

Introduced by _____

First Reading _____

Second Reading _____

Ordinance No. _____

Council Bill No. B 315-13

AN ORDINANCE

determining it is in the public interest to construct repairs to the Hinkson Creek Trail bridge in Capen Park; approving and adopting plans and specifications; determining that the work shall be done by contract; calling for bids through the Purchasing Division; providing for payment for the improvement; appropriating funds; authorizing the City Manager to obtain, execute and record all documents necessary for the improvement; providing for compliance with the prevailing wage law and state-mandated construction safety training; authorizing a Recreational Trails Program project agreement with the Missouri Department of Natural Resources; and fixing the time when this ordinance shall become effective.

WHEREAS, the City Council adopted a resolution declaring the necessity of constructing repairs to the Hinkson Creek Trail bridge in Capen Park, specifically to include the replacement of the existing I-beam support structure and wood decking; and

WHEREAS, the notice of a public hearing on this project was published in a daily newspaper of general circulation in the city; and

WHEREAS, the City Council has held a public hearing on construction of the improvement.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

SECTION 1. The Council finds that the construction of repairs to the Hinkson Creek Trail bridge in Capen Park, specifically to include the replacement of the existing I-beam support structure and wood decking, in the City of Columbia, Missouri, is necessary for the welfare and improvement of the city and that it is in the public interest that such improvements be made.

SECTION 2. The plans and specifications for this improvement, as prepared by the Director of Parks and Recreation, are hereby approved and made a part of this ordinance by reference.

SECTION 3. The construction of the improvement shall be done by contract in accordance with the plans and specifications, the laws of the State of Missouri, and the Charter and Ordinances of the City of Columbia, Missouri.

SECTION 4. The Purchasing Agent is hereby authorized to call for bids and execute a contract for the improvement.

SECTION 5. Payment for this improvement shall be made from park sales tax funds, Recreational Trails Program grant funds and such other funds as may be lawfully appropriated.

SECTION 6. The sum of \$100,00.00 is hereby appropriated from the Federal Revenues Account No. 440-0000-461.10-00 C00520 to the Hinkson/Capen Bridge Improvements Account No. 440-8800-548.49-90 C00520.

SECTION 7. The City Manager is authorized to obtain, execute and have recorded all licenses, easements, deeds and any other conveyances or instruments necessary for the City to complete this improvement.

SECTION 8. The contract for the improvement shall provide that not less than the prevailing hourly rate of wages, as found by the Department of Labor and Industrial Relations of Missouri, shall be paid to all workers performing work under the contract. The contractor's bond shall guarantee the faithful performance of the prevailing hourly wage clause in the contract.

SECTION 9. The bid specifications and contract for the improvement shall provide that the contractor and any subcontractor shall provide a ten-hour Occupational Safety and Health Administration construction safety program (or a similar program approved by the Missouri Department of Labor and Industrial Relations) for all employees working on-site. All employees working on the site of the improvement are required to complete the safety program within 60 days of beginning work on the improvement project.

SECTION 10. The City Manager is hereby authorized to execute a Recreational Trails Program project agreement with the Missouri Department of Natural Resources. The form and content of the agreement shall be substantially as set forth in "Exhibit A" attached hereto.

SECTION 11. This ordinance shall be in full force and effect from and after its passage.

PASSED this _____ day of _____, 2013.

ATTEST:

City Clerk

Mayor and Presiding Officer

APPROVED AS TO FORM:

City Counselor

CERTIFICATION: I certify there are sufficient funds available in the Federal Revenues
Account No. 440-0000-461.10-00 C00520 to cover the above
appropriation.

Director of Finance

RECREATIONAL TRAILS PROGRAM
PROJECT AGREEMENT
BETWEEN THE STATE OF MISSOURI
AND A STATE AGENCY, POLITICAL SUBDIVISION,
OR ORGANIZATION

PROJECT SPONSOR

PROJECT NUMBER

City of Columbia Parks and Recreation

2013-10

PROJECT TITLE

Hinkson Creek Trail Bridge Renovation

PROJECT PERIOD

October 1, 2013 through December 31, 2015

PROJECT SCOPE (Description of Project)

Renovation of an existing trail bridge along the City of Columbia's Hinkson Creek Trail.

PROJECT COSTS:

ATTACHMENTS:

TOTAL PROJECT \$167,000

The following attachments are hereby
incorporated into this agreement:

GRANT SUPPORT: \$100,000
(not to exceed 80%)

1. Department of Natural Resources
General Terms and Conditions
 2. Project Application
 3. Special Conditions
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The State of Missouri, represented by the Missouri Department of Natural Resources and the State Agency, Political Subdivision, Organization, or Individual named above (hereinafter referred to as the Recipient), mutually agree to perform this agreement in accordance with the Recreational Trails Program terms, promises, proposals, maps, and assurances attached hereto and hereby made a part hereof.

The State of Missouri hereby promises, in consideration of the promises made by the Recipient herein, to obligate to the Recipient the amount of money referred to above. The Recipient hereby promises, in consideration of the promises made by the State of Missouri herein, to execute the project described above in accordance with the terms of this agreement.

The provisions of this agreement remain in effect for all parties, their successors, interest and assigns.

In witness whereof, the parties hereto have executed this agreement as of the date entered below.

