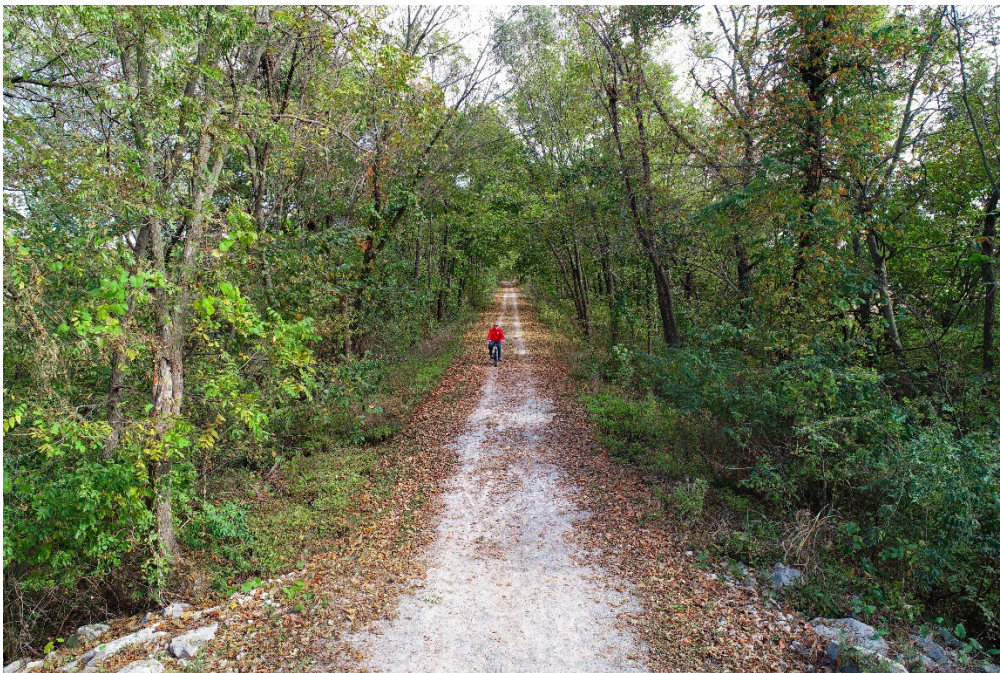


# KANSAS

## Recreational Trails Program

### Grant Application & Guide



Administered by:  
Kansas Department of Wildlife and Parks  
Division of State Parks  
512 SE 25<sup>th</sup> Ave  
Pratt, KS 67124  
(620)-672-5911



This Guide will provide the Recreational Trails Program (RTP) applicant (project sponsor) with the instructions and forms necessary to prepare and submit a complete application. Project sponsors must provide all requested information in the application to be considered for funding. It is important to read all items carefully. A checklist is included to ensure project sponsors have met all requirements.

In fairness to other applicants that have met all requirements, incomplete or late applications will result in withdraw of the project for funding consideration. We encourage you to call us with any questions that should arise during preparation of your application.

Application Deadline:

To apply for this years' funding a hard copy of the application must be sent to the address below with a postmark date of **November 17<sup>th</sup>, 2023**, and a digital copy must be included via email to [cherie.riffey@ks.gov](mailto:cherie.riffey@ks.gov).

If you are unable to submit electronically, include your completed application on a thumb drive with your hard copy. Do not bind or staple your application. All Forms must be submitted on 8.5x11 inch paper. Maps and site plans can be printed on 11x17 inch paper.

Cherie Riffey, RTP Grants Coordinator  
Kansas Department of Wildlife and Parks  
512 SE 25<sup>th</sup> Ave.  
Pratt, KS 67124  
(620)-672-0745

Thank you for your interest in the Recreational Trails Program

## **Recreational Trails Program**

The Recreational Trails Program (RTP) provides funds to the states to develop and maintain recreational trails and trail-related facilities for both nonmotorized and motorized recreational trail uses. The RTP is an assistance program of the Department of Transportation's Federal Highway Administration (FHWA). Federal transportation funds benefit recreation including hiking, bicycling, in-line skating, equestrian use, cross-country skiing, snowmobiling, off-road motorcycling, all-terrain vehicle riding, four-wheel driving, or using other off-road motorized vehicles.

The RTP encourages all kinds of trail enthusiasts to work together to provide a variety of recreational trail opportunities. In Kansas, the Department of Wildlife and Parks administers the RTP with guidance from the RTP Advisory Council.

