and other obligations to which Jackson County is committed.

All items described in the project agreement must be completed unless your agency and MoDNR mutually agree upon changes. You will be required to submit at least one reimbursement within the first year of your project. Therefore, you must begin bidding, purchasing and/or developing your project and submit a reimbursement request before September 30, 2019. Your project must be completed by October 24, 2020. Extension requests are granted only in extenuating circumstances or legitimate need. Requests for a time extension must be made before your original project period expires to ensure funding remains available for your project.

During your administrative workshop, you will be supplied with a hard copy of the Recreational Trails Program Project Administration Guide. This guide details the procedures that must be followed to complete your project. The guide also includes the federal regulations and DNR General Terms and Conditions that govern a Recreational Trails Program grant project.

Mr. Wilke
October 22, 2018
Page 2 of 2

Please read the guide carefully and use it as a reference document to assist you in the completion of your project. Failure to follow proper procedures may delay or prevent project cost reimbursements. Please note that the RTP guide and all corresponding forms have been can also be found on our website at <https://mostateparks.com/page/61220/recreational-trails-program-rtp-grants>

Please feel free to announce your grant award through your local media. Do not hesitate to contact Grants Management Section staff for questions related to your project. They can be reached at (573) 522-8191 or lwcf.rtp@dnr.mo.gov. Thank you for participating in the RTP program. We look forward to the successful completion of your project.

Sincerely,
MISSOURI STATE PARKS



Ben Ellis
Director

BE/aa

c: Representative Bill Kidd, Missouri House of Representatives
Senator John Rizzo, Missouri Senate



MISSOURI DEPARTMENT OF NATURAL RESOURCES

FINANCIAL ASSISTANCE AGREEMENT

Assistance as described herein is hereby offered and accepted effective upon signature of authorized officials for the dates indicated in Budget Period and Project Period below.

| | | | |
|--|--|---|-------------------------------------|
| RECIPIENT INFORMATION | | | |
| RECIPIENT NAME Jackson County | | RECIPIENT TELEPHONE NUMBER WITH AREA CODE (816) 503 - 4802 | |
| ADDRESS 22807 Woods Chapel Road | | CITY Blue Springs | STATE MO |
| UNIQUE IDENTIFIER (DUNS NUMBER) 095034526 | | PROJECT NUMBER 2018-18 | ZIP CODE 64015 |
| RECIPIENT PROJECT MANAGER NAME Bruce Wilke | | BUDGET PERIOD 10/25/18-10/24/20 | PROJECT PERIOD 10/25/18-10/24/20 |
| RECIPIENT PROJECT EMAIL ADDRESS Bwilke@jacksongov.org | | PROJECT MANAGER TELEPHONE NUMBER WITH AREA CODE (816) 503 - 4802 | |

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| PROJECT INFORMATION |
| RECIPIENT PROJECT TITLE AND PROJECT DESCRIPTION <u>(ATTACH ADDITIONAL PAGES AS NECESSARY)</u> Little Blue Trace Trail Improvements at M-78 Highway -- The scope of the project is to provide trail users a safe route to cross the Little Blue River and M-78 highway. This project will eliminate an at-grade crossing and provide a 0.25 mile connection that joins two interrupted segments of the trail making the enter connected length 15.5 miles. |

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| TYPE OF ASSISTANCE New Award <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> | SOURCE OF FUNDING Federal <input checked="" type="checkbox"/> State <input type="checkbox"/> Other <input type="checkbox"/> | CFDA NUMBER 20.219 | CFDA NAME Recreational Trails Program |
| STATE PROJECT MANAGER NAME Bonnie Ricord | STATE PROJECT MANAGER TELEPHONE NUMBER WITH AREA CODE (573) 522 - 8191 | INDIRECT COST RATE FOR RECIPIENT % | |
| RESEARCH AND DEVELOPMENT YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> | RESEARCH AND DEVELOPMENT COMMENTS IF NEEDED | | |

| PROJECT FUNDING | Original Amount | Original Percentage | Amended Amount | Amended Percentage | Total Amount | Total Percentage |
|---------------------------|-----------------|---------------------|----------------|--------------------|--------------|------------------|
| Federal Award: | \$ 232,921.00 | 69.82 % | \$ | % | \$232,921.00 | 69.82 % |
| State/Other Award: | \$ 0.00 | 0.00 % | \$ | % | \$ 0.00 | 0.00 % |
| Recipient Match: | \$ 100,609.00 | 30.18 % | \$ | % | \$100,609.00 | 30.18 % |
| Total Award: | \$333,530.00 | 100.00 % | \$ 0.00 | % | \$333,530.00 | 100.00 % |

