

# **Additional Required Supporting Documents**

## **State of Kansas Requirements**

**Complete and sign each of the forms on the following pages and submit in your application.**

### **COMPLIANCE AND ASSURANCES**

1. The adoption of an Resolution is needed to document the sponsor's commitment to comply with various regulations and requirements of the program. Current versions of Federal Standard forms (SF-424B for Non-Construction Projects; and SF-424D for Construction Projects) expressing assurance to Civil Rights and Handicapped Accessibility are to be executed (original signature) by the appropriate local official. The signing of these documents assures that the sponsor will uphold and enforce the intent of the respective laws as they apply to the local sponsor's project. Site and building floor plans submitted with the proposal must illustrate the adaptations for the physically handicapped. Current versions of these documents are available on the NPS State LWCF Assistance website at the following web address:

<http://www.nps.gov/ncrc/programs/lwcf/pub.htm>

2. A Maintenance Statement, similar to example below, is to be prepared and executed to indicate the sponsor's financial and personnel commitment to the future operation and maintenance of the park area and facilities.

### **ENVIRONMENTAL INFORMATION**

Overhead power and telephone lines constitute an environmental and aesthetic intrusion to the park atmosphere and are therefore required to be buried or removed. An Overhead Power and Telephone Line Statement, prepared and certified by the sponsor's engineer, must address the feasibility and cost estimates of removing or burying of the lines. The feasibility statement shall include the size and a description of lines and the justification for requesting the lines to remain. All lines must also be illustrated and identified on the site plan. NOTE: In most cases funds may be available to assist in the cost of removal or burial. A certification statement such as the one below is needed for projects that do not contain overhead powerlines.

### **AFFIRMATIVE ACTION - EQUAL OPPORTUNITY PLAN**

Affirmative action is a requirement, and as such the sponsor shall submit a copy of its affirmative action plan and grievances procedures. If the sponsor does not have an adopted plan in place, the necessary documentation for developing an affirmative action plan can be found below. The basic purpose of the affirmative action plan is for the sponsor to declare that it is their policy to provide equal opportunity in employment and advancement, and to administer its employment practices without regard to race, color, national origin or ancestry, religion, sex, age, sexual orientation, mental or physical handicap, or political affiliation.

### **AGREEMENTS**

Include documentation that identifies and describes any contemplated or current agreements the sponsor may have with other agencies, individuals, or other organizations participating in the application process; and involved in the maintenance of the completed project.

**LOCAL FUNDING STATEMENT**

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  
Land and Water conservation fund (L&WCF) 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)	\$ _____
Revenue bonds	\$ _____
Community Development Funds	\$ _____
Federal Revenue Sharing	\$ _____
Local Budgeted Funds (Annual Capital Imp. Fund)	\$ _____
Donations from Private Sources (list)	\$ _____
Donations of Land	\$ _____
Liquor Tax Revenues	\$ _____
Mill Levy (identified)	\$ _____
Other	\$ _____

I agree to notify the Kansas Department of Wildlife and Parks 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:

Attested:

\_\_\_\_\_  
(Name, Title)

\_\_\_\_\_  
(Name, Title)

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

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

# OUTLINE FOR A MAINTENANCE STATEMENT

Proper, preventative maintenance of projects funded with assistance from the Land and Water Conservation Fund program is expected of the project sponsor by both the National Park Service and the Department of Wildlife, Parks and Tourism. To aid in the assessment of the sponsor's maintenance capabilities and how effective these capabilities are for existing and proposed facilities, the following topics are required to be comprehensively and accurately addressed:

1. Annual budget for maintenance of recreation facilities within the sponsor's jurisdiction.
2. Source of maintenance funds.
  - a. Budgeted Funds
  - b. Mill Levy
  - c. Donations
  - d. Etc.
3. Maintenance personnel.
  - a. Full-time or part-time
  - b. Number of employees in summer vs. winter
  - c. Additional personnel required to operate or maintain the proposed recreation facilities
4. Maintenance Program and Schedule
  - a. Describe maintenance program and the seasonal schedule for program implementation.
  - b. What local agency or department is responsible for maintenance of recreation facilities?
5. Other comments that would aid the agencies in evaluating your project maintenance? (for example, are there problems beyond the control of the sponsor?)

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Signed

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(Printed Name)

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(Title)

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Date

## Certified Overhead and Power Line Statement

I certify that all telephone and power lines within the 6(f) boundary of \_\_\_\_\_ (Project Name) \_\_\_\_\_ are buried, and that no feasibility or a cost estimate is needed for the burial of such items.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

(Project Sponsor Authorized Personnel)

# 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 and all amendments thereto.

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, remittance, 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 abovementioned 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-contraction 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 and Parks, 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 \_\_\_\_\_, \_\_\_\_\_.

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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 exists 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