

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

AN ORDINANCE amending subsections 1503.2 and 1503.3, Jackson County Code, 1984, relating to the Employees' Pension Plan.

ORDINANCE NO. 5066, December 11, 2017

INTRODUCED BY Scott Burnett, County Legislator

WHEREAS, the Employees' Pension Plan Board of Trustees has authorized an actuarial experience study be conducted every five years; and

WHEREAS, the Plan's actuary has recommended changes to the Plan and pension ordinance, chapter 15 of the County code, based on the results of the actuarial experience study and actuarial standards applicable to public funds; and

WHEREAS, the Board of Trustees has a fiduciary duty to assess the sufficiency of Plan assets to cover estimated costs of the Plan's benefit obligations; and

WHEREAS, the Board recommends chapter 15 be amended to modify the actuarial assumptions based on recommendations from the actuary; and,

WHEREAS, the proposed revisions are in the best interests of the health, safety, and welfare of the citizens of Jackson County; now therefore,

BE IT ORDAINED by the County Legislature of Jackson County, Missouri, as follows:

Section A. Enacting Clause. Sections 1503.2 and 1503, Jackson County Code, 1984, are hereby amended, to read as follows:

1503.2 Actuarial Equivalent.

The term "Actuarial Equivalent" shall mean a benefit of equivalent value, as certified by the Actuary, computed on the basis of the following actuarial assumptions:

Interest – [~~Seven percent (7%)~~] Six and Seventy-five one hundredths percent (6.25%) per annum, compounded annually.

Mortality – [~~The 1983 Group Annuity Mortality Table blended 50% for males and 50% for females~~] RP-2014 Tables, adjusted back to 2006 and projected to 2019 with Generational Improvement Scale to the MP-2016 Scale.

1503.3 Actuarial Value.

The term "Actuarial Value" shall mean the single sum value, as certified by the Actuary, of any income benefit, computed on the basis of the following actuarial assumptions:

Interest – [Seven percent (7%)] Six and Seventy-five one hundredths percent (6.25%) per annum, compounded annually.

Mortality – [The 1983 Group Annuity Mortality Table blended 50% for males and 50% for females] RP-2014 Tables, adjusted back to 2006 and projected to 2019 with Generational Improvement Scale to the MP-2016 Scale.

Effective Date: This Ordinance shall be effective immediately upon its passage by the County Executive.

APPROVED AS TO FORM:



Chief Deputy County Counselor



County Counselor

I hereby certify that the attached ordinance, Ordinance No. 5066 introduced on December 11, 2017, was duly passed on _____, 2017 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. 5066.

Date

Frank White, Jr., County Executive

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

AN ORDINANCE appropriating \$10,000.00 from the undesignated fund balance of the 2018 Anti-Drug Sales Tax Fund and authorizing the County Executive to execute an agreement in acceptance of funding provided by the Organized Crime Drug Enforcement Task Force for use by the Jackson County Drug Task Force for "Operation Empty Pockets."

ORDINANCE NO. 5072, January 29, 2018

INTRODUCED BY Dan Tarwater III, County Legislator

WHEREAS, the Jackson County Drug Task Force (JCETF) and the U.S. Department of Justice's Drug Enforcement Administration have formed the Organized Crime Drug Enforcement Task Force (OCETF) to conduct a joint federal drug investigation, OCETF Case No. WC-MOW-0319, "Operation Empty Pockets", for the period of October 1, 2017, through September 30, 2018; and,

WHEREAS, a portion of the overtime costs incurred by the JCETF for this investigation will be reimbursed by the OCETF, in an amount not to exceed \$10,000.00; and,

WHEREAS, an appropriation is necessary to place the projected funds in the proper spending account; now therefore,

BE IT ORDAINED by the County Legislature of Jackson County, Missouri, that the following appropriation from the undesignated fund balance of the 2018 Anti-Drug Sales Tax Fund be and hereby is made:

<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER/DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
Anti-Drug Sales Tax Fund Organized Crime Drug Enforcement			
008-4133	45792 - Increase Revenue	\$10,000	
008-2810	Undesignated Fund Balance		\$10,000
008-2810	Undesignated Fund Balance	\$10,000	
008-4133	55030 - Overtime		\$10,000

BE IT FURTHER ORDAINED that the County Executive be and hereby is authorized to execute any documents necessary to give effect to this Ordinance.

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

APPROVED AS TO FORM:



Chief Deputy County Counselor



County Counselor

I hereby certify that the attached ordinance, Ordinance No. 5072 introduced on January 29, 2018, was duly passed on _____, 2018 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. 5072.

Date

Frank White, Jr., County Executive

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

ACCOUNT NUMBER: 008 2810 45792
ACCOUNT TITLE: Anti-Drug Sales Tax Fund
Undesignated Fund Balance
NOT TO EXCEED: \$10,000.00

1/25/18

Date



Chief Administrative Officer

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

~~Res~~/Ord No.: 5072

Sponsor(s): Dan Tarwater III

Date: January 29, 2018

SUBJECT	<p>Action Requested <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Organized Crime Drug Enforcement Task Force</u></p>											
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1"><tr><td>Amount authorized by this legislation this fiscal year:</td><td>\$10,000</td></tr><tr><td>Amount previously authorized this fiscal year:</td><td>\$</td></tr><tr><td>Total amount authorized after this legislative action:</td><td>\$10,000</td></tr><tr><td>Amount budgeted for this item * (including transfers):</td><td>\$</td></tr><tr><td>Source of funding (name of fund) and account code number; FROM 008-2810 – Anti-Drug Sales Tax Fund – Undesignated Fund Balance TO 008-4133-55030 – Anti-Drug Sales Tax Fund – OCDETF - Overtime</td><td>FROM ACCT \$10,000 TO ACCT \$10,000</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: \$</p> <p>Prior Year Budget (if applicable): Prior Year Actual Amount Spent (if applicable):</p>		Amount authorized by this legislation this fiscal year:	\$10,000	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$10,000	Amount budgeted for this item * (including transfers):	\$	Source of funding (name of fund) and account code number; FROM 008-2810 – Anti-Drug Sales Tax Fund – Undesignated Fund Balance TO 008-4133-55030 – Anti-Drug Sales Tax Fund – OCDETF - Overtime	FROM ACCT \$10,000 TO ACCT \$10,000
Amount authorized by this legislation this fiscal year:	\$10,000											
Amount previously authorized this fiscal year:	\$											
Total amount authorized after this legislative action:	\$10,000											
Amount budgeted for this item * (including transfers):	\$											
Source of funding (name of fund) and account code number; FROM 008-2810 – Anti-Drug Sales Tax Fund – Undesignated Fund Balance TO 008-4133-55030 – Anti-Drug Sales Tax Fund – OCDETF - Overtime	FROM ACCT \$10,000 TO ACCT \$10,000											
PRIOR LEGISLATION	<p>Prior ordinances and (date): 4959 2/27/17; 4960 3/20/17; 4973 4/24/17; 5063 12/11/17</p> <p>Prior resolutions and (date): N/A</p>											
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Dan Cummings OIC 816.503.4725</p>											
REQUEST SUMMARY	<p>The Jackson County Drug Task Force (JCDTF) and the Drug Enforcement Administration, are conducting a joint federal drug investigation. The agencies have formed an Organized Drug Enforcement Task Force (OCDETF), Operation Trailer Park Boys, for the period of October 1, 2017 through September 30, 2018. As a result, the JCDTF will be reimbursed overtime costs by the OCDETF program associated with this investigation.</p> <p>Please appropriate \$10,000.00 from the undesignated fund balance of the Anti-Drug Sales Tax Fund into:</p> <p>008-4133-55030</p>											
CLEARANCE	<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>											

ATTACHMENTS	OCDETF Agreement	
REVIEW	Department Director: <i>[Signature]</i>	Date: <i>1/17/18</i>
	Finance (Budget Approval): <i>If applicable</i> <i>[Signature]</i>	Date: <i>1/22/18</i>
	Division Manager:	Date:
	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 appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:
008-2810	Anti-Drug Sales Tax Fund – Undesignated Fund Balance	\$10,000

- ☐ 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.

Supplemental Appropriation Request Jackson County, Missouri

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

Date: January 22, 2018

ORD # 5072

[illegible]

Social Mathias 1/22/18
Budgeting

ORGANIZED CRIME DRUG ENFORCEMENT TASK FORCES
FY 2018 Agreement
FOR THE USE OF THE STATE OR LOCAL
OVERTIME AND AUTHORIZED EXPENSE/STRATEGIC INITIATIVE PROGRAM

Federal Tax Identification #: 44-6000524DC#: T-32-

Amount Requested:

~~\$ 18,000.00~~ 10,000 grNumber of Officers Listed: 18From: October 1, 2017

Beginning Date of Agreement

To: September 30, 2018

Ending Date of Agreement

State or Local Organization

Narcotics Supervisor: Dan CummingsTelephone Number: (816) 935-4367E-mail Address: dcummings@jcdtf.com

Sponsoring Federal Agency(ies):

DEA

OCDETF Investigation / Strategic Initiative

Number: WC-MOW-0323

Operation

Name: Operation Trailer Park Boys

Federal Agency Investigations:

Number: IE-17-0070/YNA3E

State or Local Organization Name:

Jackson County Drug Task Force

Address to receive OCDETF paperwork (no PO Boxes):

ATTN: Danny Cummings/Cari Beeman415 E 12th St.Kansas City, MO 64106

Sponsoring Federal Agency

Group/Squad Supervisor: GS John ShannonTelephone Number: (913) 951-4052E-mail Address: John.F.Shannon@usdoj.gov

Please provide the name, telephone number, e-mail address, and fax number for the financial staff person at the State or Local Organization, who is directly responsible for the billing on the Reimbursement Request:

Name: Cari BeemanTelephone Number: (816) 503-4713E-mail Address: cbeeman@jcdtf.com

This Agreement is between the above named State or Local Law Enforcement Organization and the Organized Crime Drug Enforcement Task Forces (OCDETF) Program. This Agreement shall be effective when signed by an authorized State or Local Organization official, the sponsoring Federal Agency Special Agent-In-Charge, the sponsoring Agency Regional OCDETF Coordinator, the Assistant United States Attorney Regional OCDETF Director, and the OCDETF Executive Office.

1. It is agreed that the State or Local Law Enforcement officers named on this Agreement will assist in OCDETF Investigations, Strategic Initiatives and prosecutions as set forth in the Organized Crime Drug Enforcement Task Forces State or Local Overtime and Authorized Expense/Strategic Initiative Programs, Policies and Procedures Manual, Fiscal Year 2018.
2. No individual Agreement with a State or Local organization may exceed \$25,000, and the cumulative amount of OCDETF State and Local overtime monies that may be expended on a single OCDETF Investigation or Strategic Initiative in a single fiscal year may not exceed \$50,000 without express prior approval from the OCDETF Executive Office. The OCDETF Executive Office will entertain requests to exceed these funding levels in particular cases. Please submit a written request including justification approved by the AUSA Regional Director to the OCDETF Budget Officer/Deputy Budget Officer when seeking to exceed the above stated funding levels.
3. Each Reimbursable Agreement will be allowed no more than six (6) modifications per year. In addition, if the funds for a particular Agreement are completely deobligated with the intention of closing that Agreement, it will not count as a modification for purposes of this policy. These amendments must be transmitted by a memorandum approved and signed by the AUSA Regional OCDETF Director or designee for the region and sent to the OCDETF Executive Office.
4. If an Agreement does not have any activity during the last ninety (90) days, the funds shall automatically be deobligated. The OCDETF Executive Office will assist with the monitoring of the aging Agreements. Further, if a State or Local Organization indicates that it is no longer performing work under a particular Agreement, the State or Local Overtime and Authorized Expense/Strategic Initiative Programs, Policies and Procedures Manual requires that a modification memorandum identifying the amount to be deobligated be submitted to the OCDETF Executive Office as soon as possible after determining that no work is being performed.
5. The State or Local Law Enforcement Organization agrees to provide experienced drug Law Enforcement officers who are identified in this Agreement to work on the specified OCDETF Investigation or Strategic Initiative. Any change in Law Enforcement officers assigned must be agreed to by all approving officials.

6. Officers who are not deputized shall possess no Law Enforcement authority other than that conferred by virtue of their position as a commissioned officer of their parent Agency.
7. Officers who are deputized may possess Federal Law Enforcement authority as specified by the Agency affording the deputation.
8. Any State or Local officers assigned to an OCDETF Investigation or Strategic Initiative in accordance with this Agreement are not considered Federal employees and do not take on the benefits of Federal employment by virtue of their participation in the Investigation or Strategic Initiative.
9. OCDETF and the sponsoring Federal Law Enforcement Agency(ies) for the approved OCDETF Investigation or Strategic Initiative will provide to the assigned State or Local officers the clerical, operational and administrative support that is mutually agreed to by the parties in this Agreement.
10. Officers assigned to OCDETF Investigations or Strategic Initiatives should work full-time on the Investigation(s) or Strategic Initiative(s) in order to be paid overtime. In order to satisfy the "full-time" expectation, a Law Enforcement officer should work forty (40) hours per week or eight (8) hours per day on a single or multiple OCDETF Investigation(s) or Strategic Initiative(s). Any established exceptions or waivers to this definition shall be requested by the Regional Coordination Group and attached as Addendum A to the Agreement. [The parent State or Local Organization must pay the base salary of its officers. In the event officers must work overtime on an OCDETF Investigation or Strategic Initiative, the OCDETF Program will reimburse the parent State or Local Law Enforcement Organization for a limited amount of those overtime costs.] The Organization is responsible for paying its Law Enforcement officer(s) for their overtime, travel and per diem expenses. To ensure proper and complete utilization of OCDETF overtime and expense allocations, reimbursement claims must be submitted monthly on the OCDETF Reimbursement Request Form. The OCDETF Executive Office may refuse payment on any reimbursement request that is not submitted to the OCDETF Regional Coordination Group within thirty (30) days of the close of the month in which the overtime was worked.
11. It is the responsibility of the State or Local Organization to retain and have available for inspection sufficient supporting documentation for all regular hours and overtime hours worked towards a specific OCDETF case. Officers' timesheets must reflect work towards a specific OCDETF case and must be reviewed and signed by an authorized State or Local official.
12. Analysis of reimbursement claims by the Regional Coordination Group may result in a modification of the obligation of funds contained within this Agreement as well as the time period covered. The Organization affected by any such modification will receive a memo notifying them of the changes.

13. Overtime payments, including all other non-OCDETF Federal sources (such as Safe Streets, HIDTA, IRS, ICE, FEMA, etc.) may not, on an annual per person basis, exceed 25% of the current approved Federal salary rate in effect at the time the overtime is performed. The State or Local Organization is responsible for ensuring that this annual payment is not exceeded. The Executive Assistant/OCDETF Program Specialist will monitor these payments via MIS and communicate to the Federal Agency Regional OCDETF Coordinators who provide status updates to any officer approaching the threshold.
14. The overtime log must be attached to the reimbursement request when submitting the monthly invoices. The Sponsoring Federal Agency Supervisory Special Agent and the State or Local official authorized to approve the Reimbursement Request must certify that only authorized expenses are claimed, the regular hours requirement is satisfied, and that overtime has not exceeded 25% of the current Federal salary rate in effect at the time the overtime was worked.
15. Under no circumstances will the State or Local Organization charge any indirect costs for the administration or implementation of this Agreement.
16. The State or Local Organization shall maintain complete and accurate records and accounts of all obligations and expenditures of funds under this Agreement for a period of six (6) years and in accordance with generally accepted accounting principles to facilitate inspection and auditing of such records and accounts.
17. The State or Local Organization shall permit examination and auditing by representatives of the OCDETF Program, the sponsoring Federal Agency(ies), the U.S. Department of Justice, the Comptroller General of the United States, and/or any of their duly-authorized agents and representatives, of any and all records, documents, accounts, invoices, receipts, or expenditures relating to this Agreement. Failure to provide proper documentation will limit State or Local Law Enforcement Organizations from receiving OCDETF funding in the future.
18. The State or Local Organization will comply with Title VI of the Civil Rights Act of 1964 and all requirements applicable to OCDETF Agreements pursuant to the regulations of the Department of Justice (see, e.g., 28 C.F.R. Part 42, Subparts C and G; 28 C.F.R. 50.3 (1991)) relating to discrimination on the grounds of race, color, sex, age, national origin or handicap.
19. This Agreement may be terminated by any of the parties by written notice to the other parties ten (10) business days prior to termination. Billing for outstanding obligations shall be received by OCDETF within thirty (30) days of the notice of termination.

20. The Debt Collection Improvement Act of 1996 requires that most payments made by the Federal government, including vendor payments, must be made by electronic funds transfer (EFT). In accordance with the act, all OCDETF reimbursement payments will be issued via EFT. All participating State and Local Organizations must complete and submit the attached EFT form. The OCDETF Executive Office must receive one EFT form from each participating organization prior to processing their reimbursement payments. In certain circumstances the OCDETF Executive Office may make exceptions for Organizations that are unable to accept this form of payment, however, such Organizations must include written justification in the addendum of each new Agreement.
21. All changes made to the original Agreement must be approved by the OCDETF Executive Office and initialed by the Executive Assistant/OCDETF Program Specialist of the Regional Coordination Group making the revision. The AUSA Regional OCDETF Director or designee must initial all funding changes.
22. The Regional Coordination Group is responsible for identifying and implementing any additional policy requirements, as needed, for its specific region. Those regional policies will be documented in the Addendum B and attached to the approved Agreement. The Organizations are agreeing to adhere to these additional requirements and must have written approval by the Regional Coordination Group for any exceptions to the regional policies.
23. Restrictions: Benefits (such as retirement, FICA, or other expenses) are NOT to be included in overtime payment. Reimbursement of overtime payment is based solely on the authorized overtime rate of each participating officer listed in the Agreement. Additionally, officers are not eligible for reimbursement of compensation time earned in lieu of overtime payment. OCDETF will only reimburse an actual \$ amount paid to the officer for overtime worked, any additional benefit (including compensation time) will NOT be reimbursed.

This Agreement is not a contract or obligation to commit Federal funds in the maximum amounts projected. Funding allocations for the time period set forth and agreed to herein represent projections only and are based upon consultation between the sponsoring Federal Agency and the State or Local Law Enforcement Organization. They are, therefore, subject to modification by OCDETF based upon the progress and needs of the OCDETF Investigation or Strategic Initiative. Additionally, resources are contingent upon the availability of funds per the approval and signature of the OCDETF Executive Office obligating authority. The OCDETF Executive Office will approve and certify that all the terms and conditions of the Agreement have been met.

Each Agreement must be approved and signed by a State or Local Law Enforcement Organization official who has supervisory authority over, and is authorized to assign, the participating Law Enforcement officers to the OCDETF Investigation or Strategic Initiative.

Approved By: D. Cummings OIC 11/7/17
Authorized State or Local Official Title Date
DAN CUMMINGS
Print Name

Approved By: M. Rulif 11-7-17
Sponsoring Federal Agency Special Agent in Charge or Designee Date
A/ASAC Todd Hixson
Print Name

Approved By: Ab BW 11/21/17
Sponsoring Agency Regional OCDETF Coordinator Date

Approved By: Jackie Catron, Sr 1-8-18
Assistant United States Attorney Regional OCDETF Director Date

Funds are encumbered for the State or Local Organization overtime costs and authorized expense/Strategic Initiative Programs specified above. **Subject to availability of funds.**

Funds Certified: _____
OCDETF Executive Office Date

Approving Official: _____
OCDETF Executive Office Date

ORGANIZED CRIME DRUG ENFORCEMENT TASK FORCES
STATE OR LOCAL LAW ENFORCEMENT OFFICERS
ASSIGNED TO PARTICIPATE IN THE STATE AND
LOCAL OVERTIME AND AUTHORIZED EXPENSE/STRATEGIC
INITIATIVE PROGRAMS

State or Local Organization: Jackson County Drug Task Force

OCDETF Investigation / Strategic Initiative Number: WC-MOW-0323

The Law Enforcement officers listed below will assist with the above identified OCDETF Investigation or Strategic Initiative. Any modification of the list of Law Enforcement officers must be agreed to in writing by all of the parties to this Agreement, made a part of the Agreement, and forwarded to the OCDETF Executive Office.

	<u>NAME</u>	<u>TITLE/RANK</u>	<u>DOB</u>
1.	Michael T. Ervin	Detective	11/5/82
2.	Michael D. Fowler	Detective	5/20/82
3.	Joshua J.E. Gena	Detective	2/3/90
4.	David F. Gutierrez	Detective	5/7/80
5.	Bryce Henderson	Detective	6/5/84
6.	Matthew E. Beets	Detective	1/16/78
7.	Eric W. Burchfield	Detective	3/12/73
8.	Danny R. Cummings	Officer in Charge	8/12/56
9.	Daniel M. Curby	Detective	9/24/56
10.	Ronnie J. Doumitt Jr.	Detective	3/20/76

ORGANIZED CRIME DRUG ENFORCEMENT TASK FORCES
STATE OR LOCAL LAW ENFORCEMENT OFFICERS
ASSIGNED TO PARTICIPATE IN THE STATE AND
LOCAL OVERTIME AND AUTHORIZED EXPENSE/STRATEGIC
INITIATIVE PROGRAMS

State or Local Organization: Jackson County Drug Task Force

OCDETF Investigation / Strategic Initiative Number: WC-MOW-0323

The Law Enforcement officers listed below will assist with the above identified OCDETF Investigation or Strategic Initiative. Any modification of the list of Law Enforcement officers must be agreed to in writing by all of the parties to this Agreement, made a part of the Agreement, and forwarded to the OCDETF Executive Office.

	<u>NAME</u>	<u>TITLE/RANK</u>	<u>DOB</u>
1.	Joseph K. Herrera	Detective	6/3/55
2.	Darren D. Rhoden	Detective	1/14/72
3.	Justin M. Rigot	Sergeant	7/14/76
4.	Chris Summers	Sergeant	3/6/72
5.	Logan D. Waterworth	Detective	3/15/84
6.	Ryan L. Yount	Detective	12/7/81
7.	Chris Cole	Detective	12/25/86
8.	Alex Walker	Detective	9/3/87
9.			
10.			

ORGANIZED CRIME DRUG ENFORCEMENT TASK FORCES

OCDETF State and Local Overtime Policies and Procedures

West Central Region Addendum A

Definition of "Full-Time Participation" Exemption

The "full-time" rule states:

Officers assigned to an OCDETF investigation are expected to work full-time (e.g. eight hours per day, 40 hours per week) on the single investigation **or multiple OCDETF investigations; i.e. the officer/agent is working more than one OCDETF investigation or he/she is assigned to a task force working exclusively OCDETF investigations.** The parent State or local agency must pay the base salary of these officers.

However, given the size of narcotics units in most of the departments in this Region and the increasing demands being placed on these units, the West Central Regional Coordination Group has determined that some flexibility in application of the full-time rule is required. To that end the following policy best meets the demand of significant contribution by the State or local agency and the flexibility required to meet all the law enforcement demands:

An agent/officer can work/claim up to a maximum of 16 hours per month of overtime without working any regular hours on an OCDETF investigation.

Additionally, there may be exceptions granted for special circumstances for one-time events such as T-III surveillance, canine searches, aerial surveillance, controlled deliveries, etc. All special circumstances MUST be approved in writing via email by the OCDETF Agency Regional Coordinator prior to use. If special circumstances are NOT approved in advance, the exception will not be granted.

(The former 4:1 rule no longer applies)

**ACH VENDOR/MISCELLANEOUS PAYMENT
ENROLLMENT FORM**

PAYEE/COMPANY INFORMATION

Name: Jackson County Drug Task Force
Address: 415 E. 12th St.
Kansas City, MO 64106
Taxpayer ID Number: 44-6000524

FINANCIAL INSTITUTION INFORMATION

Bank Name: Bank of America
Nine-Digit ABA Routing Transit Number: 081000032
Depositor Account Number: 0120 6190 4220
Type of Account: (checking/savings) Checking

POINT OF CONTACT

Please enter name of individual in Accounting/Finance department familiar with financial institution information for OCDETF Reimbursements.

Contact Person Name: Emily Favarech	Telephone Number: (816) 881-3454
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Please return with the Reimbursable Agreement

The Debt Collection Improvement Act of 1996 requires that most payments made by the Federal government, including vendor payments, must be made by electronic funds transfer (EFT). A benefit of receiving payments by EFT is that your funds are directly deposited to your account at a financial institution and are available to you on the date of payment.

If you have any question regarding the delivery of remittance information, please contact the financial institution (bank) where your account is held.

If you have any question on the completion of this form, please contact the OCDETF State and Local EFT Coordinator at 202-514-1860

To inquire about a bill please contact: <https://www.ipp.gov/>

Law Enforcement Sensitive



U.S. Department of Justice

United States Attorney
Organized Crime Drug Enforcement Task Forces
West Central Region

Thomas F. Eagleton Courthouse
111 S. 10th Street, Suite 20.333
St. Louis, MO 63102

314-539-2200
Fax: 314-539-2312

Capt. Danny Cummings
Jackson CO DTF (KCMO)
415 E. 12th Street, 9th Floor
Kansas City, MO 64106

January 8, 2018

Subject: Organized Crime Drug Enforcement Task Forces (OCDETF) State and Local Overtime and Authorized Expense Agreement for Fiscal Year 2018

Dear Capt. Cummings:

The West Central Region OCDETF Regional Coordination Group has approved an OCDETF Agreement for the Jackson CO DTF (KCMO) under the following terms:

OCDETF Case #:	WC-MOW-0323	TRAILER PARK BOYS
Dates of the Agreement:	10/01/2017 through 09/30/2018 (Fiscal 2018)	
Funding Amount:	\$ 10,000.00	
Sponsoring Federal Agency:	DEA	

At no time should your State or Local agency exceed the approved funding noted above.