### **RTP Advisory Council**

Current Advisory Council members include:

- Mike Goodwin, Kansas Trails Council
- Erin Glassman, Back Country Horsemen
- David Killion, Kansas City 4WD Assoc. Inc.
- Erika Devore – Kansas Recreation and Parks Association - Executive Director
- Linda Lanterman, KDWP- State Parks Director
- Riston Landwehr, KDWP - Land and Water Coordinator
- Cherie Riffey, KDWP – Trails Coordinator

The RTP Advisory Council makes recommendations on project funding. These recommendations are based upon a scoring system and staff recommendations from the Parks Division of the Kansas Department of Wildlife and Parks.

### **30-30-40 Requirement**

The RTP legislation requires states to use 30 percent of funds for motorized recreation, 30 percent for non-motorized recreation and 40 percent apportioned in a fiscal year for diverse recreational use. Diversified projects may include motorized and non-motorized uses or a combination of uses from either category. Diversified projects that include both motorized and non-motorized uses generally score higher than other projects.

### **Sponsor Eligibility**

The RTP is intended to be a program through which states provide grants to trail project sponsors through an open competition process based on the merit of project proposals. KDWP will award grants to private, non-profit organizations, municipal agencies, state agencies, federal agencies, and other governmental entities. Examples are:

### **Private, Non-Profit Organizations**

- Trail clubs or associations
- Youth or civic clubs
- Conservation organizations
- Private utilities
- Land trusts
- Private schools

It is the intention that non-profit RTP sponsors maintain non-profit status throughout the duration of a project. Since this is not always possible, a successor organization must agree, in writing, to complete all RTP project responsibilities required by the contract if the original organization's status changes. A qualified successor is any party that meets the eligibility criteria to apply for RTP funds and can comply with all Project Agreement responsibilities. KDWP recommends, whenever possible, a public agency be sought as a successor.

### **Municipal Agencies**

- Cities, counties, and towns
- Regional parks or forests
- Townships
- Public utilities
- Public schools
- Public housing agencies

### **State Agencies**

- State park agencies
- State education institutes
- State game agencies
- State housing agencies

### **Federal Agencies**

- USDA - Forest Service
- National Park Service
- Bureau of Indian Affairs
- US Fish and Wildlife Service
- Bureau of Land Management
- U.S. Army Corps of Engineers
- Bureau of Reclamation
- Military installations

### **Other Government Entities**

- Tribal governments
- Multi-state public agencies
- Public transit operators

### **Public Benefit**

Projects must have a public benefit. Where private investments or joint use activities are part of a project proposal, the federal funds are limited to the portions of the project that primarily benefit the public interest. Because our share of the RTP fund is relatively small, preference is given to projects that provide the greatest public benefit. Here are a few things to consider:

- Projects using RTP funds must be accessible, open and available to the general public, or targeted to a broad segment of the general public.
- The facility cannot be restricted only to a particular set of residents or only to members of specific organizations or clubs.
- RTP funds cannot be used for projects that have such limited capacity that only a few paying (or potentially paying) guests have access. The portions of a project using RTP funds must be open for public use at times when visitors are likely.
- Nothing in the RTP legislation prohibits project sponsors from charging fees for use. Before the project is approved, however, the sponsor and the state should reach a clear agreement on which areas or activities will have a fee, and how income generated will be used.
- The fee must be “reasonable” which should be determined between the state, the RTP Advisory Council and the project sponsor. The fee should not be set so high as to restrict public access.
- A maintenance plan should include reserves for long-term maintenance and periodic repair. Part or all fees generated should be a component of the maintenance plan.

### **Project Eligibility**

The RTP will fund a variety of trail projects from the following seven categories:

Maintenance and Restoration: This category broadly authorizes any kind of trail maintenance, restoration, rehabilitation, or relocation, including trail bridges and signs.

Trailside and Trailhead Facilities: This category broadly authorizes the development or rehabilitation of trailside and trailhead facilities. “Rehabilitation” means extensive repair needed to bring a facility up to standards suitable for public use, not routine maintenance. Trailside and trailhead facilities should have a direct relationship with a recreational trail. For example, a highway rest area or visitor center is not an appropriate use of RTP funds.

New Recreational Trail Construction: This category broadly authorizes any kind of new trail construction, including trail bridges and signs, except for limits on new trails located on federal lands. For projects on federal lands, the most important requirement is that the federal agency land manager must approve the project in accordance with other applicable federal laws and regulations.