THE STATE OF MISSOURI

STATE AGENCY, POLITICAL
SUBDIVISION, OR ORGANIZATION

By: _____
William J. Bryan, Director
Missouri State Parks

By: _____
Signature

Name

Date

Title

Date

Taxpayer's I.D. Number#: _____

Name: _____

Address: _____

MISSOURI DEPARTMENT OF NATURAL RESOURCES
Federal Subgrants
General Terms and Conditions

I. Administrative Requirements

These general terms and conditions highlight requirements which are especially pertinent to federal subgrants made by the Missouri Department of Natural Resources (MDNR). These general terms and conditions do not set out all of the provisions of the applicable laws and regulations, nor do they represent an exhaustive list of all requirements applicable to this award. These terms and conditions are emphasized here because they are frequently invoked and their violation is of serious concern.

In addition to these terms and conditions, the subgrantee must comply with all governing requirements of their subgrant, including the federal Common Rule (adopted by federal agencies and contained in specific Codes of Federal Regulation, for each federal agency, under the title "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments"). The Common Rule is fully incorporated by reference into these terms and conditions. The common rule as codified by the federal granting agency can be found at <http://www.whitehouse.gov/omb/grants/chart.html>

- A. **Method of Payment.** The subgrantee will be reimbursed by the MDNR for all allowable expenses incurred in performing the scope of services. The subgrantee shall report project expenses and submit to the MDNR original invoices for payment as required by division/program per the subgrant agreement. The form must be completed with the MDNR invoiced amount and local share detailed. Invoices must provide a breakdown of project expenses by the budget categories contained in the subgrant budget. Invoices must be received by the MDNR per the subgrant agreement. No reimbursements will be made for expenditures incurred after the closing budget date unless a budget time period extension has been granted by the MDNR prior to the closing date.
1. Payments under non-construction grants will be based on the grant sharing ratio as applied to the total project cost for each invoice submitted unless the subgrant specifically provides for advance payments. Advance payments may only be made upon a showing of good cause or special circumstances, as determined by the MDNR. Advance payments will only be made on a monthly basis to cover estimated expenditures for a 30-day period or as otherwise agreed. The MDNR will not advance more than 25% of the total amount of the grant unless the recipient demonstrates good cause.
 2. All reimbursement requests must have the following certification by the authorized subgrantee official: I certify that to the best of my knowledge and belief the data above are correct and that all outlays were made or will be made in accordance with the subgrant and that payment is due and has not been previously requested.
- B. **Retention and Custodial Requirements for Records.** The subgrantee shall retain financial records, supporting documents, and other records pertinent to the subgrant for a period of three years starting from the date of submission of the final financial status report. Authorized representatives of federal awarding agencies, the Comptroller General of the United States, and the MDNR shall have access to any pertinent books, documents, and records of subgrantees in order to conduct audits or examinations. The subgrantee agrees to allow monitoring and auditing by the MDNR and/or authorized representative. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the 3-year period, the subgrantee shall retain records until completion of the action and resolution of all issues which arise from it, or until the end of the regular 3-year period, whichever is later.
- C. **Program Income.**

1. Subgrantees are encouraged to earn income to defray program costs. Program income means income from fees for services performed, from the use or rental of real or personal property acquired with grant funds, from the sale of commodities or items fabricated under the subgrant, and from payments of principal and interest on loans made with subgrant funds. Program income does not include items such as interest on grant funds, rebates, credits, discounts, or refunds.
2. Program income shall be deducted from outlays, which may be both state and subgrantee unless the MDNR, with approval of the federal awarding agency, as negotiated with the subgrantee, specifies an alternative method in the subgrant. The default deductive alternative requires that program income be deducted from total allowable costs to determine the net amount to which the respective matching ratios are applied. For example, 50/50 share ratio subgrant with total allowable costs of \$10,000 that earns \$1,000 in program income would result in \$4,500 net share and a \$4,500 net sub-grant share.

D. **Match or Cost Share Funding.** In general, match or cost sharing represents that portion of project costs not borne by state appropriations. The matching share will usually be prescribed as a minimum percentage. In-kind (noncash) contributions are allowable project costs when they directly benefit and are specifically identifiable to the project or program. Any in-kind match must be assigned a fair market value stated in dollars and the rationale used to calculate the value must be provided. Neither costs nor the values of third party in-kind contributions count towards satisfying a cost sharing or matching requirement of a grant agreement if they have been or will be counted towards satisfying a cost sharing or matching requirement of another federal subgrant agreement, a federal procurement contract, or any other award of federal funds. Federal funds from another federal grant or subgrant shall not count towards satisfying a cost sharing or matching requirement of a grant agreement.

1. Match or cost share funding will be established by the MDNR through negotiation with the subgrantee. Signature by both the MDNR and subgrantee on the subgrant signature form firmly affixes the match or cost sharing ratios. Full expenditure of subgrantee match or cost share funding is required over the life of the subgrant. Subgrantee must invoice the MDNR, as required by the particular subgrant, and provide financial records for total expenditure of state and match or cost share funding. The MDNR will reimburse the subgrantee for its percentage portion agreed to less any negotiated withholding.
2. Failure to provide 100% of the match or cost share ratio of total expenditures as identified in the subgrant may cause the subgrantee to become ineligible to receive additional financial assistance from the MDNR. Failure to provide the required match may result in other enforcement remedies as stated in Y. for non-compliance.