****Please note that the approved funding amount may be less than the amount originally submitted to the Regional Coordination Group.**

Initial funding allocations represent projections only and therefore are subject to modification by the Regional Coordination Group based upon the progress and needs of the OCDETF investigation. Federal government accounting policy requires all open obligations be reviewed and validated at the end of each quarter; therefore if no costs have been incurred within 90 days of the date of the agreement all funding could automatically be de-obligated unless an extension has been requested and has been granted in writing by the sponsoring Agency Regional OCDETF Coordinator.

If additional funding or agreement modifications are necessary, a written request must be submitted by the sponsoring Agency Regional OCDETF Coordinator to the Assistant U.S. Attorney (AUSA) Regional OCDETF Director prior to incurring any overtime and/or expenses. The sponsoring Federal agency and State or Local agency will be notified in writing on the status of the request. Any supplemental funding will be contingent upon availability of funds.

Law Enforcement Sensitive

OCDETF Agreement for Fiscal Year 2018

A reimbursement request will not be deemed "submitted" unless it is completely and accurately prepared. Reimbursement requests must be submitted within 30 days of overtime worked. The requests must be approved and signed by the sponsoring Federal agency prior to being forwarded to the U.S. Attorney's office. All requests without the proper signatures will be returned. Approved funds that do not have properly submitted reimbursement requests submitted on a timely basis will be de-obligated by the committee to meet other financial responsibilities.

The State or Local agency is responsible for ensuring and monitoring overtime payments. These payments may not, on an annual per person basis, exceed \$18,042.00 (increased to 25% of a GS-12 Step 1 Federal salary rate in effect for fiscal year beginning October 2017). The field office of the sponsoring Federal agency and the sponsoring Agency Regional OCDETF Coordinator will also monitor these payments, as stated in section 14 of the agreement. Without approval from the Regional Coordination Group and the grant of a waiver from the OCDETF Executive Office in Washington D.C. an agency may not be reimbursed in excess of \$25,000.00 on any OCDETF investigation in a given year.

Reimbursement requests which are not submitted for payment in a timely manner are subject to availability of funds.

If you have any questions, please do not hesitate to contact your sponsoring Agency Regional OCDETF Coordinator Alan Wilson at 314-538-4750.

Very truly yours,

Richard G. Callahan
United States Attorney

A handwritten signature in blue ink, appearing to read "Jackie Catron" followed by a flourish.

James Delworth
OCDETF Regional Director
West Central Region

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

AN ORDINANCE appropriating \$236,488.00 from the undesignated fund balance of the 2018 Special Road and Bridge Fund to cover the cost of salaries, benefits, wearing apparel, and a vehicle for use by the Sheriff's Office in its cooperative law enforcement program with the Kansas City Area Transportation Authority.

ORDINANCE NO. 5073, January 29, 2018

INTRODUCED BY Alfred Jordan, County Legislator

WHEREAS, by Resolution 19677, dated December 11, 2017, the County did enter into a Memorandum of Understanding (MOU) with the Kansas City Area Transportation Authority (KCATA), whereunder the Sheriff's Office agreed to assign two deputies to the KCATA to assist in providing security to KCATA staff and citizens on or about KCATA property and bus stops within the County; and

WHEREAS, to compensate the County for these services, the KCATA agreed to provide the County the sum of \$236,488.00 in 2018, to be used for salaries, benefits, wearing apparel, and the purchase of a dedicated law enforcement vehicle; and

WHEREAS, it is now necessary for these funds to be appropriated, so that the financial terms of the MOU can be implemented; now therefore


BE IT ORDAINED by the County Legislature of Jackson County, Missouri, that the following appropriation from the undesignated fund balance of the 2018 Special Road and Bridge Fund be and hereby is made:

<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER/DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
Special Road & Bridge Fund Sheriff 004-9999	42666 – KCATA Sheriff Reimbursement	\$236,488	
004-2810	Undesignated Fund Balance		\$236,488
004-2810	Undesignated Fund Balance	\$236,488	
004-4201	55010 Regular Salaries		\$84,947
004-4201	55030 - Overtime		\$2,191
004-4201	55040 – FICA		\$6,666
004-4201	55050 – Health Insurance		\$10,618
004-4201	55070 – Unemployment		\$436
004-4201	55110 – Workman's Comp		\$1,394
004-4201	55150 - Disability		\$436
004-4201	57190 – Wearing Apparel		\$2,400
004-4201	58120- Automobiles		\$115,000


BE IT FURTHER ORDAINED that the County Executive be and hereby is authorized to execute any documents necessary to give effect to this Ordinance.

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

APPROVED AS TO FORM:



Chief Deputy County Counselor



County Counselor

I hereby certify that the attached ordinance, Ordinance No. 5073 introduced on January 29, 2018, was duly passed on _____, 2018 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. 5073.

Date

Frank White, Jr., County Executive

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

ACCOUNT NUMBER: 004 2810
ACCOUNT TITLE: Special Road & Bridge
Undesignated Fund Balance
NOT TO EXCEED: \$236,488.00

Date

Chief Administrative Officer

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

~~Res~~ Ord No.: 5073

Sponsor(s): Alfred Jordan

Date: January 29, 2018

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>An ordinance authorizing the appropriation of \$121,488 from the Undesignated Fund Balance of the Special Road & Bridge Fund to be transferred to listed accounts related to the increase in revenues for the reimbursement of two deputies as specified in the contract with the Kansas City Area Transportation Authority (KCATA).</u></p>										
<p>BUDGET INFORMATION</p> <p><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>\$121,488</td></tr> <tr> <td>Amount previously authorized this fiscal year:</td><td>\$</td></tr> <tr> <td>Total amount authorized after this legislative action:</td><td>\$121,488</td></tr> <tr> <td>Amount budgeted for this item * (including transfers):</td><td>\$</td></tr> <tr> <td>Source of funding (name of fund) and account code number; <u>FROM: Undesignated Fund Balance</u> <u>TO: 004-4201-</u> 55010 Salaries 55030 Overtime Salaries 55040 FICA 55050 Pension 55060 Health Insurance 55070 Unemployment 55110 Workman's Compensation 55150 Disability 57190 Wearing Apparel</td><td> \$ 121,488 \$ 84,947 \$ 2,191 \$ 6,666 \$ 12,400 \$ 10,618 \$ 436 \$ 1,394 \$ 436 \$ 2,400 </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: \$</p>	Amount authorized by this legislation this fiscal year:	\$121,488	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$121,488	Amount budgeted for this item * (including transfers):	\$	Source of funding (name of fund) and account code number; <u>FROM: Undesignated Fund Balance</u> <u>TO: 004-4201-</u> 55010 Salaries 55030 Overtime Salaries 55040 FICA 55050 Pension 55060 Health Insurance 55070 Unemployment 55110 Workman's Compensation 55150 Disability 57190 Wearing Apparel	\$ 121,488 \$ 84,947 \$ 2,191 \$ 6,666 \$ 12,400 \$ 10,618 \$ 436 \$ 1,394 \$ 436 \$ 2,400
Amount authorized by this legislation this fiscal year:	\$121,488										
Amount previously authorized this fiscal year:	\$										
Total amount authorized after this legislative action:	\$121,488										
Amount budgeted for this item * (including transfers):	\$										
Source of funding (name of fund) and account code number; <u>FROM: Undesignated Fund Balance</u> <u>TO: 004-4201-</u> 55010 Salaries 55030 Overtime Salaries 55040 FICA 55050 Pension 55060 Health Insurance 55070 Unemployment 55110 Workman's Compensation 55150 Disability 57190 Wearing Apparel	\$ 121,488 \$ 84,947 \$ 2,191 \$ 6,666 \$ 12,400 \$ 10,618 \$ 436 \$ 1,394 \$ 436 \$ 2,400										
PRIOR LEGISLATION	<u>Resolution 19677, 12/11/2017</u>										
CONTACT INFORMATION	RLA drafted by Captain Scott Goodman Jackson County Sheriff's Office (816) 541-8017										
REQUEST SUMMARY	Project/Title: <u>An ordinance authorizing the appropriation of \$121,488 from the Undesignated Fund Balance of the Special Road & Bridge Fund to be transferred to listed accounts related to the increase in revenues for the reimbursement of two deputies as specified in the contract with the Kansas City Area Transportation Authority (KCATA).</u>										

CLEARANCE	<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)	
ATTACHMENTS	<u>Family Court Division 16th Judicial Circuit of Missouri, Ninth Amended Contract for Services</u>	
REVIEW	Department Director:	Date: <u>1/9/18</u>
	Finance (Budget Approval): <i>If applicable</i>	Date: <u>1/9/18</u>
	Division Manager:	Date:
	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 appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:
<u>2810</u>	<u>Undesignated Fund Balance</u>	<u>\$ 121,488.⁰⁰</u>

- ☐ 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.

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 5073

Sponsor(s): Alfred Jordan

Date: January 29, 2018

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>An ordinance authorizing the Jackson County Sheriff's Office to appropriate \$115,000.00 from 004-9999-42666 and transfer the funds to 004-4201-58120. The funds are reimbursements from the Kansas City Area Transportation Authority.</u></p>											
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1"><tr><td>Amount authorized by this legislation this fiscal year:</td><td>\$115,000.00</td></tr><tr><td>Amount previously authorized this fiscal year:</td><td>\$</td></tr><tr><td>Total amount authorized after this legislative action:</td><td>\$115,000.00</td></tr><tr><td>Amount budgeted for this item * (including transfers):</td><td>\$</td></tr><tr><td>Source of funding (name of fund) and account code number; FROM: 004-9999-42666 TO: 004-4201-58120</td><td>\$115,000.00</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 checked="" 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: \$</p>		Amount authorized by this legislation this fiscal year:	\$115,000.00	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$115,000.00	Amount budgeted for this item * (including transfers):	\$	Source of funding (name of fund) and account code number; FROM: 004-9999-42666 TO: 004-4201-58120	\$115,000.00
Amount authorized by this legislation this fiscal year:	\$115,000.00											
Amount previously authorized this fiscal year:	\$											
Total amount authorized after this legislative action:	\$115,000.00											
Amount budgeted for this item * (including transfers):	\$											
Source of funding (name of fund) and account code number; FROM: 004-9999-42666 TO: 004-4201-58120	\$115,000.00											
PRIOR LEGISLATION												
CONTACT INFORMATION	RLA drafted by Captain Scott Goodman Jackson County Sheriff's Office (816) 541-8017											
REQUEST SUMMARY	Project/Title: <u>An ordinance authorizing the Jackson County Sheriff's Office to appropriate \$115,000.00 from 004-9999-42666 and transfer the funds to 004-4201-58120. The funds are reimbursements from the Kansas City Area Transportation Authority.</u>											
CLEARANCE	<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)											
ATTACHMENTS	<u>Family Court Division 16th Judicial Circuit of Missouri, Ninth Amended Contract for Services</u>											
REVIEW	Department Director:	Date:										

Finance (Budget Approval): <i>If applicable</i>	Date: 1/18/18
Division Manager:	Date: Jan 18
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 appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:
2810	Undesignated Fund Balance	\$115,000.00

- ☐ 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.

Supplemental Appropriation Request Jackson County, Missouri

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

Date: January 23, 2018

ORD # 5073

Department / Division	Character/Description	From	To
Special Road & Bridge Fund - 004			
9999	42666 - KCATA-Sheriff Reimbursement	\$ 236,488	
2810	Undesignated Fund Balance		236,488
2810	Undesignated Fund Balance	236,488	
4201 - Sheriff	55010 - Regular Salaries		84,947
4201 - Sheriff	55030 - Overtime		2,191
4201 - Sheriff	55040 - FICA		6,666
4201 - Sheriff	55050 - Pension		12,400
4201 - Sheriff	55060 - Health Insurance		10,618
4201 - Sheriff	55070 - Unemployment		436
4201 - Sheriff	55110 - Workman's Comp		1,394
4201 - Sheriff	55150 - Disability		436
4201 - Sheriff	57190 - Wearing Apparel		2,400
4201 - Sheriff	58120 - Automobiles		115,000
		\$ 236,488	\$ 236,488

Budget Office

1/23/18

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

AN ORDINANCE appropriating \$13,500.00 from the undesignated fund balance of the Federal Forfeiture Fund, for the purchase of one "dual purpose" K-9 from Von Hengers Kennels of Buckner, MO, for use by the Sheriff's Office, at an actual cost of \$13,500.00.

ORDINANCE. 5074, January 29, 2018

INTRODUCED BY Alfred Jordan, County Legislator

WHEREAS, the Sheriff's Office has recommended the award of a contract for the furnishing of one "dual purpose" K-9 to Von Henger Kennels of Buckner, MO; and,

WHEREAS, in order to fund this purchase, an appropriation is necessary; now therefore,

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


<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER/DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
Federal Forfeiture fund			
047-2810	Undesignated Fund Balance	\$13,500	
047-4201-Sheriff	58170-Other Equipment		\$13,500

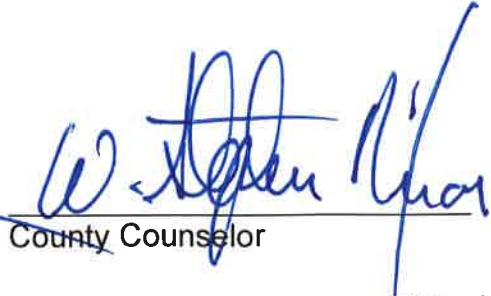
BE IT FURTHER ORDAINED that award be made as recommended by the Sheriff's Office, and that the Director of the Department of Finance and Purchasing be, and is hereby, authorized to execute for the County any documents necessary to the accomplishment of the award; and,

BE IT FURTHER ORDAINED that the Director of the Department of Finance and Purchasing is authorized to make all payments, including final payment on the contract.

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

APPROVED AS TO FORM:


Deputy County Counselor


County Counselor

I hereby certify that the attached Ordinance, Ordinance 5074 introduced on January 29, 2018 was duly passed on _____, 2018 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 her signature.

Date Mary Jo Spino, Clerk of Legislature

I hereby approve the attached Ordinance. 5074.

Date Frank White, County Executive

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

ACCOUNT NUMBER: 047 2810

ACCOUNT TITLE: Federal Forfeiture Fund
Undesignated Fund

NOT TO EXCEED: \$13,500.00



Date Chief Administrative Officer

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 5074

Sponsor(s): Alfred Jordan

Date: January 29, 2018

SUBJECT	<p>Action Requested <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance</p> <p>Project/Title: Requesting an ordinance appropriating \$13,500.00 from the undesignated fund balance of the Federal Equitable Sharing Fund 047-2810 to be transferred to undesignated Special Road and Bridge Fund 047-4201-58170 for the purchase of one "Dual Purpose" K-9 from Von Henger Kennels 300 E. Jefferson Buckner, MO 64016 (816) 820-2526.</p>														
<p>BUDGET INFORMATION</p> <p><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>\$13,500.00</td></tr> <tr> <td>Amount previously authorized this fiscal year:</td><td>\$0</td></tr> <tr> <td>Total amount authorized after this legislative action:</td><td>\$13,500</td></tr> <tr> <td>Amount budgeted for this item * (including transfers):</td><td>\$0</td></tr> <tr> <td>Source of funding (name of fund) and account code #</td><td></td></tr> <tr> <td>FROM: Federal Equitable Sharing Fund 047-2810</td><td>\$13,500.00</td></tr> <tr> <td>TO: Road and Bridge fund 047-4201-58170</td><td>\$13,500.00</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: \$</p> <p>Prior Year Budget (if applicable): Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	\$13,500.00	Amount previously authorized this fiscal year:	\$0	Total amount authorized after this legislative action:	\$13,500	Amount budgeted for this item * (including transfers):	\$0	Source of funding (name of fund) and account code #		FROM: Federal Equitable Sharing Fund 047-2810	\$13,500.00	TO: Road and Bridge fund 047-4201-58170	\$13,500.00
Amount authorized by this legislation this fiscal year:	\$13,500.00														
Amount previously authorized this fiscal year:	\$0														
Total amount authorized after this legislative action:	\$13,500														
Amount budgeted for this item * (including transfers):	\$0														
Source of funding (name of fund) and account code #															
FROM: Federal Equitable Sharing Fund 047-2810	\$13,500.00														
TO: Road and Bridge fund 047-4201-58170	\$13,500.00														
PRIOR LEGISLATION	<p>Prior ordinances and (date):</p> <p>Prior resolutions and (date):</p>														
CONTACT INFORMATION	<p>RLA drafted by Captain Scott Goodman Jackson County Sheriff's Office Commander (816) 541-8017.</p>														
REQUEST SUMMARY	<p>Requesting an ordinance appropriating \$13,500.00 from the undesignated fund balance of the Federal Equitable Sharing Fund 047-2810 to be transferred to undesignated Special Road and Bridge Fund 047-4201-58170 for the purchase of one "Dual Purpose" K-9 from Von Henger Kennels 300 E. Jefferson Buckner, MO 64016 (816) 820-2526</p>														
CLEARANCE	<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>														
ATTACHMENTS															

REVIEW	Department Director:	Date:
	Finance (Budget Approval): If applicable	Date:
	Division Manager:	Date:
	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 appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:
2810	Undesignated Fund Balance	\$13,500

- ☐ 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.

Supplemental Appropriation Request

Jackson County, Missouri

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

Date: January 25, 2018

ORD # 5074

Department / Division	Character/Description	From	To
Federal Forfeiture Fund - 047			
2810	Undesignated Fund Balance	\$ 13,500	\$ -
4201 - Sheriff	58170 - Other Equipment		13,500
		<u>\$ 13,500</u>	<u>\$ 13,500</u>

 1/25/18
County Auditor / Budget Officer

Von Henger Kennels

300 E. Jefferson
Buckner, Mo 64016
P: 816-820-2526
joker67@embarqmail.com

Obedience Classes
Private Lessons
Behavior Problems



Police K-9
Person Protection
Dog Training equipment sales

Von Henger Kennels and Training
Center

Bill To

Jackson County Sheriff

Invoice INV0001

Date 01/19/2018
Terms Due on receipt

DESCRIPTION	QTY	RATE	AMOUNT
Dual purpose explosive/Patrol k9	1	\$13,500.00	\$13,500.00

Payment instructions

By check

Make checks payable to: Von Henger Kennels

Total \$13,500.00
Balance Due \$13,500.00

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION authorizing the Jackson County Legislature to hold a closed meeting on Monday, January 29, 2018, for the purpose of conducting privileged and confidential communications between itself and the Jackson County Counselor under section 610.021(1) of the Revised Statutes of Missouri, and closing all records prepared for discussion at said meeting.

RESOLUTION NO. 19698, January 29, 2018

INTRODUCED BY Scott Burnett, County Legislator

WHEREAS, the Jackson County Legislature desires to hold a closed meeting on Monday, January 29, 2018, during the regularly scheduled meeting of the Legislature; and,

WHEREAS, public notice of such closed meeting has been given by inclusion of this Resolution on the published agenda for said meeting; and,

WHEREAS, the purpose of such closed meeting is to conduct privileged and confidential communications between the Legislature and the Jackson County Counselor concerning the status of legal actions, causes of action, and/or litigation; and,

WHEREAS, such closed meeting is allowable under section 610.021(1) of the Revised Statutes of Missouri; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the Legislature be authorized to hold a closed meeting during the regularly scheduled meeting of the Legislature on Monday, January 29, 2018, pursuant to section 610.021(1), RSMo, and closing all records prepared in connection therewith.

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

APPROVED AS TO FORM:



Chief Deputy County Counselor



County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 19698 of January 29, 2018, was duly passed on _____, 2018 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 awarding a contract for the furnishing of a Toro Turf Mower for use by the Parks + Rec Department to Professional Turf Products of Lenexa, KS, under the terms and conditions of the NIPA Contract No. 2017025, an existing government contract, at an actual cost to the County not to exceed \$29,945.00.

RESOLUTION. 19699, January 29, 2018

INTRODUCED BY Tony Miller, County Legislator

WHEREAS, the Parks + Rec Department has a need for a Toro Turf Mower to replace two mowers currently in service that are outdated and have exceeded their life expectancy; and,

WHEREAS, the Parks + Rec Department has determined to utilize Toro equipment to meet these needs to ensure compatibility with the County's existing equipment and spare parts inventory; and,

WHEREAS, the Director of Finance and Purchasing recommends the award of a contract for this purchase to Professional Turf Products of Lenexa, KS, under the terms and conditions of the National Intergovernmental Purchasing Alliance (NIPA) Contract No. 2017025, an existing government contract, at an actual cost to the County not to exceed \$29,945; and,

WHEREAS, the NIPA contract requires equipment is to be purchased from local Toro dealers and Turf Professional Products, Inc., is the regional Toro dealer for the Kansas

City metropolitan area; and,

WHEREAS, the Director recommends award under section 1030.4, Jackson County Code, 1984, for the reason that this will allow the County to take advantage of discounts offered to large entities; now therefore,

BE IT RESOLVED that award be made under the existing government contract as recommended by the Director of Finance and Purchasing and that the Director be, and is hereby, authorized to execute for the County any documents necessary for the accomplishment of the award; and,

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

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

APPROVED AS TO FORM:



Chief Deputy County Counselor

County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 19699 of January 29, 2018, was duly passed on _____, 2018 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____

Nays _____

Abstaining _____

Absent _____

Date

Mary Jo Spino, Clerk of Legislature

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: 300 1654 58170
ACCOUNT TITLE: Other Equipment
Recreational Programs
Heavy Machinery & Equip
NOT TO EXCEED: \$29,945.00

1/25/18

Date



Chief Administrative Officer

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 19699

Sponsor(s): Tony Miller

Date: January 29, 2018

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Authorizing the purchase of a Toro Mower for Parks + Rec from Professional Turf Products, L.P. of Lenexa, KS under the terms and conditions of NIPA Contract No. 2017025, an existing government contract, in the amount of \$28,945.</u></p>										
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td><td>\$28,945.00</td></tr> <tr> <td>Amount previously authorized this fiscal year:</td><td></td></tr> <tr> <td>Total amount authorized after this legislative action:</td><td>\$28,945.00</td></tr> <tr> <td>Amount budgeted for this item * (including transfers):</td><td>\$28,945.00</td></tr> <tr> <td>Source of funding (name of fund) and account code number: Park Enterprise Fund, Heavy Equipment, Other Equipment</td><td>\$28,945.00</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:</p> <p>Prior Year Budget (if applicable): Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	\$28,945.00	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$28,945.00	Amount budgeted for this item * (including transfers):	\$28,945.00	Source of funding (name of fund) and account code number: Park Enterprise Fund, Heavy Equipment, Other Equipment	\$28,945.00
Amount authorized by this legislation this fiscal year:	\$28,945.00										
Amount previously authorized this fiscal year:											
Total amount authorized after this legislative action:	\$28,945.00										
Amount budgeted for this item * (including transfers):	\$28,945.00										
Source of funding (name of fund) and account code number: Park Enterprise Fund, Heavy Equipment, Other Equipment	\$28,945.00										
PRIOR LEGISLATION	<p>Prior ordinances and (date): Prior resolutions and (date): N/A</p>										
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Katie Bartle, Senior Buyer, 816-881-3465</p>										
REQUEST SUMMARY	<p>Parks + Rec requires the purchase of a Toro Mower to replace two mowers currently in service. The mowers to be replaced are outdated and have exceeded their life expectancy.</p> <p>Pursuant to Section 1030.4 of the Jackson County Code, the Director of Finance and Purchasing recommends the purchase of a Toro Mower from Professional Turf Products, L.P. of Lenexa, KS under the terms and conditions of NIPA Contract No. 2017025, an existing government contract. The Director of Finance and Purchasing recommends the purchase be made under this contract due to the larger discount offered through cooperative purchasing contracts.</p>										
CLEARANCE	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) N/A <input checked="" type="checkbox"/> Business License Verified (Purchasing & Department) <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>										
COMPLIANCE	<p><input type="checkbox"/> MBE Goals <input type="checkbox"/> WBE Goals N/A <input type="checkbox"/> VBE Goals</p>										
ATTACHMENTS	<p>Recommendation Memo from the Using Department, quote from Professional Turf Products, and the pertinent pages of NIPA Contract No. 2017025</p>										
REVIEW	<table border="1"> <tr> <td>Department Director:</td><td>Date: 1-15-18</td></tr> <tr> <td>Finance (Budget Approval):</td><td>Date: 1/18/18</td></tr> <tr> <td>If applicable</td><td>Date:</td></tr> <tr> <td>Division Manager:</td><td>Date: 1-17-18</td></tr> <tr> <td>County Counselor's Office:</td><td>Date:</td></tr> </table>	Department Director:	Date: 1-15-18	Finance (Budget Approval):	Date: 1/18/18	If applicable	Date:	Division Manager:	Date: 1-17-18	County Counselor's Office:	Date:
Department Director:	Date: 1-15-18										
Finance (Budget Approval):	Date: 1/18/18										
If applicable	Date:										
Division Manager:	Date: 1-17-18										
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 appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- ☐ 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.

This expenditure was included in the Annual Budget.

