

Robin Jennison, Secretary

Sam Brownback, Governor

Dear Applicant:

Thank you for requesting information concerning the Recreational Trails Program (RTP) administered by the Kansas Department of Wildlife, Parks and Tourism (KDWPT) and the Federal Highway Administration (FHWA). Pertinent material is enclosed to begin your application process. Applications will be accepted until August 1 of each year for the following Federal Fiscal Year. Funds for this program are appropriated by the FHWA to KDWPT for recreational trail development.

MAP-21, the new program, was passed in summer, 2012, with funding for six years. However, Kansas opted out of the Recreational Trails Program for Federal Fiscal Year 2013 in order to make more funding available for trails. While we do not know exactly how this will be administered, we encourage all to prepare and submit their applications based on the current guidelines. If the rules and guidelines change, we will notify all applicants on hand and allow time to make the adjustments or revisions. The timetable for grant awards will also be adjusted as necessary.

In the past, the grant program provided an 80/20 match, on a reimbursement basis, for eligible recreational trail and trail-related projects. This means that you must fund 100% of the project and KDWPT will reimburse you up to 80% of the approved total cost, though you need not complete the entire project before applying for reimbursement. Your application must include the completed forms that are enclosed and a detailed cost breakdown along with a detailed site plan. This program is very similar to the Land and Water Conservation Program. Many of the same guidelines, forms and documentation will be utilized. However, the department will not add a surcharge to the project. Generally, overhead or administrative costs will not be funded from this program, but a portion of these costs may be used as part of the local match. The local match must be detailed on the enclosed form and may not be from any other Federal source.

Trail and trail-related project proposals will not be accepted where the primary objective is to provide an alternative transportation corridor, such as bicycle lanes marked on an existing highway or sidewalks. All projects selected must fall into one or more of three categories: motorized, non-motorized, or diversified recreational trail or trail-related projects. Proposals that provide for improved ADA and environmental impacts will receive a high priority. All proposals must contain a completed environmental checklist, which is included with the application materials.

I'm sure this packet will not answer all of your questions. If you have general questions about documentation, consult the LWCF handbook. If it is acceptable under LWCF, it probably will be acceptable under RTP. If you have other questions, please contact me as soon as possible. If I don't have the answer, I'll find the answer as quickly as possible. Together, we can go a long way toward meeting the needs of our users.

Sincerely,



Kathy Pritchett, Trail Grants Coordinator
Parks Division

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Sincerely,



Kathy Pritchett, Trail Grants Coordinator
Parks Division

**Kansas Department of Wildlife, Parks & Tourism
Recreational Trails Program (RTP)
Application Checklist**

PROJECT SPONSOR: _____

PROJECT TITLE: _____

TOTAL PROJECT AMOUNT: _____

AMOUNT REQUESTED: _____

<u>Yes</u>	<u>No</u>	
_____	_____	1. Project Application (form included)
_____	_____	2. Cost Breakdown Sheet
_____	_____	3. Certified Local Funding Statement (suggested format included)
_____	_____	4. Narrative: <ul style="list-style-type: none"> a. Included in Applicant's Master Plan b. Meets SCORP criteria c. Meets State Trails Plan criteria d. Public Participation/Citizen Input and Support: <i>OPTIONS</i>: <ul style="list-style-type: none"> 1. minutes of meetings, public hearings, neighborhood meetings, citizen advisory panel, public notices for public comment 2. public support letters
_____	_____	5. Geographic Location Map <ul style="list-style-type: none"> a. location in state b. location in county w/major highways c. park (site) location in city, county, school site
_____	_____	6. Site (park) Plan <ul style="list-style-type: none"> a. existing structure, utility, roads, easements, plant materials b. all items proposed for development (same for acquisition) c. surrounding land uses, structures, highways, and streets g. handicapped accessibility features h. plan scale and north arrow
_____	_____	7. Environmental Review Checklist (form included) <ul style="list-style-type: none"> a. description of proposed action b. alternatives of proposed action c. environmental impacts of the proposed action
_____	_____	8. Affirmative Action/Equal Opportunity Plan (form included)
_____	_____	9. Civil Rights Compliance (form included)
_____	_____	10. Equal Opportunity Policy (form included)
_____	_____	11. Grievance Policy (form included)