E. **Financial Management Systems.** The financial management systems of subgrantees must meet the following standards:

1. **Financial Reporting.** Accurate, current, and complete disclosure of financial results of financially assisted activities must be made in accordance with the financial reporting requirements of the subgrant;
2. **Accounting Records.** Maintain records which adequately identify the source and application of funds provided for financially assisted activities. These records must contain information pertaining to subgrant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and income;
3. **Internal Control.** Effective control and accountability must be maintained for all subgrantee cash, real and personal property, and other assets. Subgrantees must

- adequately safeguard all such property and must assure that it is used solely for authorized purposes;
4. **Budget Control.** Actual expenditures or outlays must be compared with budgeted amounts for each subgrant;
 5. **Allowable Costs.** Applicable OMB cost principles, federal agency program regulations, and the subgrant scope of work will be followed in determining the reasonableness, allowability, and allocability of costs;
 6. **Source Documentation.** Accounting records must be supported by such source documentation as canceled checks, paid bills, payrolls, time and attendance records, contract, and subgrant award document. The documentation must be made available by the subgrantee at the MDNR's request;
 7. The subgrantee shall have procedures in place to minimize the time lapsed between money disbursed by the MDNR and money spent by the subgrantee.
- F. **Reporting of Program Performance.** Subgrantee shall submit to the MDNR a performance report for each program, function, or activity as specified by the subgrant or at least annually and/or after completion of the project. Performance report requirements, if not expressly stated in the scope of work, should include, at a minimum, a comparison of actual accomplishments to the goals established, reasons why goals were not met, including analysis and explanation of cost overruns or higher unit cost when appropriate, and other pertinent information. Representatives of the MDNR shall have the right to visit the project site(s) during reasonable hours for the duration of the contract period and for three years thereafter.
- G. **Budget and Scope of Work Revisions.** Subgrantees are permitted to rebudget within the approved direct cost budget to meet unanticipated requirements. However, subgrantee must request approval in writing to revise budgets and scopes of work under the following conditions:
1. For non-construction grants, subgrantees shall obtain the prior approval of the MDNR, unless waived by the MDNR, for cumulative transfers among direct cost categories, or, if applicable, among separately budgeted programs, projects, functions or activities when the accumulative amounts of such transfers exceed or are expected to exceed 10% of the current total approved budget whenever the MDNR's share exceeds \$100,000.
 2. For construction and non-construction projects, subgrantees shall obtain prior written approval from the MDNR for any budget revision which would result in the need for additional funds.
 3. For combined non-construction and construction projects, the subgrantee must obtain prior written approval from the MDNR before making any fund or budget transfer from the non-construction to construction or vice versa.
 4. Subgrantees under non-construction projects must obtain prior written approval from the MDNR whenever contracting out, subgranting, or otherwise obtaining a third party to perform activities which are central to the purpose of the award.
 5. Changes to the scope of services described in the subgrant must receive prior approval from the MDNR. Approved changes in the scope of work or budget shall be incorporated by written amendment to the subgrant.
 6. Extending the grant past the original completion date requires approval of the MDNR.

H. **Equipment Use.** Subgrantee agrees that any equipment purchased pursuant to this agreement shall be used for the performance of services under this agreement during the term of this agreement. The equipment shall not be moved from the State of Missouri without approval from the MDNR. The following standards shall govern the utilization and disposition of equipment acquired with subgrant funds:

1. Title to equipment acquired under this subgrant will vest with the subgrantee on acquisition. Equipment means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost \$5,000 and greater.
 - a. Equipment shall be used by the subgrantee in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by MDNR funds. When no longer needed for the original program or project, the equipment may be used in other activities currently or previously supported by the MDNR or the federal agency. If the MDNR puts subgrantee on notice that it believes grant assets are not being used for the intended purpose, subgrantee shall not sell, give away, move or abandon the assets without the MDNR's prior written approval.
 - b. The subgrantee shall also make equipment available for use on other projects or programs currently or previously supported by the MDNR, providing such use will not interfere with the work on the projects or program for which it was originally acquired. First preference for other use shall be given to other programs or projects supported by the MDNR. User fees should be considered if appropriate.
 - c. The subgrantee must not use equipment acquired with MDNR funds to provide services for a fee to compete unfairly with private companies that provide equivalent services, unless specifically permitted or contemplated by state or federal law. This fee may be considered program income under Section C above.
 - d. When acquiring replacement equipment, the subgrantee may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property, subject to the approval of the MDNR.
2. **Equipment Management.** Subgrantee's procedures for managing equipment, whether acquired in whole or in part with subgrant funds, will, at a minimum, meet the following requirements until disposition takes place:
 - a. Subgrantee must maintain property records that include a description of the equipment, a serial number or other identification number, the source of property, the acquisition date, cost of the property, percentage of federal or state participation in the cost of the property, and the location, use and condition of the property.
 - b. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
 - c. A control system must be developed to ensure adequate safeguards to prevent against loss, damage, or theft of the property. Any loss, damage, or theft shall be reported to and investigated by local authorities. The subgrantee shall procure and maintain insurance covering loss or damage to equipment purchased with a sub-grant award, with financially sound and reputable insurance companies or through self-insurance, in such amounts and covering such risks as are usually

carried by companies engaged in the same or similar business and similarly situated.

- d. Subgrantee must develop adequate maintenance procedures to keep the property in good condition.
 - e. If the subgrantee is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.
3. Disposition. When original or replacement equipment acquired under a subgrant is no longer needed for the original project or program or for other activities currently or previously supported by the MDNR, subgrantee shall dispose of the equipment as follows:
- a. Items of equipment with a current per-unit fair market value of less than \$5,000 may be retained, sold or otherwise disposed of with no further obligation to the MDNR.
 - b. For items of equipment with a current per unit fair market value of \$5,000 or more, the MDNR shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the MDNR's share of the equipment.
 - c. In cases where a subgrantee fails to take appropriate disposition actions, the MDNR may direct the subgrantee how to dispose of the equipment.
 - d. If the MDNR puts subgrantee on notice that it believes grant assets are not being used for the intended purpose, subgrantee shall not sell, give away, move or abandon the asset without MDNR's written approval.