RES # 19699

Budget Office 1/18/18

MEMORANDUM

To: Katie Bartle, Senior Buyer, Purchasing
From: Tina Spallo, Superintendent of Recreation
Re: Toro Mower Recommendation Memo
Date: January 11, 2018

The Parks + Rec Department recommend the purchase of the following equipment from Professional Turf Products, L.P. based upon pricing provided through NIPA Landscaping and Grounds Contract #2017025.

- GM 3505-D Mower
- Leaf Mulching Kit
- Large Seat Cover
- Blade Service Pack 27 inches
- MVP Filter Kit GM35XXD

Total price is \$28,944.36 and will be funded from 300-1654-58170.

2018 Price



Professional Turf Products, L.P.

10935 Eicher Dr.
 Lenexa, Kansas 66219
 Brad Davisson
 (913) 449-8238
 davissonb@proturf.com



Ship To	Jackson County - Parks Dept.	Date	11/2/2017
Bill To	NAT'L IPA	Tax Rate	
Contact	Tina Spallo	Destination	2.50%
Address	22807 Woods Chapel Road	Trade-In	
City	Blue Springs, MO	Finance	PNC Equipment Finance
State	MO	Account Type	Contract
Postal Code	64015	Comments: Toro NIPA contract #2017025 Jackson County participation number NIPA7169	
Phone	(816) 503-4872		
Fax	tspallo@jacksongov.org		

Qty	Model #	Description	Unit	Extended
1	30849	GM 3505-D (replaces 30826)		
3	30836	Leaf Mulching Kit (order 1 per deck)		
1	131-6691	SEAT COVER, LARGE		
1	108-1462	BLADE SERVICE PACK, 27 IN		
1	30058	MVP FILTER KIT-GM35XXD (2008-)		
		GM3505	\$	28,944.36
SubTotal				\$ 28,944.36
Destination				Included
Tax (Estimated)				\$ -
TOTAL				\$ 28,944.36
Annual Payment 48 Month Municipal \$1 Out Lease				\$ 7,664.18

MCD 12400 R141201
 146-401 8170
 Katie



Grounds Maintenance Equipment, Parts, Accessories, Supplies, Related Services and Equipment
Executive Summary

Lead Agency: City of Mesa, AZ

Solicitation: RFP#2017025

RFP Issued: October 25, 2016

Pre-Proposal Date: November 15, 2016

Response Due Date: December 14, 2016

Proposals Received: 3

Awarded to:



The City of Mesa, AZ Purchasing Division issued RFP#2017025 on October 25, 2016, to establish a national cooperative contract for Grounds Maintenance Equipment, Parts, Accessories, Supplies, Related Services and Equipment.

The solicitation included cooperative purchasing language in the Scope of Work, #2 National Contract:

NATIONAL CONTRACT: The City of Mesa, as the Principal Procurement Agency, as defined in Attachment D, has partnered with the National Intergovernmental Purchasing Alliance Company ("National IPA) to make the resultant contract (also known as the "Master Agreement" in materials distributed by National IPA) from this solicitation available to other public agencies nationally, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit ("Public Agencies"), through National IPA's cooperative purchasing program. The City of Mesa is acting as the contracting agency for any other Public Agency that elects to utilize the resulting Master Agreement. Use of the Master Agreement by any Public Agency is preceded by their registration with National IPA as a Participating Public Agency in National IPA's cooperative purchasing program. Attachment D contains additional information on National IPA and the cooperative purchasing agreement.

Notice of the solicitation was sent to potential offerors, as well as advertised in the following:

- City of Mesa, AZ website
- National IPA website
- USA Today, nationwide
- Arizona Business Gazette, AZ
- San Bernardino Sun, CA
- Honolulu Star-Advertiser, HI
- The Advocate – New Orleans, LA
- New Jersey Herald, NJ
- Times Union, NY
- Daily Journal of Commerce, OR
- The State, SC
- Houston Community Newspapers, Cy Creek Mirror, TX
- Deseret News, UT
- Richmond Times, VA
- Seattle Daily Journal of Commerce, WA
- The Herald News, IL

On December 14, 2016 proposals were received from the following offerors:

- Jacobsen Textron Company
- Harper Industries, Inc
- The Toro Company

The proposals were evaluated by an evaluation committee. Using the evaluation criteria established in the RFP, the committee elected to enter into negotiations with the Toro Company. The City of Mesa, AZ, National IPA and the Toro Company successfully negotiated a contract and the City of Mesa, AZ executed the agreement with a contract effective date of April 1, 2017.

Contract includes: Sports Fields and Grounds Equipment, Golf Course Maintenance Equipment, Related Equipment Parts, Used Equipment and Balance of Line to include: Golf Irrigation, Residential Commercial Irrigation, Landscape Contractor, Site Works Systems and Boss Snow Removal Equipment Lines.

Value Added Services: Used Equipment, Financing Options and Smart Value Program volume incentive program.

Term:

Five year agreement beginning April 1, 2017 and ending March 31, 2022. Two (2) annual renewals are available through March 31, 2024.

Pricing/Discount:

Discount off Toro MSRP. Serviced and supported by local Toro distributors/dealers.

National IPA Web Landing Pages: www.nationalipa.org/Vendors/Pages/TheToroCompany.aspx

CITY OF MESA AGREEMENT PURSUANT TO SOLICITATION

This agreement pursuant to solicitation ("Agreement") is entered into this ____ day of March, 2017, by and between the City of Mesa, Arizona, an Arizona municipal corporation ("City"), and The Toro Company, a(n) Delaware corporation ("Contractor"). The City and Contractor are each a "Party" to the Agreement or together are "Parties" to the Agreement.

RECITALS

- A. The City issued solicitation number **2017025** ("Solicitation") for **GROUNDS MAINTENANCE EQUIPMENT, PARTS, ACCESSORIES, SUPPLIES, RELATED SERVICES AND EQUIPMENT**, to which Contractor provided a response ("Response"); and
- B. The City Selected Contractor's Response as being in the best interest of the City and wishes to engage Contractor in providing the services/materials described in the Solicitation and Response.

In consideration of the reciprocal promises contained in the Agreement, and for other valuable and good consideration, which the Parties acknowledge the receipt and sufficiency of, the Parties agree to the following Terms & Conditions.

TERMS & CONDITIONS

1. **Term**. This Agreement is for a term beginning on **April 1, 2017** and ending on **March 31, 2022**. The use of the word "Term" in the Agreement includes the aforementioned period as well as any applicable extensions or renewals in accordance with this Section 1.
 - 5.1 **Renewals**. On the mutual written agreement of the Parties, the Term may be renewed up to a maximum of two (2) one (1) year periods. Any renewal(s) will be a continuation of the same terms and conditions as in effect immediately prior to the expiration of the then-current term.
 - 5.2 **Extension for Procurement Processes**. Upon the expiration of the Term of this Agreement, including any renewals permitted herein, at the City's sole discretion this Agreement may be extended on a month-to-month basis for a maximum of six (6) months to allow for the City's procurement processes in the selection of a vendor to provide the services/materials provided under this Agreement. The City will notify the Contractor in writing of its intent to extend the Agreement at least thirty (30) calendar days prior to the expiration of the Term. Any extension under this Subsection 1.2 will be a continuation of the same terms and conditions as in effect immediately prior to the expiration of the then-current term.
 - 5.3 **Delivery**. City acknowledges that delivery will be made by contractor's dealers and/or distributors, which are independent businesses. Deliveries shall be made to the location(s) contained in the Scope of Work within thirty (30) days after receipt of an order.
2. **Scope of Work**. Except as otherwise specified in this Agreement, the Contractor will provide the necessary staff, services and associated resources to provide the City with the services, materials, and obligations attached to this Agreement as **Exhibit A** ("Scope of Work") Contractor will be responsible for all costs and expenses incurred by Contractor that are incident to the performance of the Scope of Work unless otherwise stated in **Exhibit A**. Contractor will supply all equipment and instrumentalities necessary to perform the Scope of Work. If set forth in **Exhibit A**, the City will provide Contractor's personnel with adequate workspace and such other related facilities as may be required by Contractor to carry out the Scope of Work.
3. **Orders**. Orders be placed with the Contractor by either a: (i) Purchase Order when for a one-time purchase; (ii) Notice to Proceed, or (iii) Delivery Order off of a Master Agreement for Requirement Contract where multiple as-needed orders will be placed with the Contractor. The City may use the Internet to communicate with Contractor and to place orders as permitted under this Agreement

4. **Document Order of Precedence.** In the event of any inconsistency between the terms of the body of the Agreement, the Exhibits, the Solicitation, and Response, the language of the documents will control in the following order.

- a. Agreement
- b. Exhibits
 - 1. Mesa Standard Terms & Conditions
 - 2. Scope of Work
 - 3. Other Exhibits not listed above
- c. Solicitation including any addenda
- d. Contractor Response

5. **Payment.**

- 5.1 **General.** Subject to the provisions of the Agreement, the City will pay Contractor the sum(s) described in **Exhibit B** ("**Pricing**") in consideration of Contractor's performance of the Scope of Work during the Term.

- 5.2 **Prices.** All pricing shall be firm for the Term and all extensions or renewals of the Term except where otherwise provided in this Agreement, and include all costs of the Contractor providing the materials/service including transportation, insurance and warranty costs. No fuel surcharges will be accepted unless allowed in this Agreement. The City shall not be invoiced at prices higher than those stated in the Agreement.

The Contractor further agrees that any reductions in the price of the materials or services covered by this Agreement will apply to the undelivered balance. The Contractor shall promptly notify the City of such price reductions.

No price modifications will be accepted without proper request by the Contractor and response by the City's Purchasing Division.

Notwithstanding any of the other provisions in this Agreement, City acknowledges that products and services subject to this agreement, are provided by Contractor's dealers and/or distributors, which are independent businesses and set their own prices. Contractor has no authority to set prices for its dealers and/or distributors. Contractor agrees to make the terms of this agreement known to applicable dealers and/or distributors and to use reasonable efforts to incite to provide goods and services to City or Participating Agency subject to the terms of this agreement. Contractors dealers and distributors that agree to utilize this agreement also agree to abide by the pricing and terms and conditions set within.

- 5.3 **Invoices.** Payment will be made to Contractor following the City's receipt of a properly completed invoice. Any issues regarding billing or invoicing must be directed to the City Department/Division requesting the service or material from the Contractor. A properly completed invoice should contain, at a minimum, all of the following:

- a. Contractor name, address, and contact information;
- b. City billing information;
- c. City contract number as listed on the first page of the Agreement;
- d. Invoice number and date;
- e. Payment terms;
- f. Date of service or delivery;
- g. Description of materials or services provided;
- h. If materials provided, the quantity delivered, pricing of each unit, and freight charges (as applicable);
- i. Applicable Taxes
- j. Total amount due.

5.4 **Payment of Funds.** Contractor acknowledges the City may, at its option and where available use a Procurement Card/e-Payables to make payment for orders under the Agreement. Otherwise; payment will be through a traditional method of a check or Electronic Funds Transfer (EFT) as available.

5.5 **Disallowed Costs, Overpayment.** If at any time the City determines that a cost for which payment was made to Contractor is a disallowed cost, such as an overpayment or a charge for materials/service not in accordance with the Agreement, the City will notify Contractor in writing of the disallowance; such notice will state the means of correction which may be, but is not limited to, adjustment of any future claim/invoice submitted by Contractor in the amount of the disallowance, or to require repayment of the disallowed amount by Contractor. Contractor will be provided with the opportunity to respond to the notice.

6. **Insurance.**

6.1 Contractor must obtain and maintain at its expense throughout the term of Contractor's agreement, at a minimum, the types and amounts of insurance set forth in this Section 6 from insurance companies authorized to do business in the State of Arizona; the insurance must cover the materials/service to be provided by Contractor under the Agreement. For any insurance required under the Agreement, Contractor will name the City of Mesa, its agents, representatives, officials, volunteers, officers, elected officials, and employees as additional insured, as evidenced by providing either an additional insured endorsement or proper insurance policy excerpts.

6.2 Nothing in this Section 6 limits Contractor's responsibility to the City. The insurance requirements herein are minimum requirements for the Agreement and in no way limit any indemnity promise(s) contained in the Agreement.

6.3 The City does not warrant the minimum limits contained herein are sufficient to protect Contractor and subcontractor(s) from liabilities that might arise out of performance under the Agreement by Contractor, its agents, representatives, employees, or subcontractor(s). Contractor is encouraged to purchase additional insurance as Contractor determines may be necessary.

6.4 Each insurance policy required under the Agreement must be in effect at or prior to the execution of the Agreement and remain in effect for the term of the Agreement.

6.5 Prior to the execution of the Agreement, Contractor will provide the City with a Certificate of Insurance (using an appropriate "ACORD" or equivalent certificate) signed by the issuer with applicable endorsements. The City reserves the right to request additional copies of any or all of the policies, endorsements, or notices relating thereto required under the Agreement.

6.6 When the City requires a Certificate of Insurance to be furnished, Contractor's insurance is primary of all other sources available. When the City is a certificate holder and/or an additional insured, Contractor agrees no policy will expire, be canceled, or be materially changed to affect the coverage available without advance written notice to the City.

6.7 The policies required by the Agreement must contain a waiver of transfer rights of recovery (waiver of subrogation) against the City, its agents, representatives, officials, volunteers, officers, elected officials, and employees for any claims arising out of the work of Contractor.

6.8 All insurance certificates and applicable endorsements are subject to review and approval by the City's Risk Management Division.

- 6.9 **Types and Amounts of Insurance.** Contractor must obtain and retain throughout the term of the Agreement, at a minimum, the following:
- 6.9.1 Worker's compensation insurance in accordance with the provisions of Arizona law. If Contractor operates with no employees, Contractor must provide the City with written proof Contractor has no employees. If employees are hired during the course of this Agreement, Contractor must procure worker's compensations in accordance with Arizona law.
 - 6.9.2 The Contractor shall maintain at all times during the term of this contract, a minimum amount of \$1 million per occurrence/\$3 million aggregate Commercial General Liability insurance, including Contractual Liability. For General Liability insurance, the City of Mesa, their agents, officials, volunteers, officers, elected officials or employees shall be named as additional insured, as evidenced by providing an additional insured endorsement.
 - 6.9.3 Automobile liability, bodily injury and property damage with a limit of \$1 million per occurrence including owned, hired and non-owned autos.
7. **Requirements Contract.** The Agreement does not guarantee any purchases will be made (minimum or maximum). Orders will only be placed when the City identifies a need and issues a purchase order or a written notice to proceed. The City reserves the right to cancel purchase prior to the time any product within the purchase order has been shipped; any such cancellation will be in writing. Should a purchase order or notice to proceed be canceled the City will not reimburse Contractor for any avoidable costs incurred after receipt of cancellation including, but not limited to, lost profits, shipment of product, or performance of services.
8. **Notices.** All notices to be given pursuant to the Agreement will be delivered to the Contractor as listed on Page 1 of this Agreement. Notice will be delivered pursuant to the requirements set forth the Mesa Standard Terms and Conditions that is attached to the Agreement as **Exhibit C**.
9. **Representations of Contractor.** To the best of Contractor's knowledge, Contractor agrees that:
- a. Contractor has no obligations, legal or otherwise, inconsistent with the terms of the Agreement or with Contractor's undertaking of the relationship with the City;
 - b. Performance of the services called for by the Agreement do not and will not violate any applicable law, rule, regulation, or any proprietary or other right of any third party;
 - c. Contractor will not use in the performance of Contractor's responsibilities under the Agreement any proprietary information or trade secret of a former employer of its employees (other than City, if applicable); and
 - d. Contractor has not entered into and will not enter into any agreement, whether oral or written, in conflict with the Agreement.
10. **Mesa Standard Terms and Conditions.** **Exhibit C** to the Agreement is the Mesa Standard Terms and Conditions as modified by the Parties, which are incorporated by reference into the Agreement as though fully set forth herein. In the event of any inconsistency between the terms of the Agreement and the Mesa Standard Terms and Conditions, the language of the Agreement will control. The Parties or a Party are referred to as a "party" or "parties" in the Mesa Standard Terms and Conditions. The Term is referred to as the "term" in the Mesa Standard Terms and Conditions.
11. **Counterparts and Facsimile or Electronic Signatures.** This Agreement may be executed in two (2) or more counterparts, each of which will be deemed an original and all of which, taken together, will

constitute one agreement. A facsimile or other electronically delivered signature to the Agreement will be deemed an original and binding upon the Party against whom enforcement is sought.

12. **Incorporation of Recitals and Exhibits.** All Recitals and Exhibits to the Agreement are hereby incorporated by reference into the Agreement as if written out and included herein. In the event of any inconsistency between the terms of the body of the Agreement and the Exhibits, the language of the Agreement will control.

Exhibits to this Agreement are the following:

- (A) Scope of Work
 - (B) Pricing / (B-1) MSRP/Discount Lists
 - (C) Mesa Standard Terms and Conditions
 - (D) National IPA Documents
13. **Attorneys' Fees.** The prevailing Party in any litigation arising out of the Agreement will be entitled to the recovery of its reasonable attorney's fees, court costs, and other litigation related costs and fees from the other Party.
14. **Additional Acts.** The Parties agree to execute promptly such other documents and to perform such other acts as may be reasonably necessary to carry out the purpose and intent of the Agreement.
15. **Headings.** The headings of the Agreement are for reference only and will not limit or define the meaning of any provision of the Agreement.

By executing below, each Party acknowledges that it understands, approves, and accepts all of the terms of the Agreement and the attached exhibits.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

CITY OF MESA, ARIZONA

By: _____



Printed Name

Title

Date

Digitally signed by Edward
Quedens
DN: cn=Edward Quedens,
o=City of Mesa, Arizona,
ou=Business Services
Director,
email=ed.quedens@mesa.az.gov, c=US
Date: 2017.03.21 15:07:12
-07'00'

THE TORO COMPANY

By: _____



Printed Name

VP, General Manager

Title

2/21/17

Date

Reviewed by:


Signature

Jess Romney, CPPB
Procurement Officer

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION authorizing the Director of Finance and Purchasing to execute a Training Facility Center Usage Agreement with the Central Jackson County Fire Protection District, for use by the Parks + Rec Department, at a cost to the County not to exceed \$300.00.

RESOLUTION NO. 19700, January 29, 2018

INTRODUCED BY Tony Miller, County Legislator

WHEREAS, the Parks + Rec Department desires to use the Central Jackson County Fire Protection District's training facility for two upcoming training programs to be conducted by the department, at a cost to the County not to exceed \$300.00; and,

WHEREAS, the attached Agreement with the Central Jackson County Fire Protection District for the furnishing of this facility includes indemnification language that requires the approval of the Legislature; and,

WHEREAS, execution of this Agreement with the Central Jackson County Fire Protection District is in the best interests of the health, safety, and welfare of the citizens of Jackson County; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the Director of Finance and Purchasing be, and is hereby authorized, to execute for the County the attached Training Facility Center Usage Agreement with the Central Jackson County Fire Protection District for the use of its training facility and any other documents needed to give effect to this Resolution.

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

APPROVED AS TO FORM:



Chief Deputy County Counselor



County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 19700 of January 29, 2018, was duly passed on _____, 2018 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____

Nays _____

Abstaining _____

Absent _____

Date

Mary Jo Spino, Clerk of Legislature

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: 003 1601 56160
ACCOUNT TITLE: Park Fund
Office of the Director
Meeting Expense
NOT TO EXCEED: \$300.00

1/25/18

Date



Chief Administrative Officer

Central Jackson County Fire Protection District TRAINING FACILITY CENTER USAGE AGREEMENT

USER: Jackson County Parks & Rec			PHONE: 816-503-4831	
ADDRESS: 22807 Woods Chapel Rd		CITY: BLUE SPRINGS		STATE: MO
				ZIP: 64015
Contact Name/Number if not the above: MAREY CALDWELL				
TYPE OF EVENT: Training Class				
TIME PERIOD (DAYS) 2	BEGINNING DATE: 2/23/2018 and 3/30/2018	ENDING DATE: 2/23/2018 and 3/30/2018	START TIME: 0800	END TIME: 1700
F E E C I N G	CLASSROOM FEE BREAK OUT ROOM:	CLASSROOM FEE CLASSROOM (101/102):	AUDITORIUM: \$150.00 per day	DRILL AREA:
USAGE FEE: \$ 300.00		DAMAGE/SECURITY DEPOSIT: \$		
FACILITIES REQUIRED:				

THIS AGREEMENT is made this ____ day of ____, ____ by and between the Central Jackson County Fire Protection District (CJCFPD) (hereinafter the "Owner", and _____ (hereinafter the "User").

WHEREAS, Owner controls Property located at 4715 W. 40 Hwy, Blue Springs, Mo 64015 which User desires to use for purposes of conducting exercises, classes, meetings, conferences, or demonstrations for educational purposes; and

WHEREAS, the parties desire to enter into an agreement, setting forth their respective rights and responsibilities relating to the usage of the Property.

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein the parties hereto agree as follows:

- Permission to Use.** Owner hereby gives User the permission to use the following portions of the Property during the above Time Period for the above described Type of Event (hereinafter the "Event"). Each such Event to consist of usage during one calendar day for a period not to exceed eight (8) hours, with all such days to be scheduled in advance subject to availability as provided in paragraph 7, below. In licensing the Property hereunder, however, Owner does not relinquish its right to control the Property and to enforce all necessary and proper rules for the management and operation of the same.
- Audio Visual Support and Use.** The CJCFPD Training Center classrooms and auditorium (not breakout classrooms) are equipped with a desktop computer loaded with the Microsoft Office 2007 suite, a fixed data projector and DVD/VHS player. Also available is a mobile visual presenter and a public access Wi-Fi network. All of these features are included in the classroom rental fee. It is strongly recommended the User arrive at the Training Center forty-five minutes before the scheduled event to ensure the equipment is working and their software programs are compatible with the system. To use the Training Center computer the users should bring a CD-ROM or USB drive with their presentation. If possible, arriving the day before would be preferred. Individuals who intend to use their own laptops in the classroom MUST contact the Training Center's Coordinator at 816-229-9118 two days prior to the event. A member of the TC staff will assist in the connection of your laptop to the room projector. Under NO circumstances should users manipulate any connections with AV equipment in the classroom.
- Payment of Fee.** User agrees to pay Owner the Usage Fee as stated above. Payment is due upon receipt of an invoice. User agrees to pay interest and attorney's fees if the invoice is not paid upon receipt. Prior to User's use of the Property, User agrees to tender to owner the damage/security deposit as stated above. Cancellation without at least seven days notice shall result in the forfeiture of the damage/security deposit referenced above.
- Beverages and Consumables.** Beverages are available upon request at the rates listed below. User shall be responsible to Owner for the associated costs:
 - Vending machines are on site. You are welcome to bring in your own refreshments.
 - Coffee can be provided at a cost of \$5.00 per urn. This also includes creamers, sugar, cups, and stirrers.
 - Local catering companies can be provided.

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 19700

Sponsor(s): Tony Miller

Date: January 29, 2018

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Authorizing the Director of Finance and Purchasing to execute an Agreement with Central Jackson County Training and EMS Education Center for Facility Use at a cost to the County not to exceed \$300.</u></p>										
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1"><tr><td>Amount authorized by this legislation this fiscal year:</td><td>\$300</td></tr><tr><td>Amount previously authorized this fiscal year:</td><td>\$</td></tr><tr><td>Total amount authorized after this legislative action:</td><td>\$300</td></tr><tr><td>Amount budgeted for this item * (including transfers):</td><td>\$300</td></tr><tr><td>Source of funding (name of fund) and account code number: Park Fund- Office of the Director- Meeting Expense 003-1601-56160</td><td>\$300</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 checked="" 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: \$</p> <p>Prior Year Budget (if applicable): Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	\$300	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$300	Amount budgeted for this item * (including transfers):	\$300	Source of funding (name of fund) and account code number: Park Fund- Office of the Director- Meeting Expense 003-1601-56160	\$300
Amount authorized by this legislation this fiscal year:	\$300										
Amount previously authorized this fiscal year:	\$										
Total amount authorized after this legislative action:	\$300										
Amount budgeted for this item * (including transfers):	\$300										
Source of funding (name of fund) and account code number: Park Fund- Office of the Director- Meeting Expense 003-1601-56160	\$300										
PRIOR LEGISLATION	<p>Prior ordinances and (date): 19388 (2-13-17)</p> <p>Prior resolutions and (date):</p>										
CONTACT INFORMATION	<p>RLA drafted by Michele Newman, Director, Jackson County Parks + Rec; 503-4820</p>										
REQUEST SUMMARY	<p>The Parks + Rec Department is requesting approval of a Facility Use Agreement with <u>Central Jackson County Training and EMS Education Center</u> for the purpose of using their training auditorium for two upcoming Jackson County Parks + Rec Training Events at a cost of \$150/ea.</p> <p>The attached Agreement includes indemnification language that requires the approval of the Legislature.</p> <p>The rental fees will be processed on a Purchase Order under Section 1030.5 - Purchases of less than \$5,000.000 of the Jackson County Code.</p>										
CLEARANCE	<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>										
ATTACHMENTS	<p>Facility Use Agreement from Central Jack Fire Protection District; Memorandum from Michele Newman, Director, Parks + Rec Department</p>										
REVIEW	<table border="1"><tr><td>Department Director:</td><td>Date:</td></tr></table>	Department Director:	Date:								
Department Director:	Date:										

	Finance (Budget Approval): <i>If applicable</i>	Date: 1/18/18
	Division Manager:	Date: 1-15-18
	County Counselor's Office:	Date:

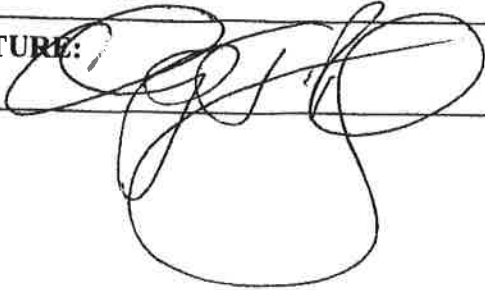
Fiscal Information (to be verified by Budget Office in Finance Department)

- ☒ 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 appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- ☐ 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.

16. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties, and may be modified only in writing signed by both parties.

OWNER: Central Jackson County Fire Protection District.	USER:
NAME: Chip Portz DATE: 01-11-2018 TITLE: Assistant Chief	SIGNATURE: DATE:
SIGNATURE: 	

This expenditure was included in the Annual Budget.

RES # 19700

Budget Office 1/12/18

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 Little Blue Trace trail.

RESOLUTION. 19701, January 29, 2018

INTRODUCED BY Tony Miller, County Legislator

WHEREAS, the Missouri Department of Natural Resources accepts applications made under the National Recreational Trails Program for a grant-in-aid of 50 percent of the total cost of such projects; and,

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 Little Blue Trace 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 Little Blue Trace 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:



Chief Deputy County Counselor



County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution. 19701 of January 29, 2018, was duly passed on _____, 2018 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

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 19701

Sponsor(s): Tony Miller

Date: January 29, 2018

SUBJECT	<p>Action Requested</p> <p><input checked="" type="checkbox"/> Resolution</p> <p><input type="checkbox"/> Ordinance</p> <p>Project/Title: A RESOLUTION authorizing a Recreational Trails Program grant application to the Missouri Department of Natural Resources for improvements to the Little Blue Trace trail.</p>										
<p>BUDGET INFORMATION</p> <p><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>\$</td></tr> <tr> <td>Amount previously authorized this fiscal year:</td><td>\$</td></tr> <tr> <td>Total amount authorized after this legislative action:</td><td>\$</td></tr> <tr> <td>Amount budgeted for this item * (including transfers):</td><td>\$</td></tr> <tr> <td>Source of funding (name of fund) and account code number; FROM / TO</td><td>FROM ACCT TO ACCT</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 checked="" type="checkbox"/> No budget impact (no fiscal note required)</p> <p><input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:</p> <p>Department: Estimated Use: \$</p> <p>Prior Year Budget (if applicable):</p> <p>Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	\$	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$	Amount budgeted for this item * (including transfers):	\$	Source of funding (name of fund) and account code number; FROM / TO	FROM ACCT TO ACCT
Amount authorized by this legislation this fiscal year:	\$										
Amount previously authorized this fiscal year:	\$										
Total amount authorized after this legislative action:	\$										
Amount budgeted for this item * (including transfers):	\$										
Source of funding (name of fund) and account code number; FROM / TO	FROM ACCT TO ACCT										
PRIOR LEGISLATION	<p>Prior ordinances and (date): n/a</p> <p>Prior resolutions and (date): n/a</p>										
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Brian Nowotny, Deputy Director Park Operations, 816.503.4803</p>										
REQUEST SUMMARY	<p>Parks + Rec respectfully requests authorization to apply for federal assistance from the Recreational Trails Program (RTP) through the Missouri Department of Natural Resources for improvements to the Little Blue Trace trail and authority for the County Executive to sign all required application documents and agreements. If funded, the proposed project would eliminate an existing at-grade crossing of the trail at Missouri Highway 78 with a separated grade crossing under the existing vehicular bridge. The project is supported by the Missouri Department of Transportation, Kansas City District. There is no cost to apply for assistance. If awarded, RTP projects require, by separate project agreement, a 20% match from the project sponsor and a commitment to maintain the project for its useful life expectancy. If awarded the project would commence in 2019.</p>										

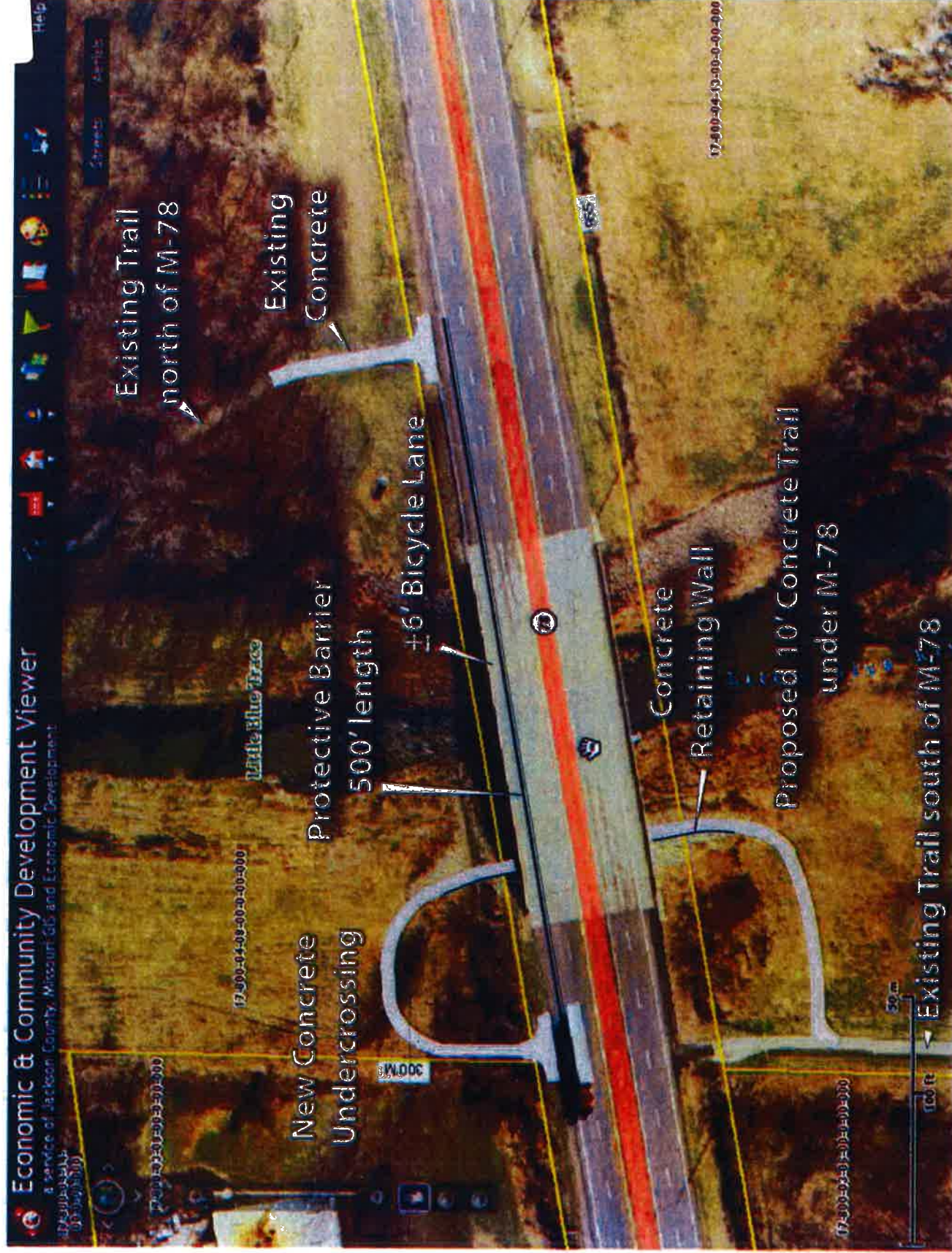
CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
ATTACHMENTS	project site map; RTP program/application information	
REVIEW	Department Director:	Date:
	<i>Michael Newman</i>	1-19-18
	Finance (Budget Approval): <i>If applicable</i>	Date:
	Division Manager:	Date:
	<i>A. E. A.</i>	1-23-18
	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 appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- ☐ 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.



**Proposed Bicycle Lane Separation for the Little Blue Trace Trail
On the M-78 Highway Bridge**

2018 Recreational Trails Program Grant Application Guide

Grants Management Section
PO Box 176
Jefferson City, MO 65102-0176
573-751-0848
573-526-4395 (FAX)
lwcf.rtp@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 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. 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 Department of Natural Resources (MoDNR) as the agency responsible for administering the RTP. The Division of State Parks (DSP), a division within the department, has direct oversight of the program. The Missouri Trails Advisory Board (MTAB), a nine-member panel, assists DSP 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 17-18. **All trail-related projects must be maintained and open to the public for a minimum of 25 years.** No grant funding will be awarded to projects which, in whole or part, will not be open to the public. **Equipment and equipment parts or attachments purchased with RTP funding must be maintained for their useful life.** Project sponsors must provide written assurance of public access and long-term maintenance; see Supporting Documentation Checklist on pages 6-7 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.
 - Federal Buy America provisions (<http://www.fhwa.dot.gov/construction/calt/buyam.cfm>) will apply to trail projects that include any steel or iron features permanently incorporated in the project. Buy America is a federal stipulation that requires all transportation infrastructure projects be built with American-made products. Specifically, any project that permanently incorporates steel or iron products in the project (such as steel I-beams for bridges) or purchases a motorized piece of equipment used for trail construction or maintenance (such as a tractor) must ensure that the product or equipment is domestically produced.
- 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.
- Purchase and/or lease of recreational trail construction and maintenance equipment. This category includes such equipment as lawn mowers and trail grooming machines, provided the equipment is used primarily to construct and/or maintain recreational trails. This provision does not include purchase of equipment to be used for purposes unrelated to trails. For example, a lawn mower purchased under RTP must be used primarily for trail and trailside maintenance, and not to maintain open lawn areas or sport fields. Trail grooming vehicles and motorized equipment primarily constructed with steel or iron must comply with Buy America requirements or must receive a waiver.
- 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 who have 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 18.

- 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 (see page 18).
- 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; however, prior approval from DSP is required before including in the project scope.
- Segway or golf cart paths.
- Race tracks or fitness tracks.
- The purchase of vehicles used solely for transportation or law enforcement/security patrolling.

E) Who can sponsor an RTP project?

The following entities are eligible to apply for RTP funding.

- Both for-profit and not-for-profit private organizations, such as youth organizations, trail clubs, land trusts, conservation organizations, private schools, and private operators of recreational facilities open to the public.
- Municipal agencies such as cities, towns, counties, school districts, and public utilities.
- State agencies and state public education institutions.

Eligible projects can be sponsored by partnerships between public and private organizations. Additionally, public or private organizations can sponsor projects on state or federal lands; however, the state or federal land managing agency must provide written support of the project through a Memorandum of Agreement. 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.

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 an 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 after expenses have been incurred. Project sponsors may request up to four partial reimbursement requests a year.

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 an RTP grant, project sponsors must complete and return ten copies of the RTP Project Application, postmarked by February 16, 2018. Project sponsors are strongly encouraged to attend one of the RTP application workshops or webinars scheduled in January; workshop/webinar dates and locations are listed at <https://mostateparks.com/page/55065/outdoor-recreation-grants>. These

workshops/webinars are hosted by staff from the Grants Management Section (GMS) of the Division of State Parks, to assist project sponsors with the application process. GMS staff reviews 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, with most of the application questions having a designated point value. The Missouri Trails Advisory Board 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 DSP's division director. After the division director approves the recommended projects, GMS staff conducts on-site pre-award inspections of each proposed project. Once the pre-award inspections are completed, GMS submits the list of recommended projects to the Federal Highway Administration 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. All applicants will be notified 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 nine months, from the initial call for project applications to notice of award.

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

Project sponsors must sign and submit a financial assistance award agreement between the sponsor and the Department of Natural Resources. Sponsors are then **required** to attend a **mandatory** project administration workshop or webinar, where they will receive a copy of the FY2018 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 workshops/webinars, GMS staff will explain the process for completing the Sub-Recipient Informational Form and the requirements for administering the RTP grant funding. Additionally, GMS staff will help project sponsors understand the Federal Highway Administration's statutory provisions for 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 DSP and FHWA to determine if a project is classified as a CE under NEPA. Most RTP projects will 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 GMS staff.

Once DSP and FHWA review and concur with the CE determination, FHWA authorizes funding for the project and MoDNR issues a notice to proceed (NTP) letter to the project sponsor. **Sponsors cannot begin any construction activities, finalize designs, acquire property or acquire equipment 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 18 for a list of eligible pre-award costs). Sponsors have **three years** from date the project agreement is signed to complete their 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 for 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 14-15 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 will 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 GMS 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
- Lands protected under 6(f) designation

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

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

There may be aspects of your project that will result in unforeseen costs. It is important that you develop a budget estimate that is as accurate as possible but also allows some flexibility to cover those unforeseen costs. For instance, you may decide to hire a

professional environmental consultant to conduct the NEPA review. Additionally, the Section 106 review through the State Historic Preservation Office (SHPO) may require you to hire a professional archaeologist or architectural historian to conduct a cultural or archaeology survey. You may also consider hiring a design or engineering consultant to assist you with developing the project design. Up to 10% of your total project cost may be used for planning, engineering and environmental review costs. Additionally, costs in these categories that are incurred up to 18 months prior to project approval and notice to proceed may be used as match by the project sponsor. Lastly, if your project incorporates steel or iron, you will want to ensure your budget estimate reflects the cost of acquiring domestically-produced steel or iron products.

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

- Attend one of the grant application workshops scheduled by GMS staff. These workshops will help project sponsors understand the application requirements. For a schedule of workshops, visit <https://mostateparks.com/page/55065/outdoor-recreation-grants>.
- Answer each question thoroughly but concisely, within the space allowed on the application. If you have questions or concerns about your application responses, GMS staff will conduct a preliminary review of your draft application as a courtesy if submitted by February 2, 2018.
- 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 will not be scored and those with errors may receive lower scores.
- Use the Supporting Documentation Checklist on pages 6-7 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 GMS staff opportunity to contact you if information is missing from the packet or is inaccurate, and will subsequently allow you time to rectify omissions or inaccuracies.

SECTION III. SUPPORTING DOCUMENTATION CHECKLIST

The following items are required documents to support your application and must be included in your application packet. **An incomplete application will not be scored.** Please submit **ten copies** of each item, with the exception of land deeds or leases (see below). Use this checklist to ensure that you've included all required documentation in your 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. *(Not needed for projects only for the purpose of purchasing trail construction/maintenance equipment.)*
- ☐ **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 portions of the trail, etc. For new trail construction in the initial design phase, a conceptual site plan is acceptable. *(Not needed for projects only for the purpose of purchasing trail construction/maintenance equipment.)*
- ☐ **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. *(Not needed for projects only for the purpose of purchasing trail construction/maintenance equipment.)*
- ☐ **Signed Letters of Commitment or Intent to Donate** from organizations or individuals who are partnering on the project, providing work on the project, or making a donation of time, materials 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 (or on behalf of the state or federal agency, if the project is for the purchase of equipment that will be used 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. For trail connections to Katy Trail or Rock Island Trail state parks, contact the Katy Trail Coordinator at 573-449-7402.
- ☐ **Signed Memorandum of Agreement** with the state or federal land management agency for projects on state or federal land that are sponsored by an outside entity. The agreement must show the land managing agency's commitment to maintaining public access to the project for a minimum of 25 years, and must give the project sponsor temporary construction access or easement to complete the work. *(Not needed for projects only for the purpose of purchasing trail construction/maintenance equipment.)*
- ☐ **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 long term.
- ☐ **Resolution** ensuring commitment of project sponsor to maintain public access to the project for a minimum of 25 years and/or commitment that trail construction/maintenance equipment purchased with grant funding is being purchased in support of trail projects and will be maintained for its useful life. See example on page 8.
- ☐ **Intent to Lease/Sell/Donate Letter** 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. The letter may stipulate that the transfer of land ownership is contingent upon project funding. *(Not needed for projects only for the purpose of purchasing trail construction/maintenance equipment.)*
- ☐ **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 or include a letter from the landowner indicating willingness to renew the agreement if the original agreement was for less than 25 years. For projects only for the purpose of purchasing trail construction or trail maintenance equipment, the project sponsor must show proof of ownership or leaseholder/easement rights if the equipment will be used on property owned or leased by the project sponsor or on property to which the sponsor has right of access through an easement.
- ☐ **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 may be submitted as well.

SAMPLE 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 minimum 20% 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 _____ years (a minimum of 25 years for a trail-related project, a minimum of three years for an education-related project) and/or will maintain trail maintenance/construction equipment purchased with grant funding for its useful life and in support of trail projects.
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 and all state laws that govern the grant applicant during the performance of the project.

PASSED AND RESOLVED BY THE _____ *(insert name of organization/agency)* _____ THIS ____ DAY OF _____, 2016.

ATTEST: (Clerk)

(SIGNATURE)

(SEAL)

BY: _____
(SIGNATURE)

SECTION IV. GRANT APPLICATION INSTRUCTIONS

- A) Step One:** Complete an electronic application by answering each question as fully as you can 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>. You will need Adobe Acrobat Reader, which is available for free download at <https://get.adobe.com/reader/>. Once you've filled out the form, you will need to save it to your computer and print it off. You may send your draft application to GMS staff for a courtesy review, if submitted by February 2, 2018.

- B) Step Two:** Submit **ten copies** of the application and supporting documentation to the Grants Management Section (address below). Applications must be postmarked on or before February 16, 2018. You are encouraged to make double-sided copies to conserve on paper and space. If you are including photos with your application packet, please include ten copies.

It is highly recommended that you submit your application packet prior to the deadline date. This will allow GMS staff opportunity to contact you if information is missing from your packet or is inaccurate, and will subsequently allow you time to rectify omissions or inaccuracies. **If your application packet arrives by the deadline date, but it is missing required documentation or is substantially incomplete, your project will be deemed ineligible for scoring.**

- C) Step Three:** Use the Supporting Documentation Checklist on pages 6-7 to ensure that your application packet is complete. Only one copy of the land deed or lease is needed. For questions about your application packet or the process, call (573) 751-0848 or email lwcf.rtp@dnr.mo.gov.

Items NOT to include with your application packet:

- Maps larger than 11"x17".
- Three-ring binders or folders for applications. Stapling or clipping the application packet together is encouraged.
- Hand-written applications. Use the electronic application provided.
- Supplemental attachments to answer the application questions. Please limit your responses to the spaces allocated for each question on the application. Photos may be submitted, but ensure ten copies are included.

- D) Step Four:** Mail the application packet to:

Missouri Department of Natural Resources
Division of State Parks
Grants Management Section
Attn: RTP Planner
PO Box 176
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 to responses in this section.
 - **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.
 - **Question 2, AGENCY/ORGANIZATION DUNS NUMBER** – all agencies or organizations that apply for federal grants are required to have a DUNS 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 DUNS number, visit <http://fedgov.dnb.com/webform/displayHomePage.do>. 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 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. If the contact person changes at any time during the life of the project, please contact the Grants Management Section (GMS) 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** – GMS staff notifies the regional planning councils (RPC) when a project has been awarded funding in their respective region. To determine the appropriate RPC, visit <http://www.macogonline.org/rpcs.htm>.
 - **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. For projects requesting funding for purchase of trail construction/maintenance equipment only, provide the location information of the agency or organization acquiring and maintaining the equipment.
- **Questions 10-11** elicit information about the project sponsor's organization, such as whether it is a government agency or a private for-profit or non-profit organization; how long the organization has been in existence; the organization's paid or volunteer staffing levels; etc.
 - **Question 10, PROJECT APPLICANT IS** – indicate whether the project sponsor is a state or local governmental agency; a for-profit organization; or a not-for-profit organization.
 - **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 RTP grant within the past 10 years. Previous performance on completing previous RTP grant projects within the allotted timeframe as well as whether or not a project sponsor already has an active RTP project will be factors considered by GMS staff when scoring the applications. Up to 10 points may be given for this question.
- **Questions 13-20** 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 and/or equipment acquisition will be a part of the project or if either are the sole purpose of the project. For projects that include acquisition of equipment, fill out the supplemental sheet on page 10 of the application.
- **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. 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 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, 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 have 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.
 - **Canoing/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 (Four-wheel) use** – refers to the use of an all-terrain vehicle (ATV) 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.
 - **Motocross/motorcycle use** – refers to the use of off-road 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 use** – 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 utility terrain vehicles (UTVs) and other 4x4 vehicles, such as dune buggies.
- **Question 18, 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 19, PROJECT SCOPE** – provide a brief one- to two-sentence description of the project, along with the mileage being completed and the current phase, if the project is being completed in phases; for example, “Phase I of the Wolf Creek Trail project is construction of 21 miles of natural surface trail for bicycling, hiking, and running.” Another example is, “This project will rehabilitate 5.2 miles of trail surface and improve two trailheads within the Frisco Highline Trail corridor.” The project scope should be concise, but written in such a way that the purpose of your project is immediately apparent.
- **Question 20, 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 “sell” the project and convince the Missouri Trails Advisory Board of the project’s merit. In the narrative, project sponsors should consider the following questions.
- **What is being constructed, rehabilitated/repaired and/or acquired?** Describe all aspects of the project that this grant will be funding.
 - 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/repaired, 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.
 - For equipment acquisition, list type of equipment but NOT brand name. Additionally, projects requesting funding for equipment acquisition should indicate if the project sponsor is an outside entity planning to acquire and donate the equipment to a local, state or federal agency for use on trails on public lands. Projects requesting funding for equipment acquisition are also required to complete the supplemental sheet on page 10 of the application.
 - **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 10 copies. 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.americantrails.org/NRTDatabase/search.php>.
 - **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 21-29** 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 21, 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** – 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 should indicate if the project is fulfilling a need in the Statewide Comprehensive Outdoor Recreation Plan (SCORP) for Missouri, which can be found at <https://mostateparks.com/page/55072/facts-and-figures>. 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 22, 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, etc. Supporting documentation is required (refer to the Supporting Documentation Checklist on page 6). 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 23, DOES THE PROJECT ADDRESS AMERICANS WITH DISABILITIES (ADA) GUIDELINES** – project sponsors should indicate if and how their project meets ADA standards. 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.

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 guidelines 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, GMS 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. 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 (<http://www.fs.fed.us/recreation/programs/accessibility/pubs/htmlpubs/htm12232806/index.htm>). 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.dcnr.state.pa.us/cs/groups/public/documents/document/dcnr_20028130.pdf)
 - American Trails' Resource Library for Accessible Trails (<http://www.americantrails.org/resources/accessible/index.html>)
 - American Trails' Resource Library for Motorized Trail Recreation (<http://www.americantrails.org/resources/motors/>)
 - 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 pdf download. 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 http://www.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 24, FOR NEW DEVELOPMENT, INDICATE RECOMMENDED STANDARDS/GUIDELINES BEING USED** – 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. Project sponsors should indicate which of the below guidelines/standards they will be using for their project, or indicate what other guidelines/standards they will be using. Up to four points may be given for this question.
- Projects that incorporate signs that function as traffic control devices must conform with the Manual on Uniform Traffic Control Devices (MUTCD), which can be found at http://mutcd.fhwa.dot.gov/kno_2009r1r2.htm. Signs which 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*
(http://www.fhwa.dot.gov/environment/recreational_trails/publications/fs_publications/07232816/)
 - *Designing Sustainable Off-Highway Vehicle Trails: An Alaska Trail Manager's Perspective* (http://www.fs.fed.us/t-d/php/library_card.php?p_num=1123%202804P)
- 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: <http://americantrails.org/resources/trailbuilding/index.html>.
- The National Off-Highway Vehicle Conservation Council has a webpage devoted to information about off-road facilities: <http://www.nohvcc.org/Materials.aspx>.
- 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 25, DESCRIBE WHAT ENVIRONMENTAL FACTORS HAVE BEEN ADDRESSED OR WILL BE ADDRESSED BY THE PROJECT DESIGN** – 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 four points may be given for this question.
- **Question 26, DESCRIBE WHAT SUSTAINABILITY CONSIDERATIONS HAVE BEEN ADDRESSED OR WILL BE ADDRESSED BY THE PROJECT DESIGN** – 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 four points may be given for this question.
- **Question 27, 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. Up to four points may be given for this question.
- **Question 28, FOR CONSTRUCTION AND/OR REHABILITATION PROJECTS, INDICATE WHO WILL BE DOING WHAT WORK** – the project sponsor should list who is completing what work for each stage of the project. For instance, will the planning and engineering work be contracted out or completed in-house? 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. Up to four points may be given for this question.
- **Question 29, 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 will 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 manpower 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 page 6.
- **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? For equipment purchase, will the project sponsor provide operator training and/or certification?
- **Questions 30-31** asks the project sponsor to describe any partnerships and donations associated with the project. Up to seven points may be awarded for this section.

- **Question 30, 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 <http://www.corpsnetwork.org/impact/corps-by-state>. Local Boy Scout, Girl Scout and 4-H groups qualify. Up to two points may be given to this question.

- **Question 31, 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 30. In the corresponding “Contribution” 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 page 6 for the supporting documentation required for donations. Up to five points may be awarded for this question.