**Kansas Department of Wildlife, Parks & Tourism
Recreational Trails Program (RTP)
Application Form**

DATE: _____ COUNTY: _____

APPLICANT/ GOVERNMENT AGENCY: _____

ADDRESS: _____

PROJECT TITLE: _____

PROJECT CLASSIFICATION (Check One):

- | | |
|---|--|
| <input type="checkbox"/> Non-Motorized Single-Use | <input type="checkbox"/> Non-Motorized Multi-Use |
| <input type="checkbox"/> Motorized Single-Use | <input type="checkbox"/> Motorized Multi-Use |
| <input type="checkbox"/> Education | |

PROJECT LOCATION (GPS): _____ MILES OF TRAIL: _____

PROJECT LOCATION (Legal Description): _____

PROJECT SHORT NARRATIVE: _____

COST ESTIMATE:	Current Cost	
Construction Cost:	\$ _____	Applicant's Contact Person _____
Right-of-Way Cost:	\$ _____	_____
		(Title)
Utility Adjustment Cost:	\$ _____	_____
Design Cost:	\$ _____	_____
Construction Engineering:	\$ _____	(Mailing Address)
TOTAL PROJECT COST:	\$ _____	Phone No. (____) _____
TOTAL REQUESTED FROM STATE: (Maximum = 80%)	\$ _____	
BALANCE (Local Cost = Minimum 20%)	\$ _____	Applicant's Signature _____

Send Request to: Kathy Pritchett, Trails Grant Coordinator
 Kansas Department of Wildlife, Parks & Tourism
 512 SE 25th Avenue
 Pratt, KS 67124

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).

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.

Print Form

Submit by Email

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

**U.S. DEPARTMENT OF THE INTERIOR
CIVIL RIGHTS COMPLIANCE**

As the authorized representative of the applicant, I certify that the applicant agrees that, as a condition to receiving any Federal financial assistance from the Department of the Interior, it will comply with all Federal laws relating to nondiscrimination. These laws include but are not limited to: (a) Title VI of Civil Rights Act of 1964 (42 I.S.C. 2000d-1), which prohibits discrimination on the basis of race, color, or national origin; (b) Section 504, of the Rehabilitation Act of 1973, as amended (29 IHS.C. 794), which prohibits discrimination on the basis of handicap; (c) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 *et seq.*), which prohibits discrimination on the basis of age; and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, handicap or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the applicant. **THE APPLICANT HEREBY GIVES ASSURANCE THAT** it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE shall apply to all aspects of the applicant's operations including those parts that have not received or benefited from Federal financial assistance.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Department, including installment payments after such date on account of applicants for Federal financial assistance which were approved before such date.

The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, assignees, and sub-recipients and the person whose signature appears below who is authorized to sign this assurance on behalf of the Applicant.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT/ORGANIZATION	DATE SUBMITTED
APPLICANT/ORGANIZATION MAILING ADDRESS	BUREAU/OFFICE EXTENDING ASSISTANCE

AFFIRMATIVE ACTION POLICY

I. SCOPE AND PURPOSE

These guidelines are designed to provide direction in the development of an affirmative action plan to provide equal employment opportunities for all regardless of race, color, religion, sex, age, physical handicaps, or national origin. With that goal in mind, the (project sponsor) embraces the following Civil Rights Acts:

The Kansas Act Against Discrimination 44-1030.

Kansas Civil Rights Act as amended in 1974 to include the physically handicapped.

Title VI, Civil Rights Act of 1964, and all amendments thereto - provides that no person in the United States shall be excluded from participation, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance, including Federal Code of Regulations, Title 43, Part 17, Public Law 88342, Section 601 and 602.

Section 109, Housing and Community Development Act of 1974, and all amendments thereto - provides that no person in the United States shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

Title VIII, Civil Rights Act of 1968, and all amendments thereto - provides for fair housing throughout the United States. Kinds of discrimination prohibited: refusal to sell, rent or negotiate, or otherwise to make available; discrimination in terms, conditions and privileges; discriminatory advertising; false representation; block-busting; discrimination in financing and discrimination in membership in multiple-listing services and real estate brokers' organizations.

Executive Order 11063 - required equal opportunity in housing and related facilities provided by Federal financial assistance.

Executive Order 11246 as Amended by Executive Order 11375 - required nondiscrimination in employment under federally-assisted contracts.