- I. **Supplies.** Title to supplies acquired under a subgrant will vest, upon acquisitions, in the subgrantee.

If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate fair market value upon termination or completion of the award, and if the supplies are not needed for any other federally sponsored programs or projects, the subgrantee shall compensate the department for its share.

- J. **Inventions and Patents.** If any subgrantee produces subject matter, which is or may be patentable in the course of work sponsored by this subgrant, subgrantee shall promptly and fully disclose such subject matter in writing to the MDNR. In the event that the subgrantee fails or declines to file Letters of Patent or to recognize patentable subject matter, the MDNR reserves the right to file the same. The MDNR grants to the subgrantee the opportunity to acquire an exclusive license, including the right to sublicense, with a royalty consideration paid to the MDNR. Payment of royalties by subgrantee to the MDNR will be addressed in a separate royalty agreement.

- K. **Copyrights.** Except as otherwise provided in the terms and conditions of this subgrant, the author or the subgrantee is free to copyright any books, publications, or other copyrightable material developed in the course of this subgrant; however, the MDNR and federal awarding agency reserve a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, with the approval of MDNR, the work for government purposes.

- L. **Prior Approval for Publications.** The subgrantee shall submit to the MDNR two draft copies of each publication and other printed materials which are intended for distribution and are financed,

wholly or in part, by subgrant funds. The subgrantee shall not print or distribute any publication until receiving written approval by the grant manager.

- M. **Mandatory Disclosures.** Subgrantee agrees that all statements, press releases, requests for proposals, bid solicitations, and other documents describing the program/project for which funds are now being awarded will include a statement of the percentage of the total cost of the program/project which is financed with federal and state money, and the dollar amount of federal and state funds for the program/project.
- N. **Procurement Standards.** Subgrantees shall use their own procurement procedures provided that procurement conforms to standards set forth in the "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments."
1. No work or services, paid for wholly or in part with state or federal funds, will be contracted without the written consent of the MDNR. See G.4.
 2. Subgrantee agrees that any contract, interagency agreement, or equipment to be procured under this award which was not included in the approved work plan must receive formal MDNR approval prior to expenditure of funds associated with that contract, interagency agreement, or equipment purchase.
- O. **Audit Requirements.** The MDNR has the right to conduct audits of recipients at any time. The subgrantee shall arrange for independent audits as prescribed in OMB Circular A-133, Single Audit Act Amendments of 1996, as applicable. Audits must confirm that records accurately reflect the operations of the subgrantee, the internal control structure provides reasonable assurance that assets are safeguarded, and subgrantee is in compliance with applicable laws and regulations. When the subgrantee has its yearly audit conducted by a governmental agency or private auditing firm, the relevant portion(s) of the audit report will be submitted to the MDNR. Other portions of the audit shall be made available at the MDNR's request.
- P. **Allowability of Costs.** Allowability of costs shall be determined in accordance with cost principles contained in OMB Circular No. A-87 for state and local governments, and Circular No. A-122 for nonprofit organizations.
- Q. **Conflicts of Interest.** No party to this subgrant, nor any officer, agent, or employee of either party to this subgrant, shall participate in any decision related to such subgrant which could result in a real or apparent conflict of interest, including any decision which would affect their personal or pecuniary interest, directly or indirectly.

The subgrantee is advised that, consistent with Chapter 105, RSMo, no state employee shall perform any service for consideration paid by the subgrantee for one year after termination of the employee's state employment by which the former state employee attempts to influence a decision of a state agency. A state employee who leaves state employment is permanently banned from performing any service for any consideration in relation to any case, decision, proceeding, or application in which the employee personally participated during state employment.

- R. **State Appropriated Funding.** The subgrantee agrees that funds expended for the purposes of this subgrant must be appropriated and made available by the Missouri General Assembly for each fiscal year included within the subgrant period, as well as being awarded by the federal or state agency supporting the project. Therefore, the subgrant shall automatically terminate without penalty or termination costs if such funds are not appropriated and/or granted. In the event that funds are not appropriated and/or granted for the subgrant, the subgrantee shall not prohibit or otherwise limit the MDNR's right to pursue alternate solutions and remedies as deemed necessary for the conduct of state government affairs. The requirements stated in this paragraph shall apply to any amendment or the execution of any option to extend the subgrant.

S. **Eligibility, Debarment and Suspension.** By applying for this award, the subgrantee verifies that it, its board of directors, and all of its principals are currently in compliance with all state and federal environmental laws and court orders issued pursuant to those laws, and that all environmental violations have been resolved (for example, no pending or unresolved Notices of Violation (NOV)) at the time of application. If compliance issues exist, subgrantee shall disclose to the MDNR all pending or unresolved violations noted in an NOV, administrative order, or civil and criminal lawsuit, but only where those alleged violations occurred in the past two years in the State of Missouri. The MDNR will not make any award at any time to any party which is debarred or suspended, under federal or state authority, or is otherwise excluded from or ineligible for participation in federal assistance under Executive Order 12549, "Debarment and Suspension." Subgrantee shall complete a Debarment/Suspension form when required by the MDNR. Furthermore, subgrantee is also responsible for written debarment/suspension certification of all subcontractors receiving funding through a federally funded grant.