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 32-34** ask the project sponsor to provide assurances that there is adequate funding and manpower to provide the match, and to provide information about budget cost categories.
- **Question 32, 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 page 6 of this guide. Up to five points may be given for this question.
- **Question 33, FOR EACH COST CATEGORY, FILL OUT THE BELOW BUDGET TABLE WITH THE GRANT AMOUNT REQUESTED AND THE MATCHING AMOUNT PROVIDED BY THE PROJECT SPONSOR AND/OR DONOR** – in the budget table, several categories have been set up in which to enter information pertaining to the project. Separate the project costs into the specific cost categories. Most project costs fall within these categories. For cost categories not provided in the table, project sponsors should use the “Other” categories and specify what the cost categories are, after determining if the costs are eligible.

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, \$30,500 is being provided by the project sponsor 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)	
1. Labor	\$ 25,000	\$ 25,000	\$ 1,000	\$ 51,000
2. Materials	\$ 75,000	\$	\$ 6,000	\$ 81,000
3. Equipment Purchase/Lease	\$ 10,000	\$	\$	\$ 10,000
4. Trailhead/Trailside Amenities	\$ 37,500	\$	\$	\$ 37,500
5. Land/Easement Acquisition/Lease	\$	\$	\$	\$
6. Planning/Engineering/Environmental Review (≤ 10% of total project cost)	\$	\$ 4,500	\$	\$ 4,500
7. Signage	\$ 2,500	\$	\$	\$ 2,500
8. Equipment Use	\$	\$ 1,000	\$	\$ 1,000
9. Other (Please specify)	\$	\$	\$	\$
10. Other (Please specify)	\$	\$	\$	\$
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. Up to eight points may be given for this section, based on the percent matching funds. 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

▪ **Eligible Costs** include:

- **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 contracted labor, MoDNR requirements stipulate that project sponsors comply with the Davis-Bacon Act, as amended, regarding the use of prevailing wages for construction contracts in excess of \$2,000 (<http://www.dol.gov/whd/contracts/dbra.htm>). 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 \$10/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 steel or iron features permanently incorporated in the project, such as bridges that use steel I-beams (<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.
- **Purchase or 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 if they will be used predominantly for trail construction, repair, grooming or maintenance. Specific brand names of equipment should **not** be submitted in the grant application; all equipment purchases must be competitively bid. Purchase of equipment primarily constructed with steel or iron must comply with Buy America requirements or receive a waiver.
- **Land/Easement Acquisition/Lease**. 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 an 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 the grant award, 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. Refer to the Supporting Documentation Checklist on pages 6-7 for the various documentation required to demonstrate ownership, access and/or intent to donate.
- **Planning/Engineering/Environmental Review** costs, up to 10% of the total project cost. Since project sponsors are encouraged to begin planning their projects early, costs in this category incurred up to 18 months prior to project approval and notice to proceed may be used as a match by the project sponsor. Examples of planning costs include property appraisals and appraisal reviews for land acquisition and/or land donations. 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. Examples of environmental review costs include costs associated hiring a consultant to conduct environmental reviews or costs associated with cultural evaluation such as archaeological surveys.
- **Signage**, including route-marking/way-finding, interpretive, trail etiquette/rules, and traffic control signs. Signs that function as traffic control devices must conform with the Manual on Uniform Traffic Control Devices (MUTCD), which can be found at http://mutcd.fhwa.dot.gov/kno_2009r1r2.htm.
- **Print publications**, such as trail brochures.
- **Use/operation of equipment**. Use the Federal Emergency Management Agency's (FEMA) 2017 Schedule of Equipment Rates to determine the cost of operating various pieces of mechanized equipment (<https://www.fema.gov/media-library/assets/documents/136901>). Labor costs for equipment operators using the equipment are not included in the rates and should be entered in the "Labor" cost category.
- **Training** costs. Certain costs for employee training in trail assessment techniques are 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.
 - **Purchase of vehicles** used solely for transportation or law enforcement/security patrols.

- **Question 34, PROVIDE DETAILED INFORMATION ABOUT BUDGET ITEMS WITHIN EACH COST CATEGORY** – in the space provided on the application, project sponsors should list detailed cost estimates for each of the cost categories included in the budget table. For instance, provide a materials list that includes units and price per unit. A detailed cost breakdown of labor should be included as well. See below example:

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
Signage	total # by \$/per sign	= \$x.00

Labor

2 equipment operators at \$/hour by # of hours	= \$x.00
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Equipment Usage

Use of bulldozer at \$/hour by X of hours	= \$x.00
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- **DISCRETIONARY BOARD MEMBER CRITERIA** – this section provides up to 10 points that may be used by the Missouri Trails Advisory Board at their discretion. 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 requests that include purchase of trail construction or trail maintenance equipment, project sponsors are required to fill out page 10 of the application. No points are awarded for the supplemental sheet.

- **Question 1, HAS THE PROJECT SPONSOR RECEIVED PREVIOUS RTP FUNDS TO PURCHASE EQUIPMENT AND/OR EQUIPMENT PARTS/ATTACHMENTS** – the project sponsor should indicate whether or not previous RTP funding was received to purchase trail construction or trail maintenance/grooming equipment or to purchase parts/attachments for trail construction or trail maintenance/grooming equipment. If no previous RTP funding was received for equipment purchase, skip to question 6.
- **Question 2, IF YES, PROVIDE THE FOLLOWING INFORMATION** – list the six-digit project number (e.g., 2011-05) of each previous RTP project that included purchase of equipment and/or parts/attachments. The project number can be found on the project agreement signed by the project sponsor, as well as the grant award letter sent to the project sponsor. In the space provided, also include a description of each piece of equipment or part/attachment purchased, and its current mileage or estimated hours of use.
- **Question 3, IS THIS RTP GRANT REQUEST FOR REPLACEMENT OF EQUIPMENT OR PARTS/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 6.

- **Question 4, 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 6.
- **Question 5, 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 spaces 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 6, DESCRIBE NEW EQUIPMENT OR PARTS/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 7, DESCRIBE HOW THE NEW EQUIPMENT OR PARTS/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 8, WHAT ASSURANCES CAN THE PROJECT SPONSOR PROVIDE THAT THE EQUIPMENT OR PARTS/ATTACHMENTS 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.

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 Land and Water Conservation for funds to improve the Blue River Parkway Recreational Area.

RESOLUTION. 19702, January 29, 2018

INTRODUCED BY Tony Miller, County Legislator

WHEREAS, the Missouri Department of Natural Resources accepts applications made under the Land and Water Conservation Fund for a grant-in-aid of 50 percent of the total cost of such projects; and,


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 Land and Water Conservation Fund for the purpose of improvements to the Blue River Parkway Recreational Area; 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 Blue River Parkway Recreational Area; 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:



Chief Deputy County Counselor



County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution. 19702 of January 29, 2018, was duly passed on _____, 2018 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

Completed by County Counselor's Office:

Res/Ord No.: 19702

Sponsor(s): Tony Miller

Date: January 29, 2018

SUBJECT	<p>Action Requested</p> <p><input checked="" type="checkbox"/> Resolution</p> <p><input type="checkbox"/> Ordinance</p> <p>Project/Title: A RESOLUTION authorizing a Land and Water Conservation Fund application to the Missouri Department of Natural Resources for improvements to the Blue River Parkway Recreational Area.</p>										
<p>BUDGET INFORMATION</p> <p><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>\$</td></tr> <tr> <td>Amount previously authorized this fiscal year:</td><td>\$</td></tr> <tr> <td>Total amount authorized after this legislative action:</td><td>\$</td></tr> <tr> <td>Amount budgeted for this item * (including transfers):</td><td>\$</td></tr> <tr> <td>Source of funding (name of fund) and account code number; FROM / TO</td><td>FROM ACCT TO ACCT</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 checked="" type="checkbox"/> No budget impact (no fiscal note required)</p> <p><input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:</p> <p>Department: Estimated Use: \$</p> <p>Prior Year Budget (if applicable):</p> <p>Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	\$	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$	Amount budgeted for this item * (including transfers):	\$	Source of funding (name of fund) and account code number; FROM / TO	FROM ACCT TO ACCT
Amount authorized by this legislation this fiscal year:	\$										
Amount previously authorized this fiscal year:	\$										
Total amount authorized after this legislative action:	\$										
Amount budgeted for this item * (including transfers):	\$										
Source of funding (name of fund) and account code number; FROM / TO	FROM ACCT TO ACCT										
PRIOR LEGISLATION	<p>Prior ordinances and (date): n/a</p> <p>Prior resolutions and (date): n/a</p>										
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Brian Nowotny, Deputy Director Park Operations, 816.503.4803</p>										
REQUEST SUMMARY	<p>Parks + Rec respectfully requests authorization to apply for federal assistance from the Land and Water Conservation Fund (LWCF) through the Missouri Department of Natural Resources for improvements to the Blue River Parkway Recreational Area and authority for the County Executive to sign all required application documents and agreements. If funded, the proposed project would renovate the recreational area near 140th and Holmes Road, remove flood damaged infrastructure and create new multi-use athletic fields and trails. The project is supported by the County's partner for Blue River Parkway trails, the Urban Trail Co., with donations of labor and equipment for trail development. There is no cost to apply for assistance. If awarded, LWCF projects require, by separate project agreement, a 50% match from the project sponsor and a commitment to maintain the project for its useful life expectancy. If awarded the project would commence in 2019.</p>										

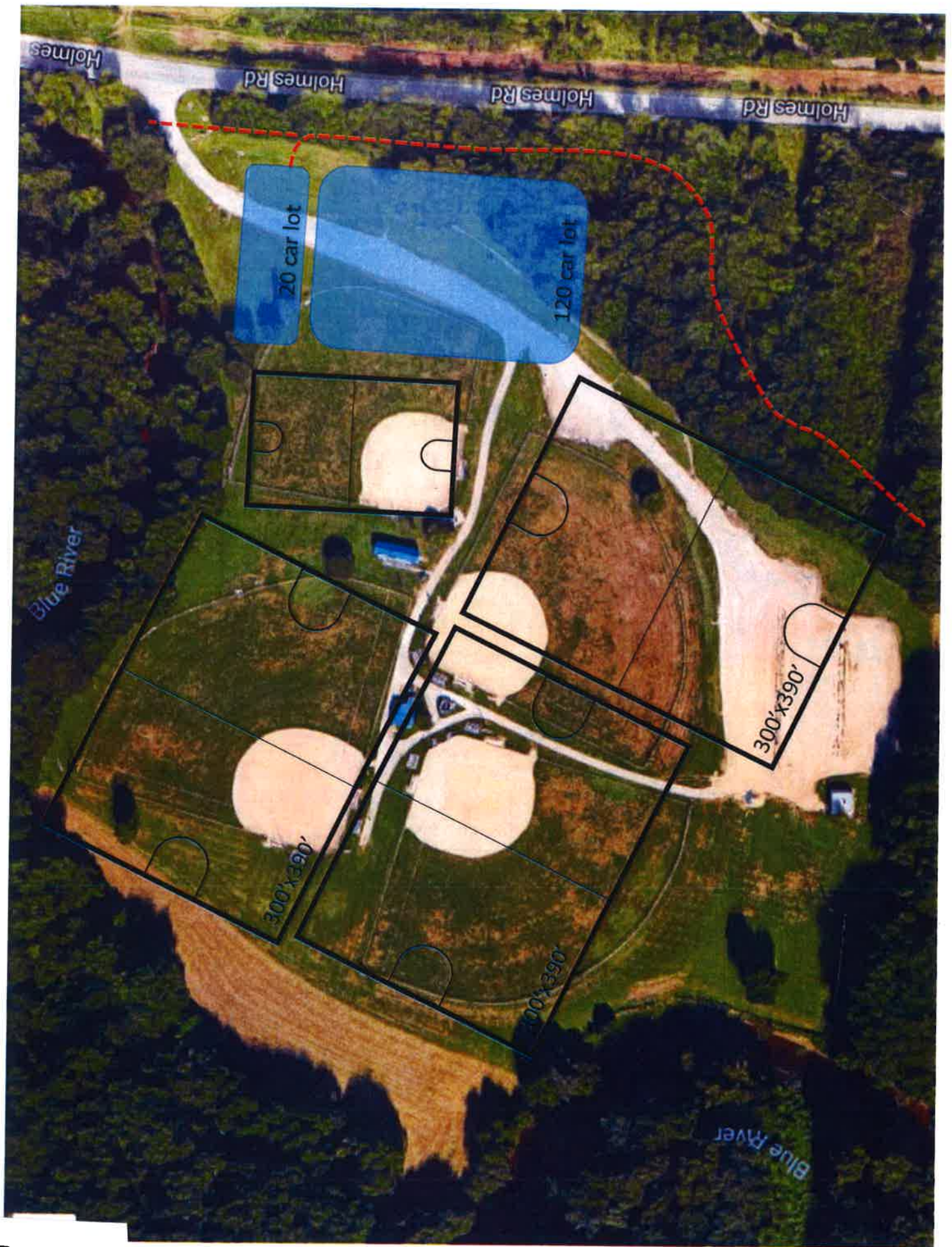
CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
ATTACHMENTS	project site map; LWCF program/application information	
REVIEW	Department Director:	Date:
	<i>Michael Newman</i>	1-19-18
	Finance (Budget Approval): <i>If applicable</i>	Date:
	Division Manager:	Date:
	<i>[Signature]</i>	1-23-18
	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 appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- ☐ 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.



2018 Land & Water Conservation Fund Grant Application Guide



Grants Management Section
PO Box 176
Jefferson City, MO 65102-0176
573-751-8462
573-526-4395 (FAX)
hwcf.rtp@dnr.mo.gov



MISSOURI DEPARTMENT OF NATURAL RESOURCES
DIVISION OF STATE PARKS

SECTION I. LAND & WATER CONSERVATION FUND OVERVIEW

A) What is the Land & Water Conservation Fund (LWCF)?

The Land & Water Conservation Fund (LWCF) was established by the LWCF Act in 1965. The fund provides matching grants to states and local governments for the acquisition and development of public outdoor recreation areas and facilities. The program is intended to create and maintain a nationwide legacy of high quality recreation areas and facilities and to stimulate non-federal investments in the protection and maintenance of recreation resources across the United States.

The Department of Interior's National Park Service (NPS) oversees the LWCF program and has delegated administration of the program to each state. In Missouri, the Department of Natural Resources (MoDNR) administers the program. Direct oversight of the program is performed by the Division of State Park's (DSP) Grants Management Section (GMS). Projects that are recommended for funding by GMS are those that demonstrate an ability to meet the needs outlined in the 2013-2017 Statewide Comprehensive Outdoor Recreation Plan (SCORP), which is available at <https://mostateparks.com/page/61215/land-and-water-conservation-fund-lwcf-grants>. The SCORP serves as a framework for the planning, development, management and protection of Missouri's outdoor recreation resources.

B) How much money is available in the LWCF?

The LWCF program is funded through revenue from off-shore oil and gas drilling. LWCF monies are apportioned to the states by the Secretary of the Department of Interior each fiscal year in accordance with the apportionment formula contained in the LWCF Act. This formula includes a factor for equal distribution of a portion of the fund among the states, as well as factors for distribution on the basis of population and need. Missouri's available apportionment is typically between \$1.2 million and \$1.5 million each year. The maximum amount that can be requested and awarded per project is **\$250,000** and the minimum is **\$10,000**.

C) Who can sponsor a LWCF project?

LWCF grants are available to political subdivisions of the state and other appropriate public agencies, such as counties, municipal governments, local park and recreation departments, and public school districts. All eligible project sponsors, including those that have other than public outdoor recreation purposes, must be able to commit their resources to the perpetual stewardship of the LWCF-assisted public outdoor recreation area pursuant to Section 6(f)(3) of the LWCF Act (see paragraph J below).

D) How does project funding work?

The LWCF is a 50-50 matching grant program, which means the project sponsor must share at least 50% of the project cost. The sponsor's match can include in-kind contributions and donations. Additionally, LWCF grants are reimbursement grants, which means the grants provide reimbursements to project sponsors after expenses have been incurred.

E) What projects are eligible for LWCF funding?

All LWCF-assisted projects must be maintained and open to the public in perpetuity. No grant funding will be awarded to projects which, in whole or in part, will not be open to the public. Eligible LWCF projects include the following broad categories.

- Acquisition of land for outdoor recreation. These include the acquisition of land and waters or partial rights to them. Proposed acquisitions of interests in lands and waters of less than fee simple title, including leasehold interests, are not eligible unless such lesser rights (e.g., permanent recreation use easements or similar devices) will insure access to the public in perpetuity.
- Development/construction of new outdoor recreational amenities and support facilities needed by the public for recreation use of an area.
- A combination of both acquisition of land and development/construction of new outdoor facilities.
- Rehabilitation, restoration and/or repair of existing recreational amenities and support facilities. Rehabilitation means extensive repair needed to bring a facility up to standards suitable for public use, but does not mean routine maintenance.

Below is a list of eligible project types. For a list of eligible project costs, see pages 19-20.

- Sports and playfields, courts and other outdoor spaces used in competitive and individual sports. This includes fields for baseball, softball, soccer and football, tennis courts, playgrounds and tot lots, golf courses, rifle/pistol ranges, trap/skeet fields, archery ranges, rodeo arenas, inline hockey rinks, skate parks, running tracks, and other similar facilities.
- Picnic facilities, such as picnic tables, fireplaces, shelters, and other facilities related to family or group picnic sites.
- Trails and trail amenities, such as overlooks, turnouts and trails for nature walks, hiking, bicycling, horseback riding, exercising, motorized vehicles and other trail activities.

- Swimming facilities, including swimming beaches, outdoor pools, wave-making pools, wading pools, spray pools, lifeguard towers, bathhouses and other similar facilities.
- Boating facilities. LWCF assistance may be available for most facilities related to motor-boating, sailing, canoeing, kayaking, sculling and other boating activities. These facilities include, but are not limited to, docks, berths, floating berths secured by buoys or similar services, launching ramps, breakwaters, mechanical launching devices, boat lifts, boat storage, sewage pump-out facilities, fuel depots, water and sewer hookups, restrooms, showers, electricity and parking areas. Marinas are also eligible for assistance and are subject to the following provisions regardless of when LWCF assistance was provided:
 - An equitable method of allocating berth space must be used in all marinas. Berth lease terms are not transferable to any other party. Berth space for transient boaters must be provided.
 - Commercial charter fishing or sightseeing boats are permissible marina leaseholders due to their potential for expanding public waterfront access. However, these users should not occupy a significant number of marina berths, so project sponsors should establish reasonable limits on the number of berth spaces provided for such users.
 - Marinas located in urban areas must include specific design provisions for non-boater public access, such as walkways, observation points, fishing piers and/or related facilities. Limited access to the actual marina berths may be retained.
- Fishing/hunting facilities, such as fishing piers, access trails and access points, initial clearing and planting of food and cover, stream improvements, wildlife management areas, fish hatcheries and other facilities necessary for public fishing or hunting. Fish hatcheries are eligible only if they will be open to the public for general compatible outdoor recreation, and priority will be given to hatcheries that provide urban fishing opportunities.
- Winter sports facilities, such as ski trails; jumps; lifts; slopes; and snowmaking equipment used in downhill skiing, crosscountry skiing, tobogganing, sledding, snowmobiling, and other winter sports. Outdoor ice skating and ice hockey rinks are also eligible.
- Camping facilities, including picnic tables, fireplaces, restrooms, information stations, snack bars, utility outlets and other facilities needed for camping by tent, trailer or camper. Cabins or group camps of simple basic design and accessible to the general public in an equitable manner are eligible.
- Exhibit facilities, such as outdoor exhibit or interpretive facilities that provide opportunities for the observation or interpretation of natural resources located on the recreation site or in its immediate surrounding areas. This includes small demonstration farms, arboretums, outdoor aquariums, outdoor nature exhibits, nature interpretive centers and other similar facilities.
- Spectator facilities, including amphitheaters, bandstands and modest seating areas related to playfields and other eligible facilities, provided the facility is not designed primarily for professional or semiprofessional arts or athletics, or intercollegiate or interscholastic sports. Seating provisions to accommodate persons with disabilities must be provided.
- Community gardens, which includes land preparation, perimeter fencing, storage bins and sheds, irrigation systems, benches, walkways, parking areas and restrooms. In such a project, community gardening must be clearly identified in the SCORP as a needed outdoor recreation activity and must be accessible to the general public in an equitable manner.
- Outdoor display facilities at zoological parks, provided they portray a natural environmental setting serving the animal's physical, social, psychological and environmental needs, and is compatible with the activities of the recreationist. Basic winter/adverse weather housing quarters that are separate and distinct from enclosed viewing and display areas and used in direct support of outdoor displays may also receive assistance. Support facilities to serve the needs of the recreationist, such as walkways, landscaping, comfort facilities, parking, etc., are also eligible.
- The beautification of an outdoor recreation area, provided it is not part of a regular maintenance program and the site's condition is not due to inadequate maintenance. Beautification includes landscaping to provide a more attractive environment; the clearing or restoration of areas that have been damaged by natural disasters; the screening, removal, relocation or burial of overhead power lines; and the dredging and restoration of publicly owned recreation lakes or boat basins and measures necessary to mitigate negative environmental impacts.
- Support facilities needed by the public for outdoor recreation use of an area, such as roads, parking areas, utilities, sanitation systems, restroom buildings, simple cabins or trail hostels, warming huts, shelters, visitor information centers, kiosks, interpretive centers, bathhouses, permanent spectator seating, walkways, pavilions, snack bar stands, and equipment rental spaces. When appropriate, support facilities may be sheltered from the elements by providing a simple roof or cover. Development projects in new or previously undeveloped recreation areas may not consist solely of support facilities, unless they are required for proper and safe use of an existing viable outdoor recreation area that does not require additional outdoor recreation facilities (such as construction of restrooms at a public nature study area), or unless necessary outdoor recreation facilities are being developed concurrently with the LWCF-assisted support facilities, or unless necessary outdoor recreation facilities will be developed within a reasonable period of time. In the latter two cases, the project agreement will include a provision that the assisted outdoor recreation facilities must be completed within a certain time frame agreeable to the NPS, and if they are not, the grant funds for the support facilities will be refunded.

- Facilities that support the operation and maintenance of the recreation resource on which they are located, such as maintenance buildings, storage areas, administrative offices, dams, erosion control works, fences, sprinkler systems and directional signs. Support facilities (i.e., roads and sewers) that serve both eligible and ineligible facilities (such as indoor facilities), are eligible for assistance on a pro rata basis for that portion of the support facility that will serve the eligible facilities.
- Roads constructed outside the boundaries of the recreation area or park, only if they are access roads to a designated park and recreation area and not part of a state, county or local road system extending beyond or through the boundaries of the area. The access corridor must be owned or adequately controlled by the agency sponsoring or administering the park or recreation area and included within the project's 6(f)(3) boundary. The principal objective must be to serve the park and visitors. Any use or service to private parties must clearly be incidental to the primary use of the access road for recreation purposes.
- Equipment required to make a recreation facility initially operational, and certain supplies and materials specifically required under State Health Department regulations.
- Energy conservation elements of an eligible outdoor recreation facility and its support facilities, including solar energy systems, earth berms, window shading devices, energy lock doors, sodium vapor lights, insulation and other energy efficient design methods and materials. In addition, power systems that minimize or eliminate a facility's use of petroleum and natural gas are eligible including windmills, on-site water power systems, bioconversion systems, and facilities required for the conversion of existing power systems to coal, wood, or other energy efficient fuels.
- Outdoor recreation and support facilities that are located on historic sites or in conjunction with historic structures. This includes picnic areas, walkways and trails on a historic property as well as visitor centers oriented to the outdoor facilities and environment.
- Public outdoor recreation areas and facilities that are located on public school grounds, including colleges and universities, but are for the coordinated use by the general public and by the schools and are not part of the normal and usual program and responsibility of the educational institution.
- Public outdoor recreation and support facilities that are located in primary or potential tourist market areas, provided their primary purpose is for public outdoor recreation as opposed to entertainment or economic development, and provided they do not create unfair competition with the private sector.
- Multi-purpose projects which involve uses other than outdoor recreation, as long as the LWCF boundary area can incorporate a viable public outdoor recreation area that includes the grant-assisted project and the outdoor resource it complements. A careful and complete justification and explanation must be provided for a proposal of this nature. The proposal must fully disclose the nature and extent of other uses and the relationship of the proposed outdoor recreation project to the total area and development. Two general types of multiple-purpose projects are eligible for assistance:
 - Projects in which a specifically designated portion of the multiple-purpose area or facility will be used primarily for outdoor recreation and/or outdoor recreation support, such as picnicking facilities adjacent to a new public reservoir. Grant assistance is limited to the designated outdoor recreation area and/or facility and support facility.
 - Projects that will provide identifiable outdoor recreation benefits as a whole, as opposed to specific segments of it. For example, a water impoundment constructed primarily for flood control might also have important recreation benefits. In such a case, at the discretion of NPS, assistance might be made available only for the portion of the cost, on a pro rata basis, of the facility that is clearly attributable to outdoor recreation above and beyond the facility's cost for its non-recreation function. Section 6(f)(3) protection will be applied to the entire viable outdoor recreation area.

F) What projects are NOT eligible for LWCF funding?

Below is a list of ineligible project types. For a list of ineligible project costs, see page 20.