U.S. Department of the Interior, National Park Service, and the Interior Office of Equal Opportunity," and Public Law 88-578", and all amendments thereto - require no discrimination in the use of public facilities when federal financial assistance is used.

II. THE EQUAL EMPLOYMENT OPPORTUNITY OFFICER

Responsibilities and duties of the Equal Employment Opportunity Officer are to coordinate efforts to advise and assist staff in implementing the aforementioned Civil Rights Acts and to serve as ombudsman for any complaints; specifically, this official is charged with monitoring the following:

1. Reviewing all policies relating to Equal Opportunity in order to guarantee effective implementation of the program.
2. Designing and implementing record systems for minority employment information.

3. Serving as liaison between contractors and employment agencies, including Kansas Corporation Commission on Civil Rights and Federal Equal Employment Opportunity Commission, and minority organizations.

4. Cooperation with unions in the development of programs to assure equal opportunity for qualified minority persons in the contract grades.

5. To encourage minority employees to increase their skills and job potential through participating in training and educational programs.

III. ADVERTISING

Advertising in newspapers that (project sponsor) is an Equal Opportunity Employer, and advertise vacancies of (project sponsor)'s employee positions in the news media. All applicants will be screened on a competitive basis extending to all applicants consideration for employment without regard to race, creed, color, sex, age, or national origin.

The (project sponsor) will post, in conspicuous places, notices and other information identifying that the (project sponsor) is an Equal Opportunity Employer.

IV. CONTRACTS LET BY PROJECT SPONSOR

Contracts let by the (project sponsor) shall contain the following requirements.

1. The contractor will not discriminate against any employee or applicant for employment because of age, race, creed, sex, color, or national origin. The contractor will have an Affirmative Action Plan relating to employment, upgrading, layoff, reassignment, compensation, and training or apprenticeship to ensure fair and nondiscriminatory treatment. Notices of such policies and other appropriate posters shall be posted in conspicuous places available to employees and applicants for employment.

2. The contractor will comply with all provisions of Executive Orders 11246 and 11063, and of the rules, regulations, and relevant orders of the Department of Labor, and the (project sponsor), with respect to equal opportunity employment.

3. The contractor will furnish all information and reports required by the above mentioned agencies and will permit access of all books, records, and accounts by them to ascertain compliance with such rules and regulations.

4. Such provisions are applicable to all sub-contractors, and the contractor will take action with respect to any sub-contractor as the above agencies direct to enforce such provisions.

5. Non-compliance with the equal employment opportunity and non-discriminatory clauses of the contract is cause for termination or suspension of the contractor or any sub-contractor in which there is non-compliance.

These requirements shall be covered in a pre-construction conference, which shall include representatives of the (project sponsor), the contractor, and the sub-contractors. The Affirmative Action Plan shall be reviewed as it relates to the work force involved in the contract.

V. GRIEVANCES

This Affirmative Action Plan does not prohibit the rights of any (project sponsor), employee to carry his (her) grievance(s) to either or both, the Kansas Human Rights Commission, Landon State Office Building Rm. 85 1-S, 900 Jackson Avenue, Topeka, Kansas 66612 or the Equal Employment Opportunity Commission (Federal), 911 Walnut, Kansas City, Missouri.

The Equal Employment Officer of the (project sponsor) is: _____
_____.

VI. PERSONNEL GRIEVANCE PROCEDURE

If there is a complaint against the (project sponsor), the following steps should be taken:

1. The grievance shall be submitted to the (project sponsor) for review and follow-up action.
2. If the complaint does not receive satisfactory solution, the complainant may file an additional grievance complaint with the Kansas Human Rights Commission, Landon State Office Building Rm. 851-S, 900 Jackson Avenue, Topeka, Kansas 66612.
3. Review of files by claimant provides that a complainant may review local files bearing on this case, except for confidential material and where prohibited by law.
4. The claimant has only six (6) months to file his (her) grievance from the date of the alleged violation. The sponsor will review and take action within thirty (30) working days of receipt of the complaint.

VII. PUBLIC FACILITIES GRIEVANCE PROCEDURE

It is further declared to be the policy of the (project sponsor), that all public facilities shall be accessible to the handicapped with provisions for use by the handicapped. In the case of existing facilities, modifications to bring said facilities into compliance with the provisions of Public Law 90-480, Architectural Barriers Act of 1968, shall be undertaken as soon as funds are available for such purpose.