Land or Easement Acquisition: This category authorizes purchases of trail easements across private property and property acquisition for trail corridors or trail systems, including areas intended for future trail development. Acquisition may include purchase and relocation of old road or railroad bridges. Easements or property acquired should correspond to the land necessary for a useful trail corridor or trail system. RTP funds should not be used to acquire easements or land for parks or conservation areas that will not have recreational trails. The program prohibits condemnation of any kind of interest in property under the principles of

eminent domain. Acquisition of any kind of interest in property must be from a willing landowner or seller.

Trail Construction Equipment: This category broadly authorizes the purchase and lease of trail construction, maintenance, or assessment equipment including lawn mowers and trail grooming machines. The equipment must be used primarily to construct, maintain, or assess recreational trails. This provision does not authorize equipment for purposes unrelated to trails. For example, a lawn mower purchased under the RTP must be used primarily for trail and trailside maintenance, not to maintain open lawn areas or sport fields. Title 23, Code of Federal Regulations 635.410 requires that steel or iron materials (including protective coatings) that will be permanently incorporated in a Federal-aid project must be domestically manufactured (commonly referred to as “Buy America”). All steel and iron must be produced within the United States from initial melting, mixing, bending and coating. This requirement applies to equipment that is purchased through the Recreational Trails Program. To be eligible for Federal Recreational Trails Program funding manufacturers of equipment must be able to certify that all iron and steel used in the equipment was domestically manufactured from the point of initial melting, mixing, bending and coating. In addition to equipment meeting the domestic steel and iron requirements it also must be assembled in the United States. Therefore, only equipment that can meet this certification requirement is eligible for Recreational Trail Program funding. The vendors producing trail equipment that meets these requirements must provide written certification that the piece of equipment being proposed for RTP grant assistance meets these Buy America requirements.

Trail Accessibility Assessment: This category authorizes specific projects to assess trails to determine the level of accessibility for people who have disabilities, to develop programs to provide trail access information, and to assess trails for current or future maintenance needs.

Educational Projects: This category authorizes development and dissemination of publications and operation of educational programs to promote safety and environmental protection. Typical education projects may include: trail safety education programs; trail-related environmental education programs; training on trail accessibility and sustainability; trail related educational materials; trail patrols (non-law enforcement); training that promotes safety or environmental protection related to recreational trails. Some materials are only partially educational. For example, a trail system map generally is not an educational project. However, if one side of a map is dedicated to trail safety and environmental protection education, educational funds may be used to fund one half of the map’s cost.

### **Projects Not Eligible for Funding**

- Sidewalks
- Insurance
- Playground Equipment
- Condemned Land
- Law Enforcement
- Promotional Items
- Campgrounds
- Legal Fees

- Roads
- Feasibility Studies
- Picnic Facilities
- Skateboard Parks

### **Control and Tenure**

Applicants must establish adequate control over any land (public or private) to be improved/developed with RTP grant funds. This must include documentation of:

- Fee title
- Lease
- Easement
- Use agreement

The application must identify all outstanding rights or interests held by others on land upon which the project is proposed.

### **Match Requirement**

RTP grant funds will not exceed 80 percent of a project's total cost. Sponsors must provide at least 20 percent of a project's cost. The "match" may include:

- Cash
- The value of volunteer labor, equipment, and materials. Donated labor, equipment, and materials should be based on fair market value. This means that services should be valued at a rate that would ordinarily be paid for similar work. The IRS publishes many of the rates.
- Federal, state, and local grants (If other grants are used as match, the other grant must be approved before it can be allowed as match). Federal Matching Share: In some cases, RTP grant funds may be matched with funds from other federal programs.

### **Reimbursement Process**

Payment takes place on a reimbursement basis: the project sponsor must incur all costs for work completed, and then submit reimbursement request form and supporting documentation to the grant coordinator for payment. **Reimbursement is not permitted for work that takes place prior to project approval.**

## Application Process

A complete Application Packet includes:

\*All forms should be submitted in PDF format

- Completed RTP Application Form - must be signed and dated
- Project Narrative
- Maps (vicinity and site maps)
- Project Plans
- Local Funding Statement
- Proposed Project Budget
- Environmental Review Checklist
- Documentation of Control and Tenure
- Site Photos
- State Historic Preservation – Project Information Form (SHPO)
- Other information that will strengthen the application
  - Proof of Public Support
    - Resolution of Support
    - Letters of Support
  - Master Plan
  - Maintenance Agreements
- For Equipment purchases and projects with Iron or Steel (\$2500 or more), the vendor needs to certify products meet “Buy America” standards.
- NEW in 2023:** The Federal Highway Administration published [Waiver of Buy America Requirements for De Minimis Costs and Small Grants](#).