- Property condemnation (eminent domain).
- Group camps designated for specific groups or for which specific groups will be given priority access.
- Lodges, motels and luxury cabins.
- Boating equipment such as buoys, ropes, life jackets, or boats.
- Motorized trails on lands designated as federal wilderness or state wild areas.
- Exhibit areas that function primarily for academic, historic, economic, entertainment or other non-recreational purposes. This restriction includes convention facilities, livestock and produce exhibits, commemorative exhibits, fairgrounds, archeological research sites, and other non-recreational facilities. The development of nature and geological interpretive facilities that go beyond interpreting the project site and its immediate surrounding area are also not eligible for assistance.
- Special event seating, if the purpose is solely to increase seating capacity for a limited number of special events.
- Fertilizer, seeds, tools, or water hoses for community gardens, nor gardens planned as commercial enterprises.
- Areas and facilities designed primarily for semi-professional or professional arts or athletics, such as professional type outdoor theaters, professional rodeo arenas and other similar facilities.

- Mobile recreation units including playmobiles, skatemobiles, swimmobiles, show wagons, puppet wagons and portable bleachers.
- Informational materials, brochures and leaflets.
- Traditional outdoor caging facilities and animal pens at zoological parks are not eligible although LWCF assistance can contribute to the renovation of such facilities to achieve a more natural environmental setting. Other enclosed or sheltered facilities at zoological parks, such as indoor displays and permanent housing, are not eligible for assistance.
- On-site employee residences, including furnishings.
- The restoration or preservation of historic structures.
- Public recreation facilities that are indoor facilities.
- Support facilities or portions thereof that contribute primarily to public indoor activities such as meeting rooms; auditoriums; libraries; study areas; restaurants; lodges; motels; luxury cabins; furnishings; food preparation equipment; kitchens; and equipment sales areas.

Acquisition projects that will not be funded by LWCF include the following:

- Acquisition of historic sites and structures, except when it is demonstrated that the acquisition is primarily for outdoor recreation purposes and the historic aspects are secondary to the primary recreation purposes.
- Acquisition of museums and sites to be used for museums or primarily for archaeological excavations.
- Acquisition of land to help meet a public school's minimum site size requirement as established by state or local regulations.
- Acquisition of areas and facilities to be used primarily for semi-professional and professional arts and athletics.
- Acquisition of areas and facilities to be used solely for game refuges or fish hatcheries. However, such areas and facilities may be eligible for LWCF assistance if they will be open to the public for compatible recreation.
- Acquisition of areas to be used mainly for the construction of indoor facilities. Also prohibited are areas where existing indoor recreation facilities, if left in place, will not leave sufficient space for the development of outdoor recreation facilities.
- Acquisition of railroad trestles, stations, yards, etc., if such are to be used for the commercial operation of railroad trains.
- Acquisition of sites containing luxury lodges, hotels, motels, restaurants and similar elaborate facilities that are to be operated by the project sponsor or a concessionaire to provide food and sleeping quarters.
- Acquisition of agricultural land primarily for the preservation of agricultural purposes.
- Acquisition of federal surplus property, unless legislatively authorized in a specific situation.

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

To apply for a LWCF grant, local governments and public school districts must fill out a LWCF Project Application requesting funding. Project proposals must be approved at both the state and federal levels. Project sponsors will be required to complete and return **seven** copies of the LWCF Project Application and **one** copy of the Project Description/Environmental Screening Form (PD/ESF), postmarked by **February 16, 2018**. Sponsors are strongly encouraged to attend one of the LWCF application workshops or webinars scheduled in January; workshop/webinar dates and locations are listed at <https://mostateparks.com/page/55065/outdoor-recreation-grants>. These workshops/webinars are hosted by staff from the Grants Management Section (GMS) of the Division of State Parks, to assist project sponsors with the application process. GMS staff reviews 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, with most of the application questions having a designated point value. GMS staff and an internal advisory committee composed of park and recreation professionals will evaluate the applications and assign 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 advisory committee then makes funding recommendations to GMS staff. GMS staff will then conduct pre-award site inspections of recommended projects to ensure eligibility and will submit a list of the recommended projects to the Division of State Parks Director, who is also the LWCF State Liaison Officer (SLO). After the Division Director reviews and approves the projects, they are then submitted to the National Park Service for federal review and approval. Projects cannot begin until approval is obtained by the NPS. The number of ranked projects that will be recommended for funding is determined by the state's LWCF apportionment for the current fiscal year. All applicants will be notified 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 nine months, from the initial call for project applications to notice of award.

H) What is the Project Description/Environmental Screening Form?

The NPS requires sponsors of recommended projects to complete a Project Description/Environmental Screening Form (PD/ESF). The intent of the form is to provide descriptive and environmental information about the proposed project for NPS review and decision. The completed PD/ESF becomes part of the "federal administrative record" in accordance with the National Environmental Policy Act (NEPA) and its implementing regulations. These regulations were enacted to protect the nation's cultural, environmental and natural resources, so all federal grant recipients must demonstrate compliance with the regulations by conducting an environmental review. As part of the review, project sponsors are required to complete the Environmental Screening Form portion of the PD/ESF and provide concurrence documentation from various state and federal agencies in order for DSP and the NPS to determine if a project is classified as a Categorical Exclusion (CE) under NEPA. Projects considered CEs do not involve significant impact to the environment or any natural, cultural, recreational or historic resources. Instructions for completing the form are included on the form itself; however, GMS staff also provide instruction for completing the form during the LWCF application workshops.

I) What happens after a project sponsor receives notice of award from MoDNR?

Following NPS approval, a notice of award is sent to the project sponsor along with a grant agreement between the Department of Natural Resources and the sponsor that must be signed. **Sponsors cannot begin any grant-funded construction activities or property acquisition before signing the grant agreement.** Any costs incurred prior to signing the agreement will not be reimbursed; however, some costs incurred prior to signing may be used as match (see page 20 for eligible pre-award costs). Sponsors are **required** to attend a **mandatory** grant administration workshop or webinar, where they will receive a copy of the FY2018 LWCF 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 workshops/webinars, GMS staff will explain the process for completing the Sub-Recipient Informational Form and the requirements for administering the LWCF grant funding. Development or renovations must begin within one year of signing the grant agreement. Sponsors have **two years** from date the project agreement is signed to complete their LWCF project.

J) What are the long-term stewardship requirements of projects funded through LWCF?

The benefits of LWCF extend beyond park and recreation facility construction and open space acquisition. The fund also plays a major stewardship role, ensuring the integrity and recreational quality of fund-assisted parks and conservation lands, now and for future generations. **Simply put, when a LWCF grant is accepted, the project must remain dedicated to public outdoor recreation use in perpetuity.** LWCF's most important tool for ensuring perpetual stewardship is its "conversion protection" requirement. This protection requirement is outlined in Section 6(f)(3) of the LWCF Act and strongly discourages casual discards and conversions of LWCF-funded park and recreation facilities to other uses. Section 6(f)(3) specifically states, "No property acquired or developed with assistance under this section shall, without the approval of the Secretary, be converted to other than public outdoor recreation uses. The Secretary shall approve such conversion only if he finds it to be in accord with the then existing statewide outdoor recreation plan and only upon such conditions as he deems necessary to assure the substitution of other recreation properties of at least equal fair market value and of reasonably equivalent usefulness and location." If a LWCF-assisted park or project is "converted" from its original intent and made no longer available to the public for outdoor recreation, then an equivalent replacement must be provided by the sponsoring agency.

This "anti-conversion" requirement applies to all parks and other sites that have been funded by LWCF grants of any type, whether for acquisition of parkland, development or rehabilitation of facilities. In many cases, even a relatively small LWCF grant (e.g., for development of a picnic shelter) in a park of hundreds or even thousands of acres provides anti-conversion protection to the entire park site.

SECTION II. TIPS FOR PROJECT SPONSORS

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

- a. Determine outdoor recreation needs in your area.
 - Are there unmet recreation 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 local, regional or park master plans?
- b. Determine project viability.
 - Can this project realistically be completed within the required two-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 agency 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 for 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 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) Develop a project budget that accurately reflects the project costs, including costs associated with the environmental review. There may be aspects of your project that will result in unforeseen costs. It is important that you develop a budget estimate that is as accurate as possible but also allows some flexibility to cover those unforeseen costs. For instance, you may consider hiring a design or engineering consultant to assist you with developing the project design. Up to 10% of your total project cost may be used for planning, engineering and environmental review costs. Additionally, costs in these categories that are incurred up to 18 months prior to project approval and notice to proceed may be used as match by the project sponsor.

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

- Attend one of the grant application workshops scheduled by GMS staff. These workshops will help project sponsors understand the application requirements. For a schedule of workshops, visit <https://mostateparks.com/page/55065/outdoor-recreation-grants>.
- Answer each question thoroughly but concisely, within the space allowed on the application. If you have questions or concerns about your application responses, GMS staff will conduct a preliminary review of your draft application as a courtesy if submitted by February 2, 2017.
- 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 will not be scored and those with errors may receive lower scores.
- Use the Supporting Documentation Checklist on page 7 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 GMS staff opportunity to contact you if information is missing from the packet or is inaccurate, and will subsequently allow you time to rectify omissions or inaccuracies.

SECTION III. SUPPORTING DOCUMENTATION CHECKLIST

The following items are required documents to support your application and must be included in your application packet. Project sponsors are encouraged to begin compiling this documentation as early as possible in the application process since several of the documents may take some time to secure. **An incomplete application will not be scored.** Please submit **seven (7) copies** of each item, with the exception of the PD/ESF and land deeds or leases (see below). Use this checklist to ensure that you've included all required documentation in your application packet, and in the order listed below.

- ☐ **Project Description/Environmental Screening Form**, following the instructions outlined on the form. **Submit one copy only.**
- ☐ **6(f)(3) Boundary Map** clearly defining the 6(f)(3) boundary of the project, including acreage and its location within an existing park or site (if the entire park or site will not be included under 6(f)(3) protection). Refer to Section IV of this guide for instructions on developing a map.
- ☐ **Resolution** from the relevant governing body showing support of the project and ensuring commitment of the project sponsor to maintain public access to the project in perpetuity. See example on page 8.
- ☐ **Financial Assurance Letter** from the project sponsor's chief financial officer stating that your agency has the financial capability of completing the proposed project and maintaining it in perpetuity. See example on page 9.
- ☐ **Signed Letters of Commitment or Intent to Donate** from organizations or individuals who are partnering on the project, providing work on the project, or making a donation of time, materials or funding.
- ☐ **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 easement. Only one copy of the land deed, lease or easement agreement is required. No approval will be given for the development of facilities on leased land unless the leased land is leased from the Federal Government with no less than 25 years remaining on the lease and is not revocable at will; or, leased from one public agency to another for 25 years or more, provided that safeguards are included to adequately ensure that the perpetual use requirement contained in the LWCF Act is met. Such safeguards may include joint sponsorship of the proposed project or other agreement whereby the lessor (land-owning agency) would provide assurances that it would assume compliance responsibility for the Section 6(f)(3) area in the event of default by the lessee or expiration of the lease, and these assurances are explicitly reflected in the project agreement. **Submit one copy only.**
- ☐ **Letter of Intent to Lease/Sell/Donate** 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 an easement. The letter may stipulate that the transfer of land ownership is contingent upon project funding. **All acquisition of real property with LWCF funds or as part of a LWCF project, whether through purchase, donation, easement or lease, must comply with a federal law known as the "Uniform Act." This act has additional compliance requirements, so it's important to contact Grants Management Section staff prior to beginning the acquisition process.**
- ☐ **School/Community Agreement** for projects on public school property. An agreement between the school and the community must be included in the application packet that demonstrates a commitment to allowing general public use of the project when not being used by the school. An authorized representative from the community (such as a mayor, park director, or other authorized representative) and the school (such as the superintendent, principal or other school administrator) must be included as a signatory on the agreement. A sample agreement has been provided on page 10 as reference.
- ☐ **Documentation of Underserved Populations**, if applicable. Underserved populations are those populations with a significant number of individuals who are economically disadvantaged, minority, elderly or disabled and who are underserved in terms of parks and other outdoor recreation areas. Use the U.S. Census Bureau's American Fact Finder search tool (<http://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>) and other data sources to determine if your project area contains a higher than average percentage of residents who fall within any of these categories. Print off and attach a copy of your findings, highlighting the underserved population(s) your project will be serving.
- ☐ **Proof of Public Involvement** if the project sponsor hosted a public meeting or provided some other forum for public comment within the last six 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 a copy of the relevant portion of meeting minutes, survey results or other public responses to the proposed project. Public letters of support may be submitted as well.
- ☐ **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.

SAMPLE PROJECT RESOLUTION

WHEREAS, the _____ *(insert name of agency)* is applying for federal assistance from the Land & Water Conservation Fund program for the purpose of *(indicate which of the following)* construction/renovating/acquiring *(insert project name as entered on question 9 of the project application)*,

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

1. _____ *(insert name of person signing application)* of _____ *(insert name of 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 U.S. Department of the Interior, National Park Service.
2. The _____ *(insert name of agency)* currently has the written commitment for the minimum 50% 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 agency)* will commit the necessary financial resources to operate and maintain the completed project in a safe and attractive manner for public access in perpetuity.
4. In the event a grant is awarded, the _____ *(insert name of 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 agency)* will comply with all rules and regulations of the Land & Water Conservation Fund program, applicable Executive Orders and all federal and state laws that govern the grant applicant during the performance of the project.

PASSED AND RESOLVED BY THE _____ *(insert name of agency)* THIS ____ DAY OF _____, 2017.

ATTEST: (Clerk)

(SIGNATURE)

(SEAL)

BY: _____
(SIGNATURE)

SAMPLE FINANCIAL ASSURANCE LETTER

Date

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

RE: Financial Assurance for LWCF Proposal (insert project name as entered on question 9 of the project application)

To Whom it May Concern:

I, the undersigned as the Chief Financial Officer of (insert name of agency), 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 agency) is committed to completing the project within the timeframe outlined by the grant agreement and maintaining the project in perpetuity for the benefit of public outdoor recreation.

OR

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

Sincerely,

(insert Chief Financial Officer's name and signature)

SAMPLE SCHOOL/COMMUNITY AGREEMENT

We, the undersigned, representing the school district of _____ *(insert name of school district)* located at _____ *(insert address)* in the City/Community of _____ *(insert name of community)*, certify that the City/Community of _____ *(insert name of community)* has been informed and is in agreement with the objectives and goals the grant project proposal of _____ *(insert name of project)*.

It is further certified that:

The undersigned city/community will be made aware of on-going planning for this project and given the opportunity for review.

The undersigned community will have an opportunity to review the plans for operation of the proposed facilities.

Every effort will be made to encourage the general public to use the facilities.

Exclusive school use of the proposed facilities for instruction and competition is permitted as long as the facilities are kept open for general public use at reasonable hours and times of the year according to the type of area and facility. The proposed schedule of hours of operation for general public use and the proposed hours scheduled for school activities is attached hereto and is hereby made part of this agreement.

The hours of operation and the hours open for general public use will be clearly posted at the facility at all times. Changes in the hours for school activities and hours open for general public use will be reviewed by the undersigned community.

School Representative Name _____
School Representative Title _____
School Representative Signature _____

Date _____

Name of City/Community _____
Community Representative Name _____
Community Representative Title _____
Community Representative Signature _____

Date _____

Notary Signature _____

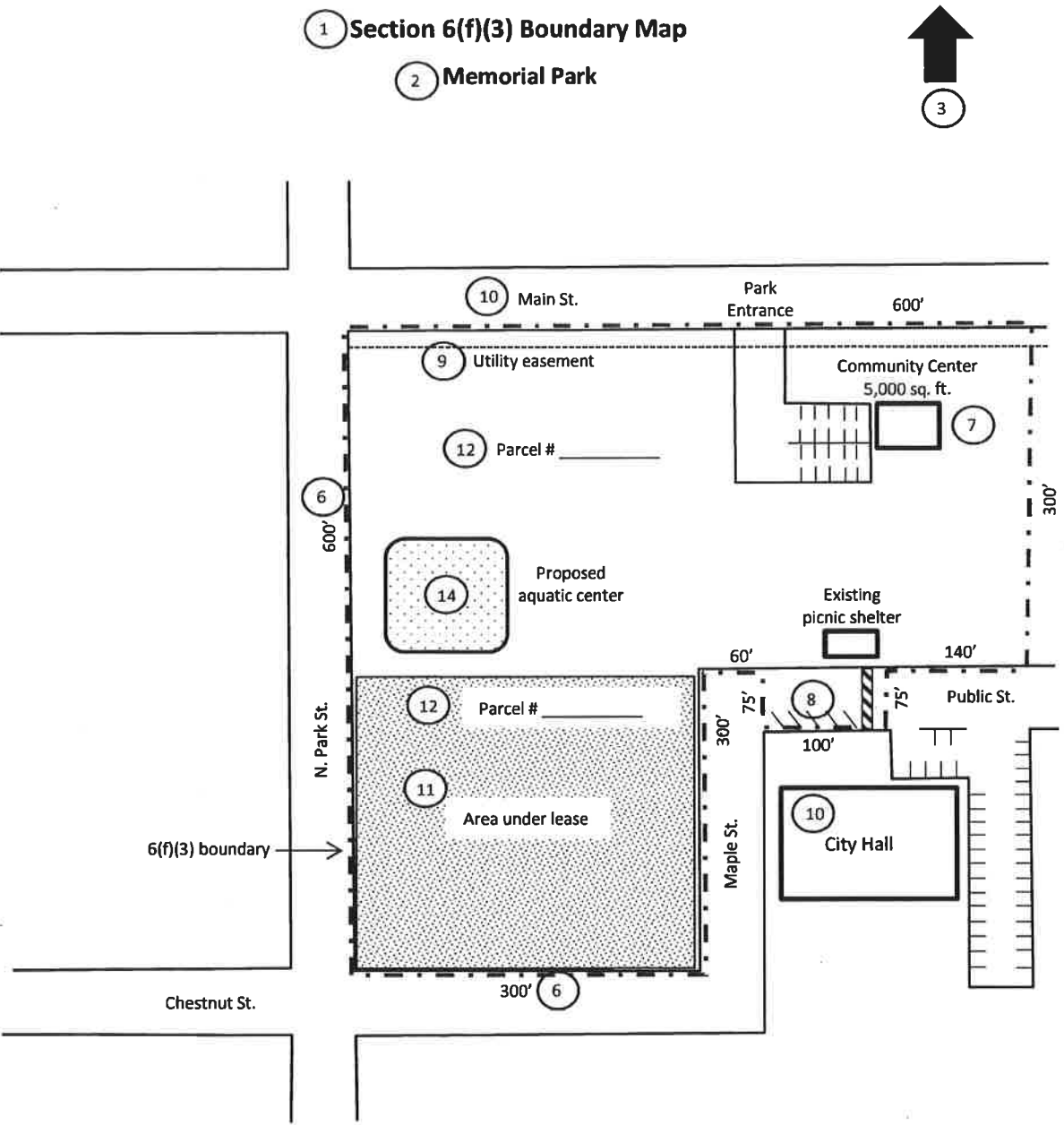
Date _____

SECTION IV. CREATING A 6(F)(3) BOUNDARY MAP

When applying for a LWCF grant, project sponsors must submit a signed and dated project boundary map which clearly delineates the area to be protected under Section 6(f)(3) of the LWCF program. **Land identified within the Section 6(f)(3) boundary must be retained in perpetuity for public outdoor recreation use.** Generally this area includes the entire park or project area where recreation is being developed, except in unusual cases where it can be shown that a facility within an area is clearly self-sustaining (and accessible) without reliance on the surrounding area. The project area must be readily accessible through a public corridor (i.e. parking lot, street, permanent public easement, etc.). **Maps should be no bigger than 11" x 17".** Maps may be drawn on a satellite or aerial image. **Full-color images are preferred.** Use the checklist below to ensure all the required elements have been included on your 6(f)(3) boundary map, and refer to the boundary map template on page 12 that shows a numeric legend of the corresponding elements. The numeric legend is provided only as a reference to help identify each element and does not need to be reproduced on the boundary map you submit with your application.

- ☐ 1. Title the map as "Section 6(f)(3) Boundary Map."
- ☐ 2. Include the name of the park, site or project.
- ☐ 3. Include a north arrow.
- ☐ 4. Provide a signature and date on the map by the individual authorized in the resolution.
- ☐ 5. Include the date of map preparation.
- ☐ 6. Clearly indicate dimensions of the project area with measurements in feet on each side to effectively illustrate the area that will be under Section 6(f)(3) protection. The map needs to indicate entrance/access point(s).
- ☐ 7. If applicable, identify any pre-existing uses (buildings/non-outdoor recreation facilities) that do not support outdoor recreation and that should be excluded from 6(f) protection. Include the square footage of the non-supporting facility or area footprint. Subtract this square footage from the total square feet of the area to be protected under 6(f).
- ☐ 8. If applicable, include any area or resource upon which the project is dependent, even if the area/resource was not included in the project scope. An example of this would be an existing parking lot that provides the sole access to a picnic area that is being developed with a LWCF grant. The parking lot would need to be included in the 6(f) boundary and its footprint added to the total square footage.
- ☐ 9. If applicable, indicate any outstanding rights and interest in the area, including easements, deed/lease restrictions, reversionary interests, rights-of-way, utility corridors, etc.
- ☐ 10. Indicate adjacent street names, bodies of water and any other features that could be used as identifying landmarks.
- ☐ 11. If applicable, indicate any areas under lease with term of at least 25 years remaining on the lease.
- ☐ 12. Indicate assessor's parcel number(s).
- ☐ 13. Provide the latitude and longitude of the project entrance.
- ☐ 14. Indicate the location of the development/renovation project in relation to existing facilities, if applicable.
- ☐ 15. Convert the total square footage to acreage and indicate total acreage within the 6(f)(3) boundary. The acreage identified on the boundary map must be consistent with the acreage identified in question 12 on the application form.

6(F)(3) BOUNDARY MAP TEMPLATE



4
Signature & date of authorized individual

13
Latitude & longitude of park entrance

5
Date of map preparation

15
6(f)(3) boundary acreage

SECTION V. GRANT APPLICATION INSTRUCTIONS

- A) **Step One:** An electronic application form has been created for your convenience at <https://mostateparks.com/page/61215/land-and-water-conservation-fund-lwcf-grants>. You will need Adobe Acrobat Reader, which is available for free download at <https://get.adobe.com/reader/>. Complete the electronic application by answering each question as fully as you can. Please attempt to answer the questions within the allotted spaces; supplemental answer sheets are not allowed. Once you've filled out the form, you will need to save it to your computer and print it off. **Hand-written applications will not be accepted.** You may email your draft application to GMS staff for a courtesy review, if submitted by February 2, 2018.
- B) **Step Two:** An electronic Word version of the Project Description/Environmental Screening Form has been posted at <https://mostateparks.com/page/61215/land-and-water-conservation-fund-lwcf-grants>. Complete the form by answering each question as fully as you can and use supplemental sheets as necessary. Once you've filled out the form, you will need to save it to your computer and print it off. **Hand-written forms will not be accepted.** Submit **one** copy of the form with your application.
- C) **Step Two:** Mail **seven (7) copies** of the application and supporting documentation to the Grants Management Section (address below). **Applications must be postmarked on or before February 16, 2018.** You are encouraged to make double-sided copies to conserve on paper and space.

It is highly recommended that you submit your application packet prior to the deadline date. This will allow GMS staff opportunity to contact you if information is missing from your packet or is inaccurate, and will subsequently allow you time to rectify omissions or inaccuracies. **If your application packet arrives by the deadline date, but it is missing required documentation or is substantially incomplete, your project will be deemed ineligible for scoring.**

- D) **Step Three:** Use the Supporting Documentation Checklist on page 7 and the 6(f)(3) Boundary Map Checklist on page 11 to ensure that your application packet is complete. Only one copy of the PD/ESF and land deed or lease are needed. Do not submit boundary maps larger than 11"x17". Photos may be submitted, but ensure seven copies are included. Project sponsors are **strongly** encouraged to use tabs or a similar method to organize their application packets and label the required supporting documentation. For questions about your application packet or the process, call (573) 751-0848 or email lwcf.rtp@dnr.mo.gov.
- E) **Step Four:** Mail the application packet to:
- Missouri Department of Natural Resources
Division of State Parks
Grants Management Section
Attn: LWCF Planner
PO Box 176
Jefferson City, MO 65102-0176

SECTION VI. PROJECT APPLICATION QUESTIONS

The following section provides a description of the information needed for each question on the Project Application, explains the purpose of each question and indicates which questions have point values assigned to them.