It is the right of each and every individual who feels aggrieved through discrimination on the basis of race, color, religion, sex, age, physical handicap, or national origin to file a grievance complaint with the (project sponsor) and file a copy of the complaint with the Equal Opportunity Office, Department of Interior, Washington, D.C., and with the State Liaison Officer, Kansas Department of Wildlife, Parks and Tourism, 900 Jackson Street, Suite 502, Topeka, Kansas 66612.

If the complaint is not resolved to the satisfaction of the complainant, he or she may file an additional grievance complaint with the Kansas Human Rights Commission, Landon State Office Building, Rm. 851-S, 900 Jackson Avenue, Topeka, Kansas 66612. The complainant may, at any time within six (6) months from the date of alleged act of discrimination, file a grievance complaint with the Equal Opportunity Office, Department of Interior, Washington, D.C. Further the complainant shall have full recourse to all remedies of law in seeking satisfactory disposition of any alleged act of discrimination. The complainant may at any time during the course of settlement of the grievance, withdraw his or her complaint by notification of all parties involved. Such withdrawal shall not jeopardize the right of any person complained against from seeking legal relief for slander, libel, or false accusation, if such action is believed warranted.

Any act of discrimination by an employee or agent of the (project sponsor), established and proven, shall be grounds for disciplinary action, including dismissal, in addition to any penalties imposed through due process of law.

VIII. JOB GOALS

The availability of jobs will be filled in accordance with this Affirmative Action Plan in relation to turnover rates established for any (project sponsor) jobs.

Passed and signed this _____ day of _____, 2000.

Mayor, Commission Chairman or Board President

Attest: _____
City Clerk, County Clerk or Board Clerk

ADDENDUM

To

EQUAL EMPLOYMENT OPPORTUNITY POLICY

1. To insure compliance with Section 44-1032 of the Contract Compliance provisions of the Kansas Act against Discrimination (1978), the (project sponsor) will expand its recruitment sources to include for example: Employment Service Agency, CETA, women's organizations, NAACP, American G.I. Forum, Human Relations Commission, Community Action Agency, etc., but are not limited to the aforementioned examples.
2. An analysis of the present workforce is required that indicates the percentage of minorities within the (project sponsor) departments, as well as the non-minority, female, and handicapped to establish a comparison of the required percentage to the existing percentage of minority, female, and handicapped actually employed within the governmental unit.
3. The (project sponsor) is required to prepare and submit its goals and timetables for correcting deficiencies in the employment of female, minority and handicapped workers that exist in workforce analysis.

GRIEVANCE FORM

Date of Filing _____

Grievant: _____

Position: _____

Alleged Violation: _____

Grievance Against: _____

Address: _____

Time, Date, Place of Occurrence: _____

Redress Sought: _____

Signature of Grievant

Received (Date)

GRIEVANCE RESPONSE

Date Issued: _____

Name of Grievant: _____

Response: _____

Equal Employment Opportunity Officer

Initial Applicable Statement:

_____ I hereby accept the above determination

_____ I hereby decline the above determination

_____ I intend to process the grievance to the next stage

Signature of Grievant

Date

How to Apply for Funding: Eligibility and Project Selection

ELIGIBILITY

Project sponsors participating in the RTP program are required to provide matching funds for the project application, administer the project through completion, and operate and maintain the site after completion.

Park and Recreation Master Plan

Long and medium range park and recreation planning is a major responsibility of every project sponsor. To this end, sponsors are required to complete a five-year recreational trail master plan.

Types of Projects

A grant may be used for the acquisition of land, trail corridor or long-term lease, or construction of outdoor recreational trails and trail facilities. Development projects may include the building of new facilities or renovation of existing facilities. Only acquisition or development done after federal approval of a grant is eligible for funding. The project must provide a site or facilities for public outdoor recreation. Indoor facilities, such as enclosed shelters, are **not** eligible for RTP funding.

Support facilities (lighting, utilities, restrooms, parking areas, etc.) may be eligible for assistance, but have low priority for funding. Support facilities are evaluated according to the recreation activities or trails served.