The Waiver of Buy America Requirements for De Minimis Costs and Small Grants notice is the waiver. \*There is no need for waiver applications for projects that meet the criteria of this waiver. If the total amount of the project is below \$500,000, the Buy America requirements for iron, steel, manufactured product, and construction materials is waived. If the total amount of the project is over \$500,000, the allowable threshold for noncompliant products is the lesser of \$1,000,000 or 5% of total applicable costs for the project. However, if the noncompliant products include iron, steel, manufactured products, the FHWA’s threshold amount of 0.1% of the total contract amount or \$2,500 applies. Read more on this waiver here:

<https://www.federalregister.gov/documents/2023/08/16/2023-17602/waiver-of-buy-america-requirements-for-de-minimis-costs-and-small-grants>

**Application Deadline:** Postmarked November 17<sup>th</sup>, 2023



# Kansas Department of Wildlife and Parks Recreational Trails Program (RTP) Application Form

## Applicant Information

Applicant of Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Applicant Lead Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

## About the Project

Project Title: \_\_\_\_\_

Project Classification (Check One):

\_\_\_\_\_ Non-Motorized Single-Use

\_\_\_\_\_ Non-Motorized Multi-Use

\_\_\_\_\_ Motorized Single-Use

\_\_\_\_\_ Motorized Multi-Use

\_\_\_\_\_ Education

Miles of Trail to be Constructed or Restored : \_\_\_\_\_

## Project Location (for multiple project sites attach a separate list)

Town or City: \_\_\_\_\_

County: \_\_\_\_\_

State Congressional District: \_\_\_\_\_

Latitude and Longitude (in decimal degrees): \_\_\_\_\_

## Land Ownership

\_\_\_\_\_ OWNED    \_\_\_\_\_ LEASED    \_\_\_\_\_ PERMANENT TRAIL EASEMENT

Provide the name(s) of the property owners:

\_\_\_\_\_  
\_\_\_\_\_

## Type of Project (Select all that apply)

\_\_\_\_\_ Trail Maintenance and Restoration

\_\_\_\_\_ Land Easement or Acquisition

\_\_\_\_\_ Trailside or Trailhead Facilities

\_\_\_\_\_ Trail Accessibility Assessment

\_\_\_\_\_ New Trail Construction

\_\_\_\_\_ Purchase Trail Equipment

\_\_\_\_\_ Education

**User Information (Check all that apply)**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Hiking          | <input type="checkbox"/> Biking         | <input type="checkbox"/> Motorcycling        |
| <input type="checkbox"/> Walking         | <input type="checkbox"/> Equestrian     | <input type="checkbox"/> Four-Wheeling       |
| <input type="checkbox"/> Running         | <input type="checkbox"/> ADA Accessible | <input type="checkbox"/> All-Terrain Vehicle |
| <input type="checkbox"/> Skateboarding   | <input type="checkbox"/> Paddling       | <input type="checkbox"/> Other               |
| <input type="checkbox"/> In-Line Skating |   |  |
- 

**Trail Surface**

- |                                  |  |                                |
|----------------------------------|--|--------------------------------|
| <input type="checkbox"/> Asphalt | <input type="checkbox"/> Concrete      | <input type="checkbox"/> Other |
| <input type="checkbox"/> Natural | <input type="checkbox"/> Crusher Fines |                                |
- 

**Project Costs**

Total Project Cost \_\_\_\_\_  
Requested from State (Maximum 80%): \_\_\_\_\_  
Match (Minimum 20%) \_\_\_\_\_

Match Funding Source(s): \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Project Narrative**

**Provide a detailed project Narrative: On a separate document please write your project description using 12 -point font. Please include specific information on the following items:**

**Scope:** Describe to proposed project including length of trail, width of construction and any major components of the project. Describe exactly what will be constructed, rehabilitated/repaired or acquired. Discuss ownership of the trail corridor and any easements or land acquisitions that have been acquired for the trail.

**Access/Trail Connections:** Discuss how this project expands trail loops, links or improves/restores trail use and connectivity.