- **Questions 1-17** are general questions pertaining to the agency (project sponsor) responsible for incurring costs and completing the project.
 - **Question 1, AGENCY** – this is the name and address of the agency that is requesting grant funds and will be responsible for administering the grant, if awarded.
 - **Question 2, AGENCY DUNS NUMBER** – all agencies that apply for federal grants are required to have a DUNS number, a unique nine-character number assigned to that individual agency. The federal government uses this number to track how federal money is allocated. To request a DUNS number, visit <http://fedgov.dnb.com/webform/displayHomePage.do>. 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 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 LWCF grant requirements. If the contact person changes at any time during the life of the project, please contact the Grants Management Section (GMS) 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** – GMS staff notifies the regional planning councils (RPC) when a project has been awarded funding in their respective region. To determine the appropriate RPC, visit <http://www.macogonline.org/rpcs.htm>.
 - **Question 9, PROJECT NAME** – provide a short one-sentence name and include the current phase, if the project is being completed in phases; for example, “Memorial Park Aquatic Center Development, Phase I.” The project name will be how the project is referred to on the project agreement, project budget, reimbursement requests, quarterly reports and inspection reports.
 - **Question 10, PARK OR SITE NAME** – if the project is located within an existing park or recreation area, please indicate the park or area name.
 - **Question 11, ADDRESS/LOCATION OF PROPOSED PROJECT SITE** – provide the street address of the project location or, if the project is a new park development and does not yet have a street address, provide the latitude and longitude of the new entrance. Include the county name and township, range and section of the project.
 - **Question 12, IS THE PROJECT LOCATION A CURRENT LWCF SITE** – indicate if the project location is within a park or recreation area that has had previous LWCF funding. For a list of LWCF-assisted sites, visit <https://mostateparks.com/page/61215/land-and-water-conservation-fund-lwcf-grants> and click on the county name in which the project is located. If the project location is an LWCF site, indicate the total 6(f)(3) acreage. If the project is not currently located within a previous LWCF site, indicate the total acreage that will be protected under 6(f)(3) if the project is funded. The acreage indicated should match the acreage shown on the Section 6(f)(3) boundary map; refer to page 11 of this guide for instructions on how to determine 6(f)(3) acreage.
 - **Question 13, ESTIMATED TOTAL PROJECT COST AND GRANT FUNDING REQUEST** – enter the total project cost and the grant request amount. The total project cost and the grant request amount must equal the sum totals from their respective columns in the budget table in question 35. The maximum grant amount that may be requested is \$250,000, and the minimum amount that may be requested is \$10,000. The amount requested cannot exceed 50% of total project costs.
 - **Question 14, PROJECT TYPE** – select the category that best describes the project, whether it’s renovation of an existing facility or facilities; a combination of renovation and new construction; a combination of land acquisition and new construction; new construction on currently owned property; or land acquisition for future development. Up to ten points may be given for this question, with the most points assigned to those projects that provide renovation of existing facilities.

- **Question 15, IF THE PROJECT IS A RENOVATION PROJECT** – if the project is a renovation project, please indicate when the project was initially constructed and if/when it was last renovated. If the project was previously constructed or renovated through the LWCF program, please indicate the grant award project number and year it was awarded. The project number will be a seven-digit number beginning with the number 29 (29-xxxxx) and can be located on the project agreement. Contact GMS staff if you have difficulties determining the project number.
- **Question 16, IF THE PROJECT IS AN ACQUISITION PROJECT** – if the project is to acquire land now and then develop in the future when funding is available, please indicate the estimated timeframe for when development will occur and describe the development plans. Indicate if the intended development will be completed within three years of acquiring the land.
- **Question 17, PROVIDE A DETAILED PROJECT NARRATIVE** – in the narrative, project sponsors should answer the following questions.
 - **What is being constructed, rehabilitated/repaired and/or acquired?** Describe all aspects of the project that this grant will be funding. If the project is one phase of a larger project, indicate which phase and what will be accomplished during this phase.
 - **What is the anticipated timeframe of this project, from start to finish?** Is this project “shovel-ready,” where the planning stage is sufficiently advanced enough so that the project can begin as soon as funding is secured? Can the project realistically be completed within the required two-year timeframe?
- **Questions 18-25** ask the sponsor to describe the need for this project. This section is one of the most important sections in the application and is the sponsor’s opportunity to “sell” the project and convince the internal advisory committee of the project’s merit. Up to 25 points may be given for this section.
 - **Question 18, DESCRIBE UNMET NEEDS AND EXPLAIN HOW THIS PROJECT WILL MEET THOSE NEEDS** – will this project be meeting a need that is currently unmet in the community or will it be addressing a recreational deficiency? If so, indicate how and describe whether the project will be improving the quality of outdoor recreation experiences within the community or region by creating a new park/outdoor recreational area or by significantly enhancing the quality of an existing park/outdoor recreation area by upgrading the infrastructure. Priority will be given to projects located in areas where existing park/outdoor recreation areas are not of a comparable caliber to park/recreation areas elsewhere in the community or region; or whose park/recreation areas are otherwise inadequate to serve community needs. Up to five points may be given for this question.
 - **Question 19, WILL THIS PROJECT INTRODUCE A NEW OR UNIQUE RECREATION ACTIVITY** – indicate if no other like recreational facilities or activities exist within the community or jurisdiction, and describe how this project will be introducing a new facility or recreational activity. Describe if this project is unique in other ways, such as re-purposing a blighted area or reclaiming an area that was destroyed through a natural disaster; developing a non-traditional recreation area such as an outdoor or experiential education classroom; installing a play space made entirely of recycled or natural materials; etc. Priority will be given to projects that do not duplicate similar facilities within a close proximity or that include a unique aspect. Up to three points may be given for responses to this question.
 - **Question 20, INDICATE THE SERVICE AREA THIS PROJECT WILL ENCOMPASS** – choose the category that best describes the service area for this project, whether it will serve a single neighborhood or multiple neighborhoods, or will serve an entire community or multiple communities in a region. If the project will serve multiple neighborhoods or communities, indicate how.
 - **Question 21, IS THIS PROJECT WITHIN WALKING DISTANCE OF EXPECTED USERS OR WILL IT PROVIDE CONNECTIVITY TO OTHER RECREATION AREAS OR RESIDENTIAL/BUSINESS AREAS** – indicate if this project is within .5 mile or a 10-minute walk from a nearby neighborhood, or within one mile if it will serve multiple neighborhoods or an entire community. Indicate if the project will connect or provide connectivity to other parks or recreation areas, schools, business districts, etc. Priority will be given to projects that are easily accessible by their intended users. Up to three points may be awarded to this question.
 - **Question 22, DOES THIS PROJECT PROVIDE OPPORTUNITIES FOR UNDERSERVED POPULATIONS** – this question asks the project sponsor to describe the degree to which the project will improve outdoor recreational opportunities for underserved populations for whom serious recreation deficiencies exist. Priority will be given to projects located where they will serve neighborhoods with significant populations of underserved groups that are lacking in recreation opportunities. These underserved groups include the elderly, minority populations, low-income households, and those with physical or mental challenges. Low-income households are those with incomes at or below the Department of Health and Human Services poverty guidelines. Minority populations include the following five minority groups: Black, Hispanic or

Latino, Asian American, American Indian and Alaskan Native, and Native Hawaiian or Pacific Islander. Use the U.S. Census Bureau's American Fact Finder search tool (<http://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>) to determine if the project area contains higher than average concentrations of these populations when compared to the rest of the community or county in which the project is located. Additionally, the Census Bureau collects data on disability through the American Community Survey and the Survey of Income and Program Participation (<http://www.census.gov/people/disability/>). Other data resources include the KIDS COUNT Data Center, which provides information about sociodemographic indicators such as households qualifying for the free and reduced lunch program, etc. (<http://datacenter.kidscount.org/>); and the Center for Applied Research and Environmental Systems (CARES), which provides the ability to create customized interactive maps from a wide range of economic, demographic, physical and cultural data for Missouri (<https://cares.missouri.edu/>). Project sponsors must include available data/statistics about the local populations to be served by the park/recreation area. Refer to the Supporting Documentation Checklist on page 7. Up to five points may be given for this question.

- **Question 23, EXPLAIN IF/HOW THIS PROJECT WILL BENEFIT A BROAD RANGE OF AGE GROUPS AND USER TYPES** – describe if the project will include elements that will appeal to a broad user base and/or multiple age groups. Priority will be given to projects serving more than one age group or user type. Up to three points may be given for this question.
- **Question 24, INDICATE IF THE FUNDING FOR THIS PROJECT WILL MOSTLY PROVIDE ACTIVE RECREATION OR MOSTLY PROVIDE SUPPORT FACILITIES** – indicate if the funding for this project is primarily for active recreation facilities (such as playgrounds, walking tracks, sports fields, spray gardens, etc.) or if the funding will primarily be used for support facilities (such as restrooms or lighting). A project may include aspects of both, but priority will be given to projects that result in more active recreation opportunities. Up to three points may be awarded this question.
- **Question 25, IS THERE AN URGENCY TO COMPLETING THIS PROJECT** – if there is an immediate need for this project, explain why. For instance, 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 needed to complete the project? Will the project will be improving accessibility to the site or improving accessibility of facilities? Would the project not otherwise be completed without grant funding? Are there other concerns or issues that make completion of this project immediately expedient? Up to three points may be given for responses to this question.
- **Questions 26-30** ask the sponsor to demonstrate that the project is a well-planned and feasible project. Up to 20 points may be given for this section.
 - **Question 26, DESCRIBE HOW THIS PROJECT ALIGNS WITH A SCORP PRIORITY** – the project sponsor should indicate if the project is fulfilling a need in the Statewide Comprehensive Outdoor Recreation Plan (SCORP) for Missouri, which can be found at <https://mostateparks.com/page/61215/land-and-water-conservation-fund-lwcf-grants>. The SCORP is a five-year planning document that identifies outdoor recreation issues of statewide significance and evaluates the supply of and demand for outdoor recreation resources and facilities in Missouri. The SCORP provides unified guidance to state and municipal agencies as they develop and expand outdoor recreation opportunities for their respective constituents and jurisdictions. Priority will be given to projects that provide opportunity for programs and activities identified in the SCORP, such as opportunities for bicycling, camping, walking, running/jogging, gardening, dog-walking, wildlife viewing, fishing, family gathering and youth-related activities. Project proposals to develop facilities listed as priorities in the SCORP will also be given more weight. These include community gardens, trails, outdoor aquatic facilities, campgrounds, target shooting sites, ATV/ORV riding areas, outdoor basketball courts, and sidewalks or pathways that link neighborhoods to parks and green spaces. Up to four points may be awarded to this question.
 - **Question 27, IS THE PROJECT IDENTIFIED IN A LOCAL, SCHOOL, REGIONAL, COUNTY AND/OR PARKS COMPREHENSIVE PLAN, MASTER PLAN OR SPECIAL STUDY** – project sponsors are strongly encouraged to develop project applications that meet high priority needs of the intended clientele. Project proposals addressing needs at regional or local levels will be given priority points. The project sponsor should indicate if the proposed project is included in a regional or local recreation master plan, capital improvement 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. A copy of the relevant portion of the plan must be included with the application. Refer to the Supporting Documentation Checklist on page 7. Up to three points may be given for this question.
 - **Question 28, DID THE PROJECT SPONSOR SOLICIT PUBLIC OPINION CONCERNING THIS PROJECT WITHIN THE LAST SIX 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, etc. Supporting documentation is required (refer to the Supporting Documentation Checklist on page 7). The project sponsor should also summarize any feedback or commentary received from the public that shows support for the project and indicates the likelihood of use. Up to five points may be awarded to this question.

- **Question 29, DESCRIBE WHAT ENVIRONMENTAL FACTORS AND SUSTAINABILITY CONSIDERATIONS HAVE BEEN ADDRESSED OR WILL BE ADDRESSED IN THE PROJECT DESIGN** – 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 under 6(f)(3); etc. Other factors to consider include landscaping with native species; preventing the spread of noxious or invasive species; minimizing impacts from hazardous waste sites; and sensitivity to environmental justice issues. Project sponsors should also 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, developing within a smaller footprint (less concrete or asphalt), incorporating energy efficiency (such as use of timers or sensors), installing solar panels, use of gray water, collecting rainwater, etc. Up to five points may be given for responses to this question.
- **Question 30, DOES THE PROJECT EXCEED THE MINIMUM ADA REQUIREMENTS** – federal regulations regarding accessibility and outdoor recreation are promulgated under two separate statutes, the Americans with Disabilities Act (ADA) and the Architectural Barriers Act (ABA). The ADA is a broad federal civil rights law that prohibits discrimination based on disability. The law defines “disability” as “...a physical or mental impairment that substantially limits a major life activity.” The ADA has five main sections, or “titles,” of which the relevant one for this administration guide is Title II, which covers services and programs of state and local governments such as school districts, townships, cities, and counties. Title II reads in part, “No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of services, programs, or activities of a public entity...” For more information about ADA, the U.S. Department of Justice (DOJ) has provided an online manual that helps explain what state and local governments must do to ensure that their services, programs, and activities are provided to the public in a nondiscriminatory manner (https://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.pdf).

To provide guidance on how to comply with the ADA in the development of facilities, the Department of Justice has issued the 2010 ADA Standards for Accessible Design (https://www.ada.gov/2010ADASTandards_index.htm). These design standards are minimum accessibility standards for buildings and other structures. As of March 15, 2012, compliance with these regulations is required for any new construction and any alterations to existing facilities. The 2010 ADA Design Standards contain technical specifications for building and site elements common to parks and outdoor recreation areas, such as parking, accessible routes, ramps, drinking fountains, and restrooms. It also specifies how many accessibility features must be incorporated in each facility. Sponsors are required to provide accessible parking and accessible routes to connect users to any accessible recreation-related facilities that are subject to the 2010 ADA Design Standards. Additionally, design standards have been developed for specific recreation facilities, such as boating and fishing facilities, play areas and play surfaces, sports facilities, and swimming pools. The design standards can be accessed at <https://www.access-board.gov/guidelines-and-standards/recreation-facilities/guides>. Project sponsors are required to comply with these design standards and are encouraged to consult with a design professional for assistance to ensure ADA compliance. Additionally, the New England ADA Center has developed a series of ADA checklists that may be useful. The checklists include design standards for parking, access routes, restrooms, fishing and boating facilities, swimming facilities, play areas, etc., and can be found at <http://www.adachecklist.org/checklist.html>.

If the project will exceed the minimum ADA requirements, such as incorporating elements that will make it universally accessible, please describe how and specifically list the elements that meet universal design. Universally designed recreation experiences have characteristics that make them easier to use by everyone, including people with a variety of abilities and limitations. Designing for universal access means going beyond the minimum requirements of the ADA so that all people in the community or outside the community, including those with disabilities, may enjoy the recreation opportunities provided. Facilities that are designed according to principles of universal design are designed to be usable by everyone, to the greatest extent possible, not just people with disabilities. Up to three points may be given for this question.

- **Questions 31-32** ask the project sponsor to describe any partnerships and donations associated with the project. Responses to questions in this section are worth up to five points.
- **Question 31, 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. 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 <http://www.corpsnetwork.org/impact/corps-by-state>. Local Boy Scout, Girl Scout and 4-H groups qualify. One point may be given to this question.

- **Question 32, LIST ANY CONTRIBUTING PARTNERS OR DONORS INVOLVED WITH THIS PROJECT AND THEIR INTENDED CONTRIBUTIONS** – in the “Donor” column, list any individual partners or donors who intend to contribute to the project. In the corresponding “Contribution” column, indicate what each partner or donor intends to contribute, whether it’s labor, cash, materials, land or equipment. 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, acquisition of materials may need to be done through the competitive bidding process in order to comply with state and federal purchasing requirements. Reference the Supporting Documentation Checklist on page 7 for the supporting documentation required for donations. Up to four points may be awarded to this question.
- **Questions 33-34** ask the project sponsor to provide assurances that the project can be completed within the project period and to describe their long-term maintenance plan for the project. Up to 10 points may be awarded for questions in this section.
 - **Question 33, WHAT ASSURANCES CAN THE PROJECT SPONSOR PROVIDE THAT THERE IS ADEQUATE FUNDING AND MANPOWER TO COMPLETE THE PROJECT WITHIN TWO YEARS** – information in this question includes assurances that the sponsor’s agency has the ability to complete the project within the two-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 page 7 of this guide. Up to five points may be given for this question
 - **Question 34, PROVIDE A DETAILED POST-COMPLETION PLAN OF HOW THE PROJECT WILL BE MANAGED IN PERPETUITY** – project sponsors should demonstrate sufficient funding and manpower to maintain public access to the project in perpetuity. Additionally, sponsors should indicate their post-completion plan for ensuring user safety and project sustainability for the life of the project and describe how routine maintenance of the project will be accomplished after project completion. Include who will perform the maintenance and necessary repairs and how often maintenance inspections will occur. Up to five points may be awarded to this question.
- **Questions 35-37** ask the project sponsor to provide information about the project budget, available funding and funding yet to be secured, and to include an itemized description of budget cost categories. Up to 10 points are possible for questions in this section.
 - **Question 35, FOR EACH COST CATEGORY, FILL OUT THE BELOW BUDGET TABLE WITH THE GRANT AMOUNT REQUESTED AND THE MATCHING AMOUNT PROVIDED BY THE PROJECT SPONSOR AND/OR DONOR** – in the budget table, several categories have been set up in which to enter information pertaining to the project. Separate the project costs into the specific cost categories. Most project costs fall within these categories. For cost categories not provided in the table, project sponsors should use the “Other” categories and specify what the cost categories are, after determining if the costs are eligible.

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 \$10,000. The minimum amount a project sponsor is required to provide as match is 50% 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. Refer to the following sample budget table. In this example, the total project cost is anticipated to be \$500,000. The project sponsor is requesting the maximum grant amount of \$250,000 and is providing a 1:1 match. Of the matching funds, \$240,000 is being provided by the project sponsor and \$10,000 is being provided by a third-party donation.

COST CATEGORY	GRANT REQUEST	MATCHING FUNDS		TOTAL PROJECT COST
		APPLICANT	DONATION (by 3 rd party)	
1. Labor	\$ 75,000	\$ 50,000	\$ 1,000	\$ 126,000
2. Materials	\$ 75,000	\$ 35,000	\$ 9,000	\$ 119,000
3. Land/Easement Acquisition	\$ 100,000	\$ 100,000	\$	\$ 200,000
4. Planning/Engineering/Environmental Review ($\leq 10\%$ of total project cost)	\$	\$ 35,000	\$	\$ 35,000
5. Signage	\$	\$ 5,000	\$	\$ 5,000
6. Equipment Use	\$	\$ 15,000	\$	\$ 15,000
7. Other (Please specify)	\$	\$	\$	\$
8. Other (Please specify)	\$	\$	\$	\$
9. Other (Please specify)	\$	\$	\$	\$
10. Other (Please specify)	\$	\$	\$	\$
TOTALS	\$ 250,000 (Not to exceed \$250,000)	\$ 240,000	\$ 10,000	\$ 500,000

▪ **Eligible Costs include:**

- **Labor** costs. Labor costs that may be requested in the "Grant Request" column include contracted labor and consulting services. Salaries of existing staff are eligible for the project sponsor's match, as is volunteer labor. For contracted labor, DNR requirements stipulate that project sponsors comply with the Davis-Bacon Act, as amended, regarding the use of prevailing wages for construction contracts in excess of \$2,000 (<http://www.dol.gov/whd/contracts/dbra.htm>). Use of an agency's internal labor force should be valued at the current hourly rate of individual employees working on the project. A volunteer's donated time should be valued at hourly rates paid for similar work in the area, 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.
- **Materials** for new construction or for renovation of recreation facilities. Examples of eligible facilities include, but are not limited to, picnic areas, camping facilities, sports and play fields, outdoor play courts, swimming or aquatic facilities, boating or fishing facilities, trails, winter sports facilities, outdoor ice rinks, natural areas, passive parks and amphitheaters. Examples of eligible materials costs associated with these types of facilities include playground equipment and play surface materials; asphalt, concrete or gravel for parking lots and entrance roads; materials for sports fields, such as goalposts, backstops, etc.; materials for walking/running tracks; materials for bridges, boardwalks, etc; materials for buildings such as picnic shelters and campgrounds; lighting; landscaping; benches; water fountains; etc. Donated materials should be valued at their fair market value.
- **Materials** for new construction or renovation of eligible support facilities which include, but are not limited to, walkways, site improvements/landscaping, utilities, roads, parking, lighting, signs, restrooms, concession and maintenance buildings, and burial of overhead wires. All electrical or communication lines must be installed underground. Existing lines must be buried, removed or relocated as necessary. Future lines must also be underground.
- **Construction** costs are eligible for reimbursement and include all necessary construction activities from site preparation (including demolition, excavation, grading, etc.) to the completion of a structure at the project site.
- **Land/Easement Acquisition/Lease.** A LWCF grant can reimburse up to 50% of the cost (not to exceed the grant award) to acquire title or easement interest in real property. Purchase, acquisition or lease of land or right-of-way easements for LWCF projects must be from a willing seller or donor. 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-id?tpl=/ecfrbrowse/Title49/49cfr24_main_02.tpl), for both purchased and donated land. Requirements under this act include conducting an 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 National Park Service 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 as match if it was acquired up to 18 months prior to the grant award, was acquired specifically for the 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, 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, unless it is purchased from that agency, subject to the following conditions:
 - o The land was not originally acquired by the other agency for recreation.
 - o No federal assistance was provided in the original acquisition.

- The selling agency is required by law to receive payment for land transferred to another public agency. Examples would be public school land that can be used for non-school purposes only through payment to the school agency.

Refer to the Supporting Documentation Checklist on page 7 for the various documentation required to demonstrate ownership, access and/or intent to donate.

- **Planning/Engineering/Environmental Review** costs, up to 10% of the total project cost. Since project sponsors are encouraged to begin planning their projects early, costs in this category incurred up to 18 months prior to project approval and notice to proceed may be used as a match by the project sponsor. Examples include development of design and/or construction documents; costs associated with the bidding process, such as advertisement and development of bid packets; costs associated with hiring a consultant to conduct environmental reviews or costs associated with cultural evaluation such as archaeological surveys.
- **Signage**, including LWCF acknowledgement, way-finding, interpretive, etiquette/rules, and traffic control signs.
- **Use/operation of equipment** for project construction. Use the Federal Emergency Management Agency's (FEMA) Schedule of Equipment Rates to determine the cost of operating various pieces of mechanized equipment (<https://www.fema.gov/schedule-equipment-rates>). Labor costs for equipment operators using the equipment are not included in the rates and should be entered in the "Labor" cost category.
- **Freight costs**, such as shipping costs for delivery of playground equipment or other materials.

■ **Ineligible Costs** include:

- **Routine maintenance**, which includes work that should be conducted on a frequent basis in order to keep a park or recreation area in its originally constructed state.
- **Overhead costs** that include regular operating expenses, such as equipment usage for routine maintenance, 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.
- **Budget contingencies** included as budget line items.
- **Ceremonial or entertainment expenses** or any other costs associated with opening or ribbon-cutting ceremonies.
- **Publicity or promotional costs**, such as brochures or other print materials, website development, etc.
- **Appraisals** or other incidental costs related to land acquisition, even if the acquisition is a project cost.
- **Equipment purchase**, such as hammers, ladders or lawn mowers.
- **Payments to one vendor in excess of \$25,000**, if the vendor was not selected through a formal bid process as per state and federal requirements.

- **Question 36, WHAT PERCENTAGE OF THE SPONSOR'S MATCH IS SECURED (I.E., CASH IN-HAND)** – this question asks the sponsor to identify what percentage of the project match is immediately available to start the project. These funds may include in-house (force account) labor and use of in-house equipment, in addition to funds deposited into a bank account (either sponsor funds or donated funds). If the sponsor has received donation pledges for a portion of the match but has not yet received those funds, indicate what percentage is yet to be secured. If a portion of the match is reliant upon upcoming fundraising efforts, describe those efforts and explain any alternate plans for providing the required match if future fundraising efforts are unsuccessful. Up to five points will be awarded to this question.
- **Question 37, PROVIDE DETAILED INFORMATION ABOUT BUDGET ITEMS WITHIN EACH COST CATEGORY** – in the space provided on the application, project sponsors should list detailed cost estimates for each of the cost categories included in the budget table. For instance, provide a materials list that includes units and price per unit. A detailed cost breakdown of labor should be included as well. See below example. The total of the itemized cost breakdowns should match the totals for each category on the budget table. Up to five points may be given for this question

Materials

Cement	total square feet at \$/ton	= \$x.00
Rebar	total feet at \$/linear ft.	= \$x.00
Lumber for shelter	total square feet at \$/sq. ft.	= \$x.00
Bollards	total # by \$/per bollard	= \$x.00
Signage	total # by \$/per sign	= \$x.00
Playground equipment	package price + freight	= \$x.00

Labor

2 equipment operators at \$/hour by # of hours	= \$x.00
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Equipment Usage

Use of bulldozer at \$/hour by X of hours

= \$x.00

- **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 page 7 of this guide.
- **CERTIFICATION OF RESPONSIBLE PERSON** – a responsible official of the sponsor’s agency 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, parks and recreation department directors, chief financial 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. An incomplete or inaccurate application packet will be ineligible for scoring.
- **PREVIOUS HISTORY AND APPLICATION COMPLETENESS** – this section provides up to 20 points that will be assigned by GMS staff when reviewing each application packet. Points will be awarded based on whether or not the sponsor has received a LWCF grant in the past and their history of administering any previous LWCF projects. Application packets will also be reviewed for detailed responses and required documentation.

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION recognizing Stand Up KC, an organization founded to support low-wage workers in Kansas City, on the occasion of its fifth anniversary fundraising event to be held February 3, 2018.