Renovation projects will be accepted only for facilities or trails that do not meet current ADA or environmental standards. Repairs associated with routine maintenance, or renovation caused by vandalism or poor maintenance, are not eligible for funding.

ANNUAL ALLOCATION OF FUNDS

KDWPT will determine the state and local shares of Kansas' annual allocation. The determination is based on the estimated amount of funds the state will receive at the start of the federal fiscal year that begins on October 1st.

Generally, the amount Kansas receives is divided between KDWPT recreational trail projects and projects submitted by other entities.

Local Matching Share

The federal funds are matched by local funds for the completion of a project. The project sponsor must have the local share available at the time of the application. The local share may include tax sources, bond issues or any applicable donation programs. The donated value of cash and land may also be used.

To be eligible, all project expenditures, including donations, must take place after the project is approved.

Pre-submission Procedures

Prior to the submission of a grant application, the project sponsor must prepare all maps, preliminary plans, cost estimates, and other information necessary for the application. The sponsor must provide public notification and opportunity for public input on the project through public meetings and/or surveys.

Reimbursement

The project sponsor will not receive a cash grant at the time of project approval. Instead, the sponsor must pay the bills and then request reimbursement for 80% of the approved expenses incurred. Reimbursement requests may be periodically submitted during the project period to return funds for work completed.

State Review

All projects are reviewed and additional information is requested if necessary. Site inspections by the grants staff along with representatives of the project sponsor are also conducted during this time period.

The grants staff will review each application to confirm that it is in accord with the eligibility requirements specified in the RTP guidance. The staff will also verify that the proposed project is included in the project sponsor's five-year master plan and meets a need in the current Kansas Statewide Comprehensive Outdoor Recreation Plan (SCORP).

Project sponsors will be reviewed for their operation and maintenance capabilities and previous grant performance. A sponsor's project will be given low priority if poor maintenance conditions are observed. Site inspections are conducted before grants are awarded, while projects are under construction, and during regular intervals following completion.

Federal Approval

Projects generally receive federal approval in late winter or early spring. The approval announcement may be made by the U.S. Senators or Representatives for your district. KDWPT will issue a news release on the approval of each grant. The grants coordinator also will notify the project sponsor of the approval. The Local Project Agreement, along with other contract documents, will be sent to the project sponsor for execution.

Project approval in late winter or early spring generally enables the sponsor to buy land, finalize project plans and specifications, and advertise for bids during the spring. **Acquisition of land or construction of facilities may not begin until federal approval is obtained and land appraisal plans have also been approved.** If a project is started prior to federal approval, it may be declared ineligible for funding and the grant will be terminated.

MINIMUM PROJECT CRITERIA

1. The deadline for submission of two (2) copies of the project application to KDWPT is August 1st of each year, unless otherwise announced. Applications must be postmarked no later than this date.
2. Additional information requested by the grants staff concerning the application must be received prior to rating the project.
3. The project sponsor must have the matching share of the project available prior to project rating.
4. Operation and maintenance procedures and previous grant administration performance of the applicant must be adequate.
5. The project must be eligible to receive RTP funding according to the federal and state criteria for the program.
6. The project must meet a need documented in both the sponsor's five-year park and recreation master plan and an issue and strategy in the current Kansas Trails Plan or the Kansas SCORP.
7. The project must include a completed Environmental Review Checklist.

OPEN PROJECT SELECTION PROCESS

Rating Factors and Their Values

The rating system is based on the goals identified in the current Kansas SCORP. This document can be found on the web page: www.ksoutdoors.com

These goals represent outdoor recreation priorities on a statewide level. To be considered for RTP funding, a local project must address at least one goal identified in the SCORP. Local demand or need for a particular land acquisition or outdoor recreation facility must be determined by the project sponsor based upon its five-year park and recreation master plan. The grants staff scores the project against its direct relation to the SCORP and the sponsor's park and recreation plan.

Projects meeting other scoring criteria based on the priorities of the SCORP will rank higher. These criteria include: public participation in the formulation of the project proposal; projects serving the needs of special populations; projects involving protection of greenways, open-space, natural areas, riparian areas, wetlands and river corridors; or projects removing barriers from existing recreation areas and facilities. In addition, projects that address one or more of the following—trails, water access, environmental learning facilities or flexible multi-use, multipurpose trails -- will receive extra points.