**Need:** Address the unmet recreational needs and explain how this project will meet those needs. Describe the community this project will serve. Describe why RTP funds are necessary to fund this project. Describe how this project meets the needs or the current Kansas SCORP and/or the master planning document the trail is part of.

The SCORP can be found here: <https://ksoutdoors.com/State-Parks/S.C.O.R.P>

**Maintenance and Sustainability:** Describe how the project will be maintained and managed for long-term sustainability.

**Kansas Department of Wildlife and Parks  
Recreational Trails Program (RTP)  
Application Checklist**

**Required Forms**

- RTP Application Form
- Project Narrative
- Maps (vicinity and site maps)
- Project Plans
- Local Funding Statement (suggested format included)
- Proposed Project Budget
- Environmental Review Checklist
- State Historical Preservation - Project Information Form (SHPO)
- Documentation of Control and Tenure

**Additional Items**

- Proof of Public Support (Letters of Support/Resolution of Support)
- Master Plan
- Maintenance Agreements
- For Equipment purchases and projects with signification Iron or Steel (\$2500 or more), the vendor must certify products meet “Buy America” standards

**NEW in 2023: The Federal Highway Administration published Waiver of Buy America Requirements for De Minimis Costs and Small Grants. Read more on this waiver here:**  
<https://www.federalregister.gov/documents/2023/08/16/2023-17602/waiver-of-buy-america-requirements-for-de-minimis-costs-and-small-grants>

***\*\*All forms should be submitted in PDF Format***

**Application Deadline: Postmarked November 17th, 2023**

## LOCAL FUNDING STATEMENT

\*\*\*To be typed on the letterhead of the project sponsor\*\*\*

I, \_\_\_\_\_ (Name) \_\_\_\_\_, as \_\_\_\_\_ (Title) \_\_\_\_\_ of  
\_\_\_\_\_ (project sponsor) \_\_\_\_\_ hereby certify that the local funding share under the National Recreational  
Trails Program (RTP) for the \_\_\_\_\_ (name of project) \_\_\_\_\_ will be available \_\_\_\_\_ (date) \_\_\_\_\_ in the amount of \$ \_\_\_\_\_.  
Funds will be provided through:

G.O. Bonds (bond issue pending--date) for	\$ _____
Revenue Bonds	\$ _____
Community Development Funds	\$ _____
Local Budgeted Funds (Annual Capital Improvement Fund)	\$ _____
Donations from Private Sources (List)	\$ _____
Mill Levy (identified)	\$ _____
Other	\$ _____

I agree to notify the Kansas Department of Wildlife, Parks and Tourism within 48 hours of the results of the bond election, or within 5 days of any change in the funding source, amount or date of availability.

Signed,

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

Attested to:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

# Environmental Review Checklist

## Part I

**Project Title:** \_\_\_\_\_

**Project Number:** \_\_\_\_\_

Submitted by: \_\_\_\_\_

Date \_\_\_\_\_

Project Location: \_\_\_\_\_ Quarter: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ County: \_\_\_\_\_

Note: This checklist is a planning tool, so that informed decisions can be made on the information provided. To facilitate evaluation of the environmental impact of the proposed project, **please attach a current 8 1/2" x 11" aerial photograph (may be obtained from county CFSA office) and a map showing the project location details, including construction limits.** Please answer each question as completely and truthfully as possible. If the information is unavailable, or unknown, please indicate so.

Projects with incomplete checklist information or without a map and photograph will be returned without further review or evaluation.

1. Why is this new project needed and what is its purpose? (You may reference portions of the project narrative instead of writing a new narrative).

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2. What alternatives to the new project were considered and why were they ruled out?

---

3. What resources may be affected by the proposed work? (Answer positive (+), negative (-) or no effect (NA)).

Wildlife \_\_\_\_\_

Air Quality \_\_\_\_\_

Economy \_\_\_\_\_

Cultural/Historical \_\_\_\_\_

Vegetation \_\_\_\_\_

Topography \_\_\_\_\_

Geology \_\_\_\_\_

Aesthetics \_\_\_\_\_

Soils \_\_\_\_\_

Stream Morphology \_\_\_\_\_

Sociology \_\_\_\_\_

Land Use \_\_\_\_\_

Wetlands \_\_\_\_\_

Water Quality \_\_\_\_\_

Water Usage \_\_\_\_\_

4. Will this project involve any of the following activities?

A) Dredging or depositing of material in or near a wetland, stream, pond, lake or reservoir, or upon a 100-year floodplain?