RESOLUTION NO. 19703, January 29, 2018

INTRODUCED BY Crystal Williams, County Legislator

WHEREAS, Stand Up KC was founded in 2013 to support low-wage fast food and retail workers in the Kansas City area; and,

WHEREAS, today 48,000 Kansas Citians are employed in some of the world's largest and most profitable fast food and retail corporations, while working in our city's worst paying jobs; and,

WHEREAS, the average fast food worker is now 32 years old and the average retail worker is 38 years old, each making about \$7.35 per hour; and,

WHEREAS, Stand Up KC was founded as an organized movement to support these workers' rights and to campaign for fair, living wages; and,

WHEREAS, most recently 69 percent of voters in Kansas City pledged support to low-wage workers and their families by casting ballots to pass a \$15 minimum wage; and,

WHEREAS, additionally the most recent Gallup poll indicates that 61 percent of

Americans now support unions, up five points from 2016, and up thirteen points above the all-time low level in 2009; and,

WHEREAS, Stand Up KC will have a fundraising event in celebration of its fifth anniversary to be held at 7 p.m., February 3, 2018, at Knuckleheads Saloon, 2715 Rochester Avenue, Kansas City, Missouri, hosted by The Grisly Hand, Fred Wickham Music & the Hadacol Caravan, and The Country Duo; and,

WHEREAS, the citizens of Jackson County are invited to attend this event to observe the sacrifice and solidarity that built a 21st century movement of working people fighting for unions, better pay, and a voice on-the-job for every worker in America; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the Legislature hereby recognizes Stand Up KC and extends best wishes for a successful fundraising event to be held February 3, 2018.

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

APPROVED AS TO FORM:



Chief Deputy County Counselor



County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 19703 of January 29, 2018, was duly passed on _____, 2018 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 transferring \$41,304.00 within the 2018 General Fund to restore monies for contractual services in the County Counselor's Office that were eliminated in the 2018 Jackson County budget.

RESOLUTION NO. 19704, January 29, 2018

INTRODUCED BY Scott Burnett, County Legislator

WHEREAS, by Ordinance 5062, dated December 6, 2017, the Legislature did establish certain Reserve Accounts for certain budget lines within the 2018 County budget; and,

WHEREAS, there are numerous disputes between the County Executive and the Legislature regarding the validity of Ordinance 5062, relating to its construction and interpretation, and multiple related issues; and,

WHEREAS, the County Counselor has requested this Resolution and approved it as to form, without waiving any previous position taken in the memorandum of the County Counselor dated December 22, 2017, regarding Ordinance 5062, and without waiving any position taken in other legal memorandums provided by the Office of the County Counselor; and,

WHEREAS, the Legislature recognizes that funds identified as Reserve Funds for Legal Services in the adopted 2018 Budget are required to be designated for use by the County Counselor in order for the County Counselor to conduct the civil legal business of the County; and,

WHEREAS, the County Counselor has requested that the funds be posted to his office's 2018 budget to restore salaries for vacant positions and contractual service funding critical to the office's ability to conduct the County's civil law business; and,

WHEREAS the Legislature agrees that funds described in this Resolution should be properly posted to certain contractual services budget line items in the County Counselor's budget for calendar year 2018 by the County's Finance and Purchasing Department; now therefore,

WHEREAS, the Legislature further agrees that it will transfer funds within the 2018 budget to the County Counselor in amounts sufficient to restore salaries for vacant positions in the office, upon receipt of notice that offers of such employment to fill such positions have been accepted; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the following transfer within the 2018 General Fund be and hereby is made:

<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER/DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
General Fund Reserve 001-8006	56835 – Reserve Operating	\$41,304	
County Counselor 001-1101	56750 – Dues & Memberships		\$2,400
County Counselor 001-1101	56760 – Court Costs/ Investigations		\$28,904
County Counselor 001-1101	57020– Reference Books/Publications		\$10,000

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

APPROVED AS TO FORM:



Chief Deputy County Counselor



County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 19704 of January 29, 2018, was duly passed on _____, 2018 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 sources indicated below.

ACCOUNT NUMBER: 001 8006 56835
ACCOUNT TITLE: General Fund
Reserve
Reserve - Operating
NOT TO EXCEED: \$41,304.00

1/25/18

Date



Chief Administrative Officer

Fiscal Note:

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

PC#

Date: January 25, 2018

RES # 19704

Department / Division	Character/Description	From	To
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General Fund - 001

8006 - Reserve	56835 - Reserve Operating	\$ 41,304	\$ -
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1101 - County Counselor	56750 - Dues & Memberships	2,400
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1101 - County Counselor	56760 - Court Costs/Investigaions	28,904
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1101 - County Counselor	57020 - Reference Books/Publications	10,000
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	\$	41,304	\$	41,304
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County Auditor / Budget Officer

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION authorizing the Director of Finance and Purchasing to issue a check in the amount of \$1,500.00 to Heartland Center for Jobs and Freedom, for sponsorship of its Stand Up KC event, to be held February 3, 2018, in Kansas City, MO.

RESOLUTION NO.19705, January 29, 2018

INTRODUCED BY Crystal Williams and Scott Burnett, County Legislators

WHEREAS, Heartland Center for Jobs and Freedom d/b/a Stand Up KC is a non-profit organization in Kansas City, MO, dedicated to support fast food and retail workers from across KC to raise awareness for good wages and a voice for low-wage workers; and,

WHEREAS, Stand Up KC will be hosting a fundraising event, to be held February 3, 2018, and has submitted a request for sponsorship, in the amount of \$1,500.00; and,

WHEREAS, this sponsorship will allow Jackson County the opportunity to support fast food and retail workers from acorns KC; and,

WHEREAS, in exchange for its sponsorship, Jackson County will receive advertising and recognition in the event program, website, and social media; and,

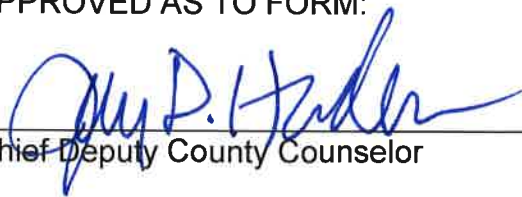
WHEREAS, said sponsorship is in the best interest of the health, safety, and welfare of the citizens of Jackson County; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the

Director of Finance and Purchasing be and hereby is authorized to issue a check to Heartland Center for Jobs and Freedom, in the amount of \$1,500.00 for sponsorship of the Stand Up KC event to be held on February 3, 2018.

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

APPROVED AS TO FORM:



Chief Deputy County Counselor



County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 19705 of January 29, 2018, was duly passed on _____, 2018 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____

Nays _____

Abstaining _____

Absent _____

Date

Mary Jo Spino, Clerk of Legislature

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 0112 56210
ACCOUNT TITLE: General Fund
Legislature as a Whole
Advertising
NOT TO EXCEED: \$1,500.00

1/25/18

Date



Chief Administrative Officer

REQUEST FOR LEGISLATIVE ACTION

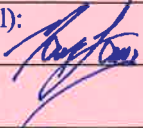
Completed by County Counselor's Office:

Res/Ord No.: 19705

Sponsor(s): Scott Burnett

Date: January 29, 2018

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>authorizing the Director of Finance and Purchasing to issue a check in the amount of \$1,500.00 to Heartland Center for Jobs and Freedom d/b/a Stand Up KC! for sponsorship of its fundraising event to be held February 3, 2018.</u></p>										
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1"><tr><td>Amount authorized by this legislation this fiscal year:</td><td>\$1,500</td></tr><tr><td>Amount previously authorized this fiscal year:</td><td>\$0.00</td></tr><tr><td>Total amount authorized after this legislative action:</td><td>\$1,500</td></tr><tr><td>Amount budgeted for this item * (including transfers):</td><td>\$1,500</td></tr><tr><td>Source of funding (name of fund) and account code number; FROM / TO 001-0112-56210 General Fund, Legislature as a Whole, Advertising</td><td>FROM ACCT \$1,500 TO ACCT</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: \$</p> <p>Prior Year Budget (if applicable): Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	\$1,500	Amount previously authorized this fiscal year:	\$0.00	Total amount authorized after this legislative action:	\$1,500	Amount budgeted for this item * (including transfers):	\$1,500	Source of funding (name of fund) and account code number; FROM / TO 001-0112-56210 General Fund, Legislature as a Whole, Advertising	FROM ACCT \$1,500 TO ACCT
Amount authorized by this legislation this fiscal year:	\$1,500										
Amount previously authorized this fiscal year:	\$0.00										
Total amount authorized after this legislative action:	\$1,500										
Amount budgeted for this item * (including transfers):	\$1,500										
Source of funding (name of fund) and account code number; FROM / TO 001-0112-56210 General Fund, Legislature as a Whole, Advertising	FROM ACCT \$1,500 TO ACCT										
PRIOR LEGISLATION	<p>Prior ordinances and (date):</p> <p>Prior resolutions and (date): n/a</p>										
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Winifred Jamison 881-3075</p>										
REQUEST SUMMARY	<p>Stand Up KC! Is a non-profit organization founded to support fast food and retail workers from across KC coming together to demand good wages and a voice for low-wage workers.</p> <p>Stand Up KC! Will hold a fundraising event February 3, 2018 and has submitted a request for sponsorship of this event, in the amount of \$1,500.</p> <p>In exchange for sponsorship, Jackson County will receive recognition at the event and in social media promotions.</p> <p>This request is to authorize the Director of Finance and Purchasing to issue a check in the amount of \$1,500 to Heartland Center for Jobs and Freedom d/b/a Stand Up KC!</p>										
CLEARANCE	<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>										

ATTACHMENTS		
REVIEW	Department Director:	Date:
	Finance (Budget Approval): <i>If applicable</i> 	Date: 1/24/18
	Division Manager:	Date:
	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 appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- ☐ 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.

This expenditure was included in the Annual Budget.

RES # 19705

Budget Officer 1/24/18

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION authorizing the Chairman of the Legislature to execute a Consulting Agreement with Fred Dreiling, LLC, to serve as chief intergovernmental relations consultant, at a cost to the County not to exceed \$107,500.00.

RESOLUTION NO.19706, January 29, 2018

INTRODUCED BY Theresa Galvin, County Legislator

WHEREAS, the Legislature has determined that it is in the County's best interest to retain an experienced consultant to assess the current political climate in the State of Missouri, recommend appropriate strategies that would benefit the County, inform the County on all pertinent legislative issues, and provide lobbying service as requested, especially concerning health, parks and recreation, land use, and road and bridge and other transportation-related matters; and,

WHEREAS, the consultant shall work at the direction of the County Legislature and be available to attend meetings at the County Legislature's request; and,

WHEREAS, Fred Dreiling, LLC, has performed these duties for the Legislature for several years, is experienced, and is fully capable of continuing to perform said duties; and,

WHEREAS, the approved contract will authorize Mr. Dreiling to subcontract with one or more other persons or entities to perform a portion of this work, subject to approval by the chair of the Intergovernmental Affairs Committee; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the Chairman of the Legislature be and hereby is authorized to execute a Consulting Agreement with Fred Dreiling, LLC, in the amount of \$107,500.00, in a form to be approved by the County Counselor; and,

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

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

APPROVED AS TO FORM:


Chief Deputy County Counselor


County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 19706 of January 29, 2018, was duly passed on _____, 2018 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____

Nays _____

Abstaining _____

Absent _____

Date

Mary Jo Spino, Clerk of Legislature

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 8006 56835
ACCOUNT TITLE: General Fund
Non-Departmental - General
Other Professional Services
NOT TO EXCEED: \$47,849.00

ACCOUNT NUMBER: 002 5102 56080
ACCOUNT TITLE: Health Fund
Non-Departmental - Health
Other Professional Services
NOT TO EXCEED: \$34,815.00

ACCOUNT NUMBER: 003 5103 56080
ACCOUNT TITLE: Park Fund
Non-Departmental - Park
Other Professional Services
NOT TO EXCEED: \$9,908.00

ACCOUNT NUMBER: 004 5104 56080
ACCOUNT TITLE: Special Road & Bridge Fund
Non-Departmental - R & B
Other Professional Services
NOT TO EXCEED: \$10,798.00

ACCOUNT NUMBER: 045 4500 56080
ACCOUNT TITLE: Assessment Fund
Non-Departmental - Assessment
Other Professional Services
NOT TO EXCEED: \$4,130.00

1/25/18
Date


Chief Administrative Officer


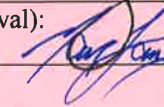

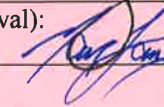

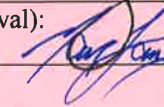
REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 19706

Sponsor(s): Theresa Galvin

Date: January 29, 2018

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: A RESOLUTION authorizing the Chairman of the Legislature to execute a Consulting Agreement with Fred Dreiling, LLC, in the amount of \$107,500, to serve as the lead intergovernmental relations consultant, at an actual aggregate cost to the County not to exceed \$107,500</p>										
<p>BUDGET INFORMATION</p> <p><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>\$107,500</td></tr> <tr> <td>Amount previously authorized this fiscal year:</td><td>\$0</td></tr> <tr> <td>Total amount authorized after this legislative action:</td><td>\$107,500</td></tr> <tr> <td>Amount budgeted for this item * (including transfers):</td><td>\$107,500</td></tr> <tr> <td>Source of funding (name of fund) and account code number; FROM/TO</td><td>FROM ACCT TO ACCT</td></tr> </table> <p>***Detailed on Back Page***</p> <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)</p> <p><input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Estimated Use: \$</p> <p>Prior Year Budget (if applicable):</p> <p>Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	\$107,500	Amount previously authorized this fiscal year:	\$0	Total amount authorized after this legislative action:	\$107,500	Amount budgeted for this item * (including transfers):	\$107,500	Source of funding (name of fund) and account code number; FROM/TO	FROM ACCT TO ACCT
Amount authorized by this legislation this fiscal year:	\$107,500										
Amount previously authorized this fiscal year:	\$0										
Total amount authorized after this legislative action:	\$107,500										
Amount budgeted for this item * (including transfers):	\$107,500										
Source of funding (name of fund) and account code number; FROM/TO	FROM ACCT TO ACCT										
PRIOR LEGISLATION	<p>Prior ordinances and (date):</p> <p>Prior resolutions and (date): Resolution #19351 1/17/2017</p>										
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone Cindy Wallace, Sr. Asst. Auditor (816) 881-3312</p>										
REQUEST SUMMARY	<p>Funds are being requested to renew the contract with this consultant who will serve as the lead Intergovernmental Relations Consultant to the Legislature, to assess the political climate in Jefferson City, to advise the County on pertinent State legislative issues and to provide lobbying efforts as requested by the Legislature.</p> <p>The consultant will recommend appropriate strategies that would benefit the County, inform the County on all pertinent legislative issues and provide lobbying service as requested, especially concerning health, parks and recreation, land use, road and bridge and other transportation related matters.</p> <p>Details regarding the scope of services are attached.</p>										
CLEARANCE	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing & Department)</p> <p><input type="checkbox"/> Business License Verified (Purchasing & Department)</p> <p><input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>										
ATTACHMENTS	<p>Scope of Services</p>										
REVIEW	<table border="1"> <tr> <td>Department Director: </td><td>Date: 1/19/2018</td></tr> <tr> <td>Finance (Budget Approval): If applicable </td><td>Date: 1/24/18</td></tr> <tr> <td>Division Manager:</td><td>Date:</td></tr> <tr> <td>County Counselor's Office:</td><td>Date:</td></tr> </table>	Department Director: 	Date: 1/19/2018	Finance (Budget Approval): If applicable 	Date: 1/24/18	Division Manager:	Date:	County Counselor's Office:	Date:		
Department Director: 	Date: 1/19/2018										
Finance (Budget Approval): If applicable 	Date: 1/24/18										
Division Manager:	Date:										
County Counselor's Office:	Date:										

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

RES # 19706

Budget Officer *1/24/18*

Fred Dreiling, LLC
Description of Services and Compensation
Jackson County 2018

1. Assess the current political climate in Missouri and recommend appropriate strategies that would benefit Jackson County.
2. Inform the county on all pertinent legislative issues.
3. Provide appropriate and proper representation in the State of Missouri, the General Assembly, and all other governments as directed by Jackson County.
4. Be available to meet with Jackson County Officials when requested. Consultant will be available to attend legislative and committee meetings.
5. Consultant will be responsible for its own compliance with the provisions of section 105.450 et seq., RSMO.
6. Consultant shall bear all expenses of its work under this agreement.
7. Consultant will be responsible for directing the efforts of the entire legislative team in Jefferson City.
8. Consultant shall be paid 8,958.33 per month. This amount shall be divided by the consultants as prescribed by the contract.

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION transferring \$97,096.00 within the 2018 Special Road and Bridge Reserve Fund to cover salaries for associates transferred from the Parks + Rec Department to the Public Works Department.

RESOLUTION NO. 19707, January 29, 2018

INTRODUCED BY Scott Burnett, County Legislator

WHEREAS, by Ordinance 5062, dated December 6, 2017, the Legislature did establish certain Reserve Accounts for certain budget lines within the 2018 County budget; and,

WHEREAS, certain funds appropriated in such Reserve Account within the 2018 Special Road and Bridge Reserve Fund are needed to cover the salaries of the associates transferred from the Parks + Rec Department to the Public Works Department; and,

WHEREAS, the Public Works and Parks + Rec Departments recognized the need to transfer there two associates who began working for the Public Works Department in 2016; and

WHEREAS, there are numerous disputes between the County Executive and the Legislature regarding the validity of Ordinance 5062, relating to its construction and interpretation, and multiple related issues; and,

WHEREAS, the Chief Administrative Officer has recommended the adoption of this

Resolution, without waiving any previous position taken in reliance upon the memorandum of the County Counselor dated December 22, 2017, regarding Ordinance 5062, and without waiving any position taken in reliance upon other legal memorandums provided by the Office of the County Counselor; and,

WHEREAS, the Legislature recognizes that funds identified as Reserve Funds in the 2018 Special Road and Bridge Fund are required to be designated for use by the Public Works Department for payment of salaries for associates; and,

WHEREAS, the Chief Administrative Officer has requested that the funds identified in this Resolution be made available for such use by the Public Works Department within the 2018 budget; and,

WHEREAS the County Legislature agrees that funds described in this Resolution should be made available for such use by posting to certain budget line items in the Public Works Department budget or otherwise for calendar year 2018 by the County's Finance and Purchasing Department; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the following transfer or equivalent documentation/identification, to accomplish posting of the funds in the Jackson County budget management system so that the funds are available for immediate use and expenditure within the 2018 budget, be and hereby is authorized:

<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER/DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
Special Road & Bridge Fund Reserve- Operating 004-8006	56835 – Reserve Operating	\$97,096	
Road & Bridge Maintenance 004-1506	55010 – Regular Salaries		\$79,666
Road & Bridge Maintenance 004-1506	55040-Fica		\$6,094
Road & Bridge Maintenance 004-1506	55050-Penison		\$11,336

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

APPROVED AS TO FORM:



Chief Deputy County Counselor



County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No.19707 of January 29, 2018, was duly passed on _____, 2018 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 the above-described transfer or equivalent documentation and/or identification to accomplish posting of the funds in the Jackson County Budget management system so that the funds are available for immediate use and expenditure are available in the source indicated below.

ACCOUNT NUMBER: 004 8006 56835
ACCOUNT TITLE: Special Road & Bridge Fund
Reserve Operating
NOT TO EXCEED: \$97,096.00

1/25/18

Date



Chief Administrative Officer

REQUEST FOR LEGISLATIVE ACTION

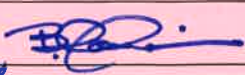
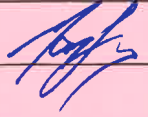
Completed by County Counselor's Office:

Res/Ord No.: 19707

Sponsor(s): Scott Burnett

Date: January 29, 2018

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: Transfer of Road and Bridge Reserve funds to accommodate salary for associate transfer from Parks + Rec.</p>																		
<p>BUDGET INFORMATION</p> <p><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>\$97,096.00</td></tr> <tr> <td>Amount previously authorized this fiscal year:</td><td>\$0</td></tr> <tr> <td>Total amount authorized after this legislative action:</td><td>\$97,096.00</td></tr> <tr> <td>Amount budgeted for this item * (including transfers):</td><td>\$97,096.00</td></tr> <tr> <td colspan="2">Source of funding (name of fund) and account code number; FROM / TO</td></tr> <tr> <td>FROM: Road and Bridge Reserve – Operating</td><td>004-8006-8635 \$97,096.00</td></tr> <tr> <td>TO: Road and Bridge Maintenance – Regular Salaries</td><td>004-1506-5010 \$79,666.00</td></tr> <tr> <td>Road and Bridge Maintenance – FICA</td><td>004-1506-5040 \$6,094.00</td></tr> <tr> <td>Road and Bridge Maintenance – Pension</td><td>004-1506-5050 \$11,336.00</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: \$</p> <p>Prior Year Budget (if applicable): N/A Prior Year Actual Amount Spent (if applicable): N/A</p>	Amount authorized by this legislation this fiscal year:	\$97,096.00	Amount previously authorized this fiscal year:	\$0	Total amount authorized after this legislative action:	\$97,096.00	Amount budgeted for this item * (including transfers):	\$97,096.00	Source of funding (name of fund) and account code number; FROM / TO		FROM: Road and Bridge Reserve – Operating	004-8006-8635 \$97,096.00	TO: Road and Bridge Maintenance – Regular Salaries	004-1506-5010 \$79,666.00	Road and Bridge Maintenance – FICA	004-1506-5040 \$6,094.00	Road and Bridge Maintenance – Pension	004-1506-5050 \$11,336.00
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PRIOR LEGISLATION	<p>Prior ordinances and (date): 5062, 1/6/2017;</p> <p>Prior resolutions and (date):</p>																		
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Brian Gaddie, PE, Director of Public Works, 881-4496</p>																		
REQUEST SUMMARY	<p>The Department of Public Works requests the transfer of funds from the newly created Reserve Account Code within the existing Road and Bridge Fund to appropriate salaries to two associates that have transferred from the Parks + Rec Department.</p> <p>During the 2018 budget process, both Public Works and Parks + Rec recognized the need to transfer the salaries of two associates who began working for the Public Works Department in 2016 yet were being paid from Parks + Rec account codes. In order to maintain accuracy for 2018, the submitted budget from the Executive Office contained the transfer of these two employed associates, Mr. Jim Onka and Mr. Jim Nelson.</p> <p>It has been determined that the amount placed into the Reserve Account Code is equivalent to the Salary, FICA and Pension distributions for these two individuals. In order to maintain accurate accounting, we request that these funds be transferred to the account codes above.</p>																		

CLEARANCE	<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)	
ATTACHMENTS	Copy of Line Item Adjustments to Ordinance 5052	
REVIEW	Department Director: Brian Gaddie, PE 	Date: 1.5.18
	Finance (Budget Approval): <i>If applicable</i> 	Date: 1/24/18
	Division Manager:	Date:
	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 appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- ☐ 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.

2018 Budget Adjustments

Exhibit A
Ordinance 5052
Floor Amendment
December 15, 2017

Org #	Department	Account	Description	From	To
		5040	FICA		788
		5050	Pension		1,466
1504	Planning and Development	5010	Regular Salaries		5,762
		5040	FICA		441
		5050	Pension		820
1506	Road & Bridge Maintenance	5010	Regular Salaries		33,838
		5040	FICA		2,589
		5050	Pension		4,815
3601	Rock Island Rail Corridor Authority	5010	Regular Salaries		2,906
		5040	FICA		222
		5050	Pension		414
4201	Sheriff	5010	Regular Salaries		9,252
		5040	FICA		708
		5050	Pension		1,317
9000	Allowance for Outside Agencies	6789	Outside Agencies		1,800
1101	County Counselor	6020	Legal Services	234,232	
1202	Human Resources	5010	Regular Salaries	5,745	
		5040	FICA	439	
		5050	Pension	818	
1501	PW Director	5010	Regular Salaries	235,157	
		5040	FICA	17,990	
		5050	Pension	33,463	
1506	Road & Bridge Maintenance	5010	Regular Salaries	79,666	
		5040	FICA	6,094	
		5050	Pension	11,336	
4201	Sheriff	5010	Regular Salaries		476,594
		5040	FICA		36,459
		5050	Pension		67,819
5104	Non-Departmental	5010	Regular Salaries	60,000	
		5040	FICA	4,590	
		5050	Pension	8,538	
		5060	Insurance	14,265	
		5061	Insurance Fixed Cost and Dental	116,225	
		6080	Other Professional Services	324,416	
		6240	Office Services Charges	3,340	
		6662	Software Maintenance	17,280	
		6710	Dues & Memberships	32,473	
		6790	Other Contractual Services	243,302	
		8020	Building & Improvements	125,000	
		8040	Roads & Hiways	50,000	
		8160	Radio/Communications Equipment	12,200	
8005	Non-Mandated Emergency (Contingency)	6830	Emergency Fund (Contingency)	690,826	
9006	Reserve	8635	Reserve - Operating		1,324,753
		8636	Reserve - Legal		234,232
		8637	Reserve - Capital		187,200
			SUBTOTAL	2,436,646	2,436,646
Sewer Fund - 005					
1519	Carriage Oaks	5090	Salary Adjustment	112	
		5010	Regular Salaries		92
		5040	FICA		7
		5050	Pension		13
1520	Trophy Estates	5090	Salary Adjustment	54	
		5010	Regular Salaries		45
		5040	FICA		3
		5050	Pension		6
			SUBTOTAL	166	166
Convention & Sports Fund - 007					
5020	JC Sports Auth. Payroll	5090	Salary Adjustment	4,970	
		5010	Regular Salaries		4,078
		5040	FICA		312

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

Date: January 24, 2018

Department / Division	Character/Description	From	To
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8006 - Reserve	56835 - Reserve Operating	\$ 97,096	\$ -
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1506 - Road & Bridge Maintenance	55010 - Regular Salaries	79,666
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1506 - Road & Bridge Maintenance	55040 - FICA	6,094
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1506 - Road & Bridge Maintenance	55050 - Pension	11,336
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\$	97,096	\$	97,096
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Budget Office

1/24/18