Grant Approval and Subsequent Processes

THE APPROVAL PROCESS

State Approval

The project sponsor will be notified after the grants coordinator and the trails committee have reviewed the applications and recommended to KDWPT those that will be sent on for Federal approval. Projects that are not selected for funding will be returned at the sponsor's request, and may be revised and re-submitted for the next round of grant applications.

Federal Approval

The sponsor will be notified after the Federal Highway Administration has approved the grant. As part of the notification process, the contact person for the project will receive copies of the project agreement that will include several attachments.

PROJECT AGREEMENT

The agreement will provide information required for project correspondence and will describe the responsibilities of the State and of the sponsor. The project agreement is filled out as follows:

1. The sponsor is the entity with whom the project agreement was made.
2. Project number is given for federal/state identification purposes.
3. The project title is to be used on all project correspondence.
4. The approval date when FHWA approved the project and project sponsor signs, dates and returns the form. Any work begun before this date will not be reimbursed.
5. The expiration date is when the project must be completed. All work must be finished by this time to be eligible for reimbursement.
6. The **project scope** identifies the elements included in the project proposal as approved by the federal agency. Only those items will be eligible for reimbursement. If the project sponsor needs to make revisions, the grants coordinator should be contacted before those revisions are made. State and, sometimes, federal approval must be granted before revised work can be started, if RTP reimbursement is requested.
7. Project costs identify the total cost of the project, the project sponsor's share and the RTP share. The RTP grant amount may not exceed 80% of the approved total project cost.

General Provisions

The General Provisions are divided into three major parts. Part I gives the definitions for the abbreviated terms used in the provision assurances. Parts II and III are the provision assurances for acquisition, development and maintenance of projects. These assurances incorporate maintenance of property for public outdoor recreation use, nondiscriminatory practices, federal regulations for bidding and contract compliance, project processing, record maintenance, eligible project costs and many other requirements. A copy of these provisions will be sent to project sponsors along with the Project Agreement for approved projects. The provisions are an integral part of the project agreement and must be followed throughout project administration. The General Provisions may be found at the end of this section.

PROJECT SEQUENCE

Once the project has federal approval, the sponsor can complete negotiations and purchase the land or advertise for bids, sign contracts and start construction. Donations of land for the project may be accepted after the grant is approved. Cash gifts may be received both before and after project approval.

Progress billings may be submitted after the project is approved and eligible costs are incurred. During the project period, the grants staff will make periodic inspections to insure that the development is consistent with the project. In the case of adding an item to the project, construction on that item cannot begin until the amendment is approved. The amount of federal assistance specified on the Project Agreement may not be increased for that particular project. Costs incurred above this amount must be paid by the local agency.

During the project period, various situations may result in changes or deviations from the Project Agreement. If changes occur or problems are encountered during the project period, your grants coordinator should be contacted immediately. Changes may result in a need to amend the project in order to reimburse the sponsor for changes in the project which were not in the initial grant application. An amendment is necessary to alter the signed agreement. Changes that commonly necessitate an amendment are increases or decreases in the project scope or an extension of the project period.

AMENDMENTS

Project Agreement Amendments

The project sponsor initiates an amendment by submitting a written request for the change to the grants staff at KDWPT. This request should include all project revisions desired, including cost estimates, maps or design plans, and justification of the need for the changes. It is recommended that the grants coordinator be contacted prior to submittal of the amendment request. The staff member will be able to provide advice on the feasibility of an amendment approval. An amendment for a change in project scope can be requested any time prior to the construction of the added item or acquisition of the added tract. An amendment for an extension of time should be submitted at least sixty days before the project is scheduled to expire.

It is essential that amendment requests be kept to a minimum. Amendments may cover items that could not be anticipated in the original project. Major deviations from the original project will not be accepted. It is the responsibility of the park and recreation board to thoroughly determine the scope of the project prior to submission and, upon approval, carry through with that project. If approved, two copies of the Amendment to the Project Agreement will be sent to the project sponsor for signature. Both must be reviewed, approved, signed and returned for KDWPT signature. One copy of the executed amendment will be returned to the sponsor so that both parties will have signed amendments for their files.

Project Period Extensions

All acquisition and development must take place within the project period identified in the Project Agreement. The agreement is sent to the project sponsor after the project has received project