How much, and # of acres affected \_\_\_\_\_

B) Construction or alteration of a dam or other stream obstruction?

Dam height in ft. \_\_\_\_\_ Dam length: \_\_\_\_\_

Maximum storage capacity: \_\_\_\_\_ AF Surface area: \_\_\_\_\_ Acres

Drainage area above structure: \_\_\_\_\_ Acres

C) Altering the flow, cross section, or alignment of a stream?

Attach a drawing of a cross section.

D) Construction of a dike or levee upon a 100-year floodplain?

Attach a drawing of a cross section.

E) Initiate a new use of water, or alter an existing water right by changing the use, quantity or point of diversion?

If new, how much (AF or fps) \_\_\_\_\_ IF a change, specify \_\_\_\_\_

F) Be performed in an area in which threatened or endangered species are present? (See lists of T/E species, as distributed by ESS)

If yes, list species \_\_\_\_\_

G) Be performed in an area in which Species in Need of Conservation are present?

If yes, list species \_\_\_\_\_

H) Affect a wetland area through development or modification (Note: "A wetland is land that has a predominance of hydric soils and that is inundated or saturated by surface or ground-water at a frequency and duration sufficient to support, and under normal circumstances, does support a prevalence of hydrophytic vegetation typically adapted for life in saturated soil conditions.")?

If yes, list # of acres \_\_\_\_\_

I) Include the introduction of any species not presently or historically occurring in the receiving area (e.g., tilapia, grass carp, trout, etc.)?

J) Include the use of any chemical toxicant (For pesticide hazard list, inquire up your supervisory chain. NOTE: this item includes Rotenone)?

K) Impact on any rivers, permanent or intermittent streams, or trails?

If yes, name waterway or trail \_\_\_\_\_ # of miles affected \_\_\_\_\_

L) Impact any crucial wildlire habitats as they are defined in the 1991-1996 Strategic Plan, or attached Table 7?

If yes, list habitat types \_\_\_\_\_

M) Result in any discharge which may conflict with Federal or State air or water quality standards?

If yes, what quantity? \_\_\_\_\_

N) Negatively affect any federal or state designated Natural or Scientific area?

If yes, which one? \_\_\_\_\_

O) Affect any prime or unique farmland or forestland through development or modiciation (i.e., removing it from production)?

P) Generate organized opposition or substantial public controversy?

Q) Affect any known archaeological, historical, or cultural site, or alter the aesthetics of the subject area?

5. If this project proposal involves construction.....

What are the soil types at this site (refer to NRCS county soil map)? \_\_\_\_\_

What is land use? \_\_\_\_\_

What is ground cover? \_\_\_\_\_

How long has this area been in public ownership? \_\_\_\_\_

Was area purchased with Federal Aid funds? \_\_\_\_\_

This completes the Environmental Checklist, Part I. If further information is needed, you will be contacted.  
Thank you for your cooperation.





KANSAS DEPARTMENT OF WILDLIFE AND PARKS  
 DIVISION OF STATE PARKS  
**STATE HISTORIC PRESERVATION**  
**RTP PROJECT INFORMATION FORM (PAGE 1 OF 2)**

Submission of a completed Project Information Form with adequate information and attachments constitutes a request for a review pursuant to Section 106 of the National Historic Preservation Act of 1966 (as amended). We reserve the right to request more information. **please refer to the CHECKLIST on Page 2 to ensure that all basic information relevant to the project has been included. For further information, refer to our website at: <https://ksoutdoors.com/KDWP-Info/Grants>.**

**Note:** Section 106 regulations provide for a 30-day response time by the Kansas Hsitoric Society from the date of receipt.

Project Name:

FEDERAL AGENCY PROVIDING FUNDS, LICENSE, OR PERMIT	OTHER INVOLVED AGENCY
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CONTACT PERSON	TELEPHONE
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CONTACT EMAIL - (this will be used for digital response regardingg your project)

CONTACT ADDRESS

CITY	STATE	ZIP CODE
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**LOCATION OF PROJECT**

COUNTY	STREET ADDRESS
--------	----------------

CITY	LATITUDE/LOGITUDE	UTM - NORTHING/EASTING (include datum)
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**LEGAL DESCRIPTION OF PROJECT AREA (TOWNSHIP, RANGE, SECTION, 1/4 SECTION)**

TOWNSHIP	RANGE	SECTION
----------	-------	---------

**PROJECT INFORMATION CHECKLIST**

TO THE BEST OF YOUR KNOWLEDGE, IS THE PROJECT LOCATED IN ANY OF THE FOLLOWING?