T. **Restrictions on Lobbying.** No portion of this award may be expended by the recipient to pay any person for influencing or attempting to influence the executive or legislative branch with respect to the following actions: awarding of a contract; making of a grant; making of a loan; entering into a cooperative agreement; or the extension, continuation, renewal, amendment or modification of any of these as prohibited by Section 319, Public Law 101-121 (31 U.S.C. 1352).

In accordance with the Byrd Anti-Lobbying Amendment, any recipient who makes a prohibited expenditure under Title 40 CFR Part 34 or fails to file the required certification or lobbying forms shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure.

U. **Recycled Paper.** Consistent with Federal Executive Order 13101 and 13423 and EPA Executive Order 1000.25, the subgrantee shall use recycled paper consisting of at least 30% post consumer fiber and double sided printing for all reports which are prepared as a part of this grant award and delivered to the MDNR. The subgrantee must use recycled paper for any materials that it produces and makes available to any parties. The chasing arrows symbol representing the recycled content of the paper will be clearly displayed on at least one page of any materials provided to any parties.

V. **Contracting with Small and Minority Firms, Women's Business Enterprise, and Labor Surplus Area Firms.** In accordance with Missouri Executive Order No. 05-30 and federal administrative provisions, all subgrantees shall make every feasible effort to target the percentage of goods and services procured from certified minority business enterprises (MBE) and women business enterprises (WBE) to 10% and 5%, respectively, when utilizing subgrant funds to purchase supplies, equipment, construction and services related to this subgrant.

1. The subgrantee agrees to take all necessary affirmative steps required to assure that small and minority firms and women's business enterprises are used when possible as sources when procuring supplies, equipment, construction and services related to the subgrant. The subgrantee agrees to include information about these requirements in solicitation documents. Affirmative steps shall include:

- a. Placing qualified minority business and women's business enterprises on solicitation lists;
- b. Ensuring that minority business and women's business enterprises are solicited whenever they are potential sources;
- c. Dividing total requirements, when economically feasible, into small tasks or quantities to permit maximum participation by minority business and women's business enterprises;

- d. Establishing delivery schedules, where the requirements of work will permit participation by minority business and women's business enterprises;
 - e. Using the services of the Small Business Administration and the Minority Business Development Agency of the U.S. Department of Commerce, and;
 - f. Requiring any prime contractor or other subgrantee, if subgrants are to be allowed, to take the affirmative steps in subparagraphs a. through e. of this section.
 - 2. For EPA subgrants, the subgrantee agrees to submit to the MDNR grants manager a completed Form 5700-52A, U. S. Environmental Protection Agency MBE/WBE Utilization Under Federal Grants, Cooperative Agreement, and Interagency Agreements within 30 days after the end of each federal/state fiscal year or as determined by the MDNR.
 - 3. For EPA subgrants, the subgrantee agrees to include disadvantaged business enterprises in the affirmative steps indicated above.
- W. **Disputes.** Subgrantee and the MDNR should attempt to resolve disagreements concerning the administration or performance of the subgrant. If an agreement cannot be reached, the MDNR program director will provide a written decision. Such decision of the program director shall be final unless a request for review is submitted to the division director within ten (10) business days after the program director's decision. Such request shall include: (1) a copy of the program director's final decision; (2) a statement of the amount in dispute; (3) a brief description of the issue(s) involved; and (4) a concise statement of the objections to the final decision. A decision by the division director shall constitute final MDNR action.
- X. **Termination**
- 1. Termination for Cause. The MDNR may terminate any subgrant, in whole or in part, at any time before the date of completion whenever it is determined that the subgrantee has failed to comply with the terms and conditions of the subgrant. The MDNR shall promptly notify the subgrantee in writing of such a determination and the reasons for the termination, together with the effective date. The MDNR reserves the right to withhold all or a portion of grant funds if the subgrantee violates any term or condition of this subgrant.
 - 2. Termination for Convenience. Both the MDNR and subgrantee may terminate the subgrant, in whole or in part, when both parties agree that the continuation of the project would not produce beneficial results commensurate with the further expenditure of funds.
 - 3. This agreement is not transferable to any person or entity.
- Y. **Enforcement; Remedies for Noncompliance.** If a subgrantee falsifies any award document or materially fails to comply with any term of a grant, award, or subgrant, the MDNR may take one or more of the following actions, as appropriate:
- 1. Suspend or terminate, in whole or part, the current award or grant;
 - 2. Disallow all or part of the cost of the activity or action not in compliance;
 - 3. Temporarily withhold cash payments pending subgrantee's correction of the deficiency;
 - 4. Withhold further awards from the subgrantee;