AGREEMENT ADMINISTRATION

| | | | | | |
|--|--|--|--|--|----------------------------|
| THE RECIPIENT AGREES TO ADMINISTER THIS AGREEMENT IN ACCORDANCE WITH ALL APPLICABLE FEDERAL AND STATE REGULATIONS INCLUDING, BUT NOT LIMITED TO: | | | | | |
| APPLICABLE PROGRAM GUIDELINES Grant Administration Guide attached as Attachment #1 | | | | RECIPIENT APPLICATION, AS NEGOTIATED, DATED 2/16/2018 | |
| BUDGET PLAN Attachment # | DETAILED SCOPE OF WORK Attachment # | SPECIAL CONDITIONS Attachment # In #1 | GENERAL TERMS AND CONDITIONS Attachment # In #1 | SUSPENSION/DEBARMENT Attachment # In #1 | PUBLIC LAW Attachment # |
| PUBLICATIONS Attachment # | EPA MBEWBE UTILIZATION Attachment # In #1 | CERTIFICATE REGARDING LOBBYING Attachment # In #1 | INVOICE Attachment # | ADDITIONAL ATTACHMENTS Attachment # Attachment # | |

AMENDMENT INFORMATION

| | |
|--------------|---|
| AMENDMENT ID | AMENDMENT DESCRIPTION <u>(ATTACH ADDITIONAL PAGES AS NECESSARY)</u> |
|--------------|---|

FEDERAL AWARD INFORMATION (ATTACH ADDITIONAL PAGES AS NECESSARY)

| | |
|---|--|
| FEDERAL AWARD PROJECT TITLE AND DESCRIPTION Recreational Trails Program (RTP) -- The RTP is a federally-funded assistance program authorized by the U.S. Congress under the Fixing America's Surface Transportation (FAST) Act. Its purpose is to help states provide and maintain recreational trails and trail-related facilities for both motorized and non-motorized recreational use. | |
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| FEDERAL AWARING AGENCY Federal Highway Administration | FEDERAL AWARD ID NUMBER RT18004 | PASS THROUGH ENTITY NAME MoDNR, Missouri State Parks |
| FEDERAL FUNDING YEAR 2018 | FEDERAL AWARD DATE 9/13/18 | INDIRECT COST RATE FOR MoDNR 16.66% |
| TOTAL AMOUNT OF FEDERAL AWARD \$232,921.00 | | |

APPROVAL

| | | |
|---|-----------|------|
| DEPARTMENT OF NATURAL RESOURCES DIRECTOR OR DESIGNEE NAME (TYPED) Ben Ellis, Director, Division of State Parks | SIGNATURE | DATE |
| RECIPIENT ORGANIZATION AUTHORIZED OFFICIAL NAME AND TITLE (TYPED) Frank White, Jr., County Executive, Jackson County | SIGNATURE | DATE |

Instructions for MoDNR staff completing Financial Assistance Agreement Form

Recipient Information: complete all fields

- Recipient Name – Must match the registered name in the System for Award Management (SAM). If the recipient is not yet registered in SAM, then they should be provided with information on how to register (<http://www.sam.gov>).
- Unique Identifier – Must match the unique identifier number in SAM. Currently it is the recipient's Data Universal Numbering System (DUNS) number which the recipient must have prior to the award. DUNS numbers may be obtained without charge at <http://fedgov.dnb.com/webform>.

Project Information: complete all fields

- CFDA Number – The Catalog of Federal Domestic Assistance (CFDA) number is found on the Notice of Award.
- CDFA Name – Is found on the Notice of Award.
- Research and Development Comments – Complete field if checking "Yes" in the Research and Development field.
- Project Funding – The Original Amount, Original Percent, Total Amount and Total Percentage fields must be completed. If the original agreement amount is being amended, the Amended Amount and Amended Percentage fields must also be completed.

Agreement Administration: complete all applicable fields.

Attachments included in the agreement packet should all be identified in this section.

Amendment Information: complete all fields if amending the agreement

- Amendment ID – Enter the amendment number (i.e., enter "1" if it is the first amendment, enter "2" if it is the second amendment, etc.).
- Amendment Description – Summarize what is being amended. Example: Original agreement amount is being increased by \$500,000 and the Budget Period and Project Periods are being extended six months.

Federal Award Information: Complete all fields if using federal funds for any part of the award. If the award is being funded by multiple federal grants, information on each grant must be included as an attachment.