- AN AREA PREVIOUSLY SURVEYED FOR HISTORICAL PROPERTIES
  NATIONAL REGISTER DISTRICT
  A LOCAL HISTORIC DISTRICT

WHAT ARE THE DATES OF CONSTRUCTION OR DATES OF ADDITIONS FOR BUILDING OR STRUCTURES IN THE PROJECT AREA?

HAS THE GROUND EVER BEEN GRADED, BUILT ON, BORROWED, OR OTHERWISE DISTURBED?  YES  NO

WHAT WERE THE PRIOR USES OF THE LAND (any previous disturbances)?

WILL THE PROJECT REQUIRE FILL MATERIAL?  YES  NO

IF YES, INDICATE PROPOSED BORROW AREAS (SOURCE OF FILL MATERIAL) ON PROJECT AREA MAP

ARE YOU AWARE OF ARCHAEOLOGICAL SITES ON OR ADJACENT TO PROJECT AREA?  YES  NO

IF YES, IDENTIFY THEM ON THE TOPOGRAPHIC MAP (see additional requirements)

DOES THE PROJECT LIE NEAR A PERMANENT WATER SOURCE?  YES  NO

IF YES, IDENTIFY THEM AND THE DISTANCE FROM THE PROJECT AREA (springs, streams, rivers, etc.)





**PROJECT DESCRIPTION**

DESCRIBE OVERALL PROJECT IN DETAIL. IF IT INVOLVES EXCAVATION, INDICATE HOW WIDE, HOW DEEP, ETC. IF IT INVOLVES DEMOLITION OF EXISTING BUILDINGS, MAKE THAT CLEAR. IF THE PROJECT INVOLVES REHABILITATION, DESCRIBE THE PROPOSED WORK IN DETAIL. USE ADDITIONAL PAGES IF NECESSARY.

DOES THE PROJECT AREA EFFECT BUILDINGS, STRUCTURES, OR LANDSCAPING (such as parks or cemeteries) THAT ARE 45 YEARS OR OLDER?  YES  NO

IF YES, DESCRIBE EACH STRUCTURE IN THE PROJECT AREA AND PROVIDE PHOTOS OF EACH AS ATTACHMENTS. PLEASE INCLUDE THE STRUCTURE'S AGE IF KNOWN.

**ADDITIONAL REQUIREMENTS**

**Map Requirments:** Attach a map depicting the project area, and, if necessary, a large scale project map. If project involves **ground disturbance**, the project footprint must be clearly delineated on the map. Please do not send an individual map with each structure or site. While a topographic map is preferred, a map from online map providers is acceptable.

**Photography Requirments:** Clear black and white or color photographs (minimum 3' x 5') are acceptable. Polaroids, photocopies, emailed or faxed photographs are not acceptable. Images do not need to be printed on photo paper, standard 8' x 11' paper is fine. **Clear and good quality photographs are important for expeditious project review.** Photographs of neighboring or nearby buildings are also helpful. All photographs should be labeled and keyed to one map of the project area. Images captured from Google Earth are not acceptable as they fail to provide the most current view of the area.

**DID YOU PROVIDE THE FOLLOWING INFORMATION?**

- PROJECT AREA MAP (per project, not structure)
- THOUROUGH PROJECT DESCRIPTION (ALL PROJECTS)
- PHOTOGRAPHS OF ALL STRUCTURES AND OVERVIEW PHOTOGRAPHS FOR ARCHAEOLOGY  
**NOTE:** all photographs should be labeled and keyed to one map of the project area
- OTHER SUPPORTING DOCUMENTS (if necessary to explain the project)
- FOR NEW CONSTRUCTION, REHABILITATIONS, ETC., ATTACH WORK WRITE-UPS, PLANS, DRAWINGS, ETC.
- DATES OF CONSTRUCTION OF STRUCTURES IN THE PROJECT AREA

**RETURN THIS FORM AND ATTACHMENTS TO:**

cherie.riffey@ks.gov or mail to:  
 KANSAS DEPARTMENT OF WILDLIFE AND PARKS  
 ATTN: PARKS DIVISION - RTP  
 512 SE 25TH AVE  
 PRATT, KS 67124