5. Order subgrantee not to transfer ownership of assets purchased with grant money without prior MDNR approval; or
 6. Take other remedies that may be legally available, including cost recovery, breach of contract, and suspension or debarment.
- Z. **Subgrantee's Signature.** The subgrantee's signature on the application and the award documents signifies the subgrantee's agreement to all of the terms and conditions of the award.
- AA. **Human Trafficking. This requirement applies to non-profit recipients or subrecipients.** The subgrantee, their employees, subrecipients under this award, and subrecipients' employees may not engage in severe forms of trafficking in persons during the period of time that the award is in effect; procure a commercial sex act during the period of time that the award is in effect; or use forced labor in the performance of the award or subawards under the award. The department has the right to terminate unilaterally: (1) implement section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), noncompliance that are available to the subgrantee under this award.
- BB. **Illegal Immigration.** As per HB 1549, 1771, 19395 & 2366 - Section 67.307 2. Any municipality that enacts or adopts a sanctuary policy will be ineligible for moneys provided through grants administered by any state agency or department until the policy is repealed or is no longer in effect.
- CC. **Illegal Immigration – Missouri Statutes – RSMo 285.525 – 285.550 Effective January 1, 2009.** Effective January 1, 2009 and pursuant to RSMo 285.530 (1), no business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri.
- DD. **Management Fees.** Management fees or similar charges in excess of the direct costs and approved indirect rates are not allowable. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs which are not allowable under this agreement. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent the authorized as a direct cost of carrying out the scope of work.
- EE. **Federal Funding Accountability and Transparency Act (FFATA) Requirements.** If the original award amount is less than \$25,000 and an amendment increases the award amount to \$25,000 or greater, the subrecipient must submit the following to the MDNR prior to MDNR signing the amendment (Subrecipient Informational Form):
- location of the entity receiving the award and primary location of performance under the award, including city, state, congressional district and county
 - a unique identifier of the entity receiving the award – DUNS #
 - a unique identifier of the parent entity of the recipient
 - names and total compensation for the five most highly compensated officers for the preceding completed fiscal year
- FF. **Executive Compensation.** If FFATA reporting requirements apply and if the award period will exceed 12 months, the subrecipient must provide to the MDNR updated compensation information for their five most highly compensated officers using the Subrecipient Informational Form.

II. Statutory Requirements

Subgrantees must comply with all federal state and local laws relating to employment, construction, research, environmental compliance, and other activities associated with grants from the MDNR. Failure to

abide by these laws is sufficient grounds to cancel the award. For a copy of state and federal laws that typically apply to grants from the MDNR, contact the MDNR grants manager.

Any subgrantee, in connection with its application for financial assistance, shall include a certification that the subgrantee, its board of directors and principals are in compliance with the specific federal and state laws set out below. Further, the subgrantee shall report to the MDNR any instance in which the subgrantee or any member of its board of directors or principals is determined by any administrative agency or by any court in connection with any judicial proceeding to be in noncompliance with any of the specific federal or state laws set forth below. Such report shall be submitted within ten (10) working days following such determination. Failure to comply with the reporting requirement may be grounds for termination of this subgrant or suspension or debarment of the subgrantee

A. Laws and regulations related to nondiscrimination:

1. Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin;
2. Title VII of the Civil Rights Act of 1964 found at 42 U.S.C. §2000(e) et.seq. which prohibits discrimination on the basis of race, color, religion, national origin, or sex;
3. Title IX of the Education Amendments of 1972, as amended (U.S.C. §§ 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex;
4. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability;
5. Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 621-634), which prohibits discrimination on the basis of age;
6. Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
7. Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
8. Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
9. Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;
10. Chapter 213 of the Missouri Revised Statutes which prohibits discrimination on the basis of race, color, religion, national origin, sex, age, and disability.
11. The Americans with Disabilities Act (P. L. 101-336), 42 U. S. C. §12101 et seq., relating to nondiscrimination with respect to employment, public services, public accommodations and telecommunications.
12. Any other nondiscrimination provisions in the specific statute(s) and regulations under which application for federal assistance is being made.
13. The requirements of any other nondiscrimination statute(s) and regulations which may apply to the application.

B. State and Federal Environmental Laws:

1. The Federal Clean Air Act, 42 U.S.C. § 7606, as amended, prohibiting award of assistance by way of grant, loan, or contract to noncomplying facilities.
2. The Federal Water Pollution Control Act, 33 U.S.C. § 1368, as amended, prohibiting award of assistance by way of grant, loan, or contract to noncomplying facilities.
3. The National Environmental Policy Act of 1969, 42 U.S.C. § 4321 et seq., as amended, particularly as it relates to the assessment of the environmental impact of federally assisted projects.
4. The National Historic Preservation Act of 1966, 16 U.S.C. § 470 et seq., as amended, relating to the preservation of historic landmarks.
5. Earthquakes - Seismic Building and Construction Ordinances, §§ 319.200 - 319.207, RSMo (Cum. Supp. 1990), relating to the adoption of seismic design and construction ordinances by certain cities, towns, villages and counties.
6. The Missouri Clean Water Law, Sections 644.006 to 644.141, RSMo.
7. The Missouri Hazardous Waste Management Law, Section, 260.350 to 260.430, RSMo.
8. The Missouri Solid Waste Management Law, Sections 260.200 to 260.245, RSMo.
9. The Missouri Air Conservation Law, Sections 643.101 to 643.190, RSMo.
- C. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. §§ 4601 and 4651 et seq., relating to acquisition of interest in real property or any displacement of persons, businesses, or farm operations.
- D. The Hatch Act, 5 U.S.C. § 1501 et seq., as amended, relating to certain political activities of certain State and local employees.
- E. The Archaeological and Historic Preservation Act of 1974 (Public Law 93-291) relating to potential loss or destruction of significant scientific, historical, or archaeological data in connection with federally assisted activities.
- F. The Wild and Scenic Rivers Act of 1968 (16 U.S.C. § 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- G. The flood insurance purchase requirements of § 102(a) of the Flood Disaster Protection Act of 1973 (Public Law 93-234) which requires Subgrantees in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- H. The Privacy Act of 1974, P.L. 93-579, as amended prohibiting the maintenance of information about any individual in a manner which would violate the provision of the Act.
- I. Public Law 93-348 regarding the protection of human subjects involved in research, development and related activities supported by this award of assistance.
- J. The Laboratory Animal Welfare Act of 1966 (P. L. 89-544), 7 U.S.C. § 2131 et seq., pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- K. The following additional requirements apply to projects that involve construction:

1. The Davis-Bacon Act, as amended, 40 U.S.C. § 276a et seq., respecting wage rates for federally assisted construction contracts in excess of \$2000.
 2. The Copeland (Anti-Kickback) Act, 18 U.S.C. § 874, 40 U.S.C. § 276c.
 3. The Contract Work Hours and Safety Standards Act, 40 U.S.C. § 327 et seq.
 4. Convict labor shall not be used on construction projects unless by convicts who are on work release, parole, or probation.
 5. The Lead-Based Paint Poisoning Prevention Act (42 U. S. C. § 4801 et seq.) which prohibits the use of lead paint in construction or rehabilitation of residence structures.
- L. Trafficking Victims Protection Act of 2000, Section 106, as amended (22 U.S.C. 7104(g) relating to termination of contract award based should any employee of the department, recipient or subrecipient violate this act.
- M. Missouri House Bill 1549, 1771, 1395 & 2366 – Illegal Aliens and Immigration Status Verification – This bill change the laws regarding illegal aliens and immigration status verification. Effective January 1, 2009, no business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform working within the state of Missouri.
- N. Federal Funding Accountability and Transparency Act of 2006 (S. 2590) – Required information on federal awards be made available to the public via a single searchable website. Federal awards include grants, subgrants, loans, awards, cooperative agreements and other forms of financial assistance. House Resolution 2646, Amended 09/30/2008.
- O. Information on Statutory Authorization
1. Public Improvement, Recreation/Education, Bruce Watkins, RSMO. 253.220
<http://www.moga.mo.gov/statutes/C200-299/2530000220.HTM>
 2. Soil Conservation Research, RSMO. 278.080
<http://www.moga.mo.gov/statutes/C200-299/2780000080.HTM>
 3. Cost Share Program, RSMO. 278.080
<http://www.moga.mo.gov/statutes/C200-299/2780000080.HTM>
 4. Disbursements to Soil Districts, RSMO. 278.080, 278.120
<http://www.moga.mo.gov/statutes/C200-299/2780000080.HTM>
<http://www.moga.mo.gov/statutes/C200-299/2780000120.HTM>
 5. Soil Conservation Expenditure Loans, RSMO. 278.080
<http://www.moga.mo.gov/statutes/C200-299/2780000080.HTM>
 6. Soil Conservation Demonstrations, RSMO. 278.080
<http://www.moga.mo.gov/statutes/C200-299/2780000080.HTM>

7. Recovered Materials Market Development, RSMO. 260.335
<http://www.moga.mo.gov/statutes/C200-299/2600000335.HTM>
8. Water Pollution Control Loans, RSMO. 644.122
<http://www.moga.mo.gov/statutes/C600-699/6440000122.HTM>
9. Energy Set-Aside Program, RSMO. 640.665
<http://www.moga.mo.gov/statutes/C600-699/6400000665.HTM>
10. Public Improvement Expenditures, MO Botanical Garden & Jefferson Landing, RSMO. 253.220
<http://www.moga.mo.gov/statutes/C200-299/2530000220.HTM>
11. Storm Water Grants, RSMO. 644.031
<http://www.moga.mo.gov/statutes/C600-699/6440000031.HTM>
12. Wastewater Treatment Grants, RSMO. 644.026
<http://www.moga.mo.gov/statutes/C600-699/6440000026.HTM>
13. Rural Water and Sewer Grants, RSMO. 644.026
<http://www.moga.mo.gov/statutes/C600-699/6440000026.HTM>
14. Outdoor Recreation Sub-Grants, RSMO. 258.083
<http://www.moga.mo.gov/statutes/C200-299/2580000083.HTM>
15. Information on Statutory Authorization Energy Conservation - Schools/Hospitals, RSMO. 640.653
<http://www.moga.mo.gov/statutes/C600-699/6400000653.HTM>
16. Energy Conservation - Local Governments/Non-Profit, RSMO. 640.653
<http://www.moga.mo.gov/statutes/C600-699/6400000653.HTM>
17. Waste Management Grants, RSMO. 260.335
<http://www.moga.mo.gov/statutes/C200-299/2600000335.HTM>
18. Environmental Grants, RSMO. 260.273-342
<http://www.moga.mo.gov/STATUTES/C260.HTM>
19. Historic Preservation Sub-Grants, RSMO. 253.408-415
<http://www.moga.mo.gov/STATUTES/C253.HTM>
20. Clean Air Act Grants and Sub-Grants, RSMO. 643.010-190
<http://www.moga.mo.gov/STATUTES/C643.HTM>

DEPARTMENT OF NATURAL RESOURCES
ADDENDUM TO GENERAL TERMS AND CONDITIONS

The Recreational Trails Program requirement supersedes the MDNR Terms and Conditions in the following areas only. All other terms and conditions shall remain in effect.

Attachment D, Administrative Requirements, Paragraph A

Monthly reimbursements may not be requested. Quarterly reimbursements may be submitted (minimum of \$10,000) in conjunction with Quarterly Reports. Quarterly reports will be due on the 30th day of April, July, October, and January for the duration of your project period. No advance payments will be made for completion of a project.