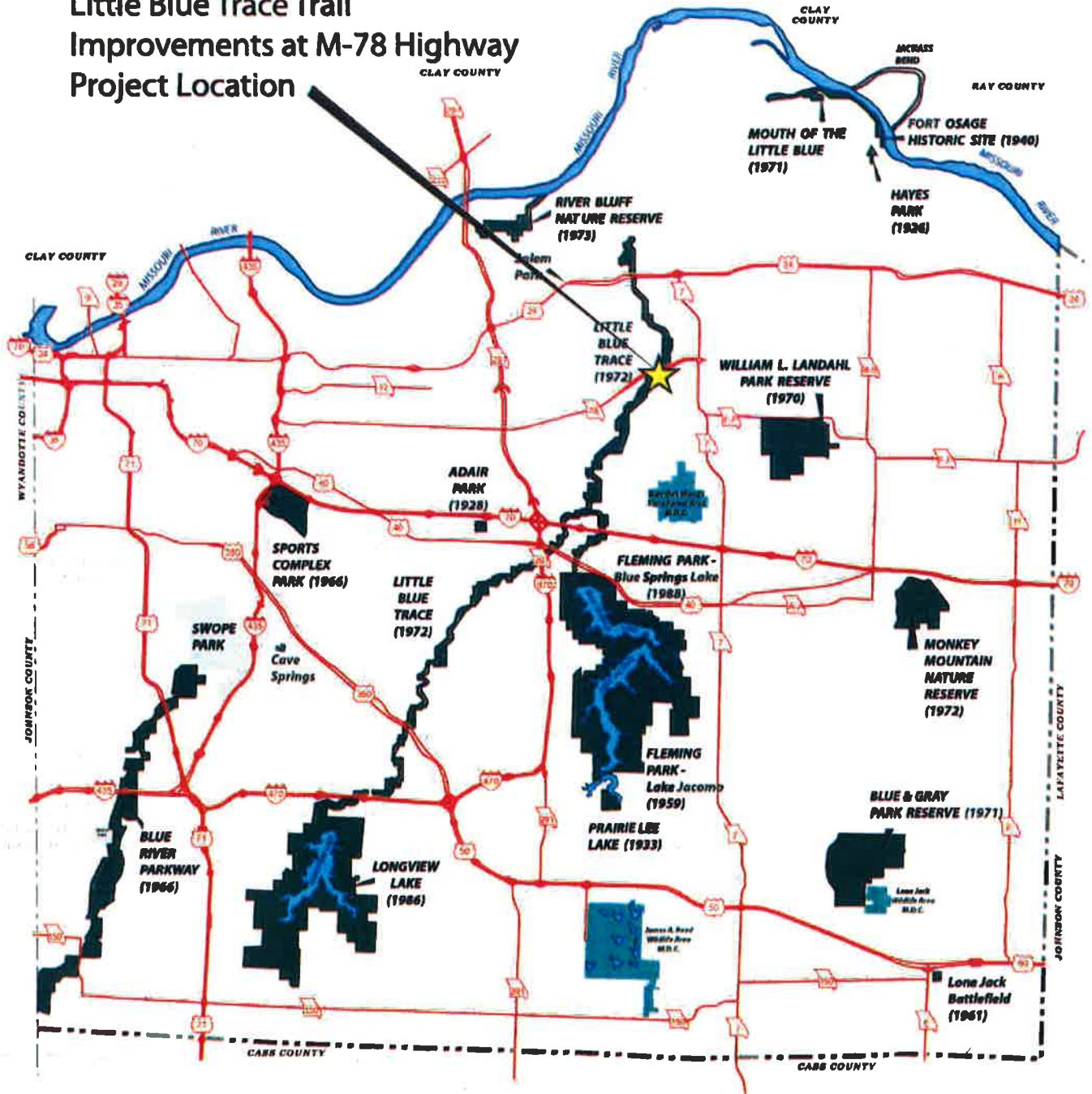
- Federal Award Project Title and Description – Refer to the Notice of Award from the federal agency.
- Federal Awarding Agency – Designate from which federal agency MoDNR received pass through funds.
- Federal Award ID Number – Refer to the Notice of Award.
- Pass Through Entity Name – Enter information in this format: *Division, Program*.
- Federal Funding Year – Federal year the funding is provided.
- Federal Award Date – Date the federal award is signed by the authorized official of the Federal awarding agency. Refer to the Notice of Award.
- Total Amount of Federal Award – Enter the total amount awarded by the federal agency to include any amended amounts. Refer to the Notice of Award.
- Indirect Cost Rate for MoDNR – Current MoDNR rates can be found at <http://nr1ntra.ads.state.mo.us/das/rates-current.htm> .

Approval: complete fields below

- Department of Natural Resources Director Or Designee – Enter the name of the MoDNR director.
- Recipient Organization Authorized Official Name and Title – Enter the name and title of the person who will be signing on behalf of the recipient organization, if known.

Jackson County Park System

Little Blue Trace Trail Improvements at M-78 Highway Project Location



Jackson County, Missouri

Attachment A