Attachment D, Procurement Standards, Paragraph N.1

Recipients shall not be required to obtain written consent of the MDNR before contracting for materials or services, unless the cost of such work or services is expected to exceed \$10,000. Three bids are required for all materials or services contracted. A good faith effort must be made to contact Minority Firms, Women's Business Enterprise for all purchase and contracting under \$10,000.

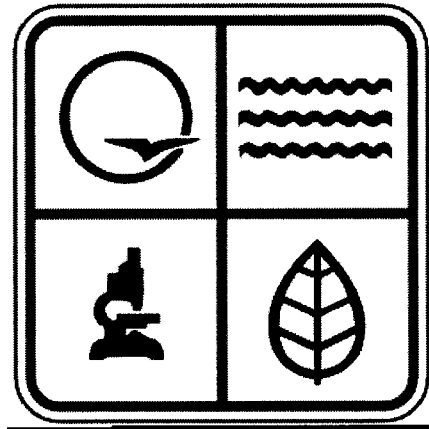
Attachment D, Contracting with Small and Minority Firms, Women's Business Enterprise, and Labor Surplus Area Firms, Paragraph V .2-3

Disregard information for EPA grants.

State of Missouri

RECREATIONAL TRAILS PROGRAM

FY2013 GUIDELINES/APPLICATION



APPLICATION DEADLINE: POSTMARK BY FEBRUARY 11, 2013

MAIL COMPLETED APPLICATIONS TO:

**MO DEPARTMENT OF NATURAL RESOURCES
MISSOURI STATE PARKS
GRANTS MANAGEMENT SECTION
ATTN: BONNIE HIGDON
P.O. BOX 176 (or 1659 E. Elm St.)
JEFFERSON CITY, MO 65102-0176**

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Section 1

Recreational Trails Program Overview

a) What is the Recreational Trails Program?

The U.S. Congress first authorized the Recreational Trails Program in the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA). It was reauthorized in 1998 under the Transportation Equity Act for the 21st Century (TEA-21). Congress again authorized the program through the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) in 2005.

The Recreational Trails Program provides funds to the states to develop and maintain recreational trails and trail-related facilities for both non-motorized and motorized recreational trail uses. Examples of trail uses include 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.

b) Who administers the program?

The Recreational Trails Program is a funding assistance program of the U.S. Department of Transportation's Federal Highway Administration (FHWA). Each state receives funds from the FHWA to administer its own program. In Missouri, the Department of Natural Resources is the state administering agency. Each state develops its own procedures to solicit and select projects for funding and has a Recreational Trail Advisory Committee to assist with the program.

c) How much money is available?

Half of the national RTP funds are distributed equally among all states, and half are distributed in proportion to the estimated amount of off-road recreational fuel use in each state-fuel used for off-road recreation by snowmobiles, all-terrain vehicles, off-road motorcycles and off-road light trucks. The amount available for grants in Missouri is generally close to \$1 million.

d) What projects are eligible?

Recreational Trails Program funds may be used for:

- construction of new trails (with restrictions for new trails on federal lands);
- acquisition of property or easements for trails (must comply with federal land acquisition laws);
- preservation, renovation and/or restoration of existing trails;
- development, renovation and/or restoration of trailside and trailhead facilities and trail linkages;
- purchase and lease of trail construction, renovation and/or restoration equipment;
- production and or presentation of educational programs to promote safety and environmental protection related to trails (limited to 5% of a state's funds).

States must use 30 percent of their funds for motorized trail uses, 30 percent for non-motorized trail uses and 40 percent for diverse trail uses. Diverse motorized projects (such as ATV and motorcycle) or diverse non-motorized projects (such as pedestrian and equestrian) may satisfy two of these categories at the same time.

e) What projects are not eligible?

Recreational Trails Program funds may not be used for:

- property condemnation (eminent domain);
- constructing new trails for motorized use on National Forest or Bureau of Land Management lands unless the project is consistent with resource management plans;
- facilitating motorized access on otherwise non-motorized trails;
- road or sidewalk construction or improvement;
- racetracks or fitness tracks;
- planning in excess of 10% of the total project cost;
- segways or golf carts do not qualify for a motorized trail project;
- projects of any kind which exceed a 2 year timeframe to accomplish with the requested grant funding, except educational projects are for a 3 year period (see the RTP Application for Interpretive/Educational projects).

f) Who can sponsor a project?

Business organizations as well as non-profits, municipal, county, state, or federal government agencies are eligible to apply for the funding. Projects may be on public or private land, but projects on private land must provide written assurances of public access for a minimum of 25 years.

The use of qualified youth conservation or service corps for construction, restoration or renovation of recreational trails under this program is encouraged with due consideration of child labor laws.

g) How does project funding work?

Recreational Trails Program grants require a match from the sponsor and are payable on a reimbursement basis. A matching grant means the project sponsor shares a certain percentage of the total cost of the project. The minimum allowable match is 20% (see page 20 of the RTP application – reimbursement request). Matching funds can include in-kind contributions and donations. The grant is reimbursed to the project sponsor once the project (or a phase of the project) is completed.

Note for Federal Agency project sponsors: federal funds must not exceed 95% of the total project costs (this includes grant and matching funds). A minimum of 5% of the total project costs must come from non-federal sources. Funds from any other federal programs may be used for the non-federal match if the project also is eligible under the other program.

h) How do I obtain Recreational Trails Program project funding?

In order to be considered for a Recreational Trails Program grant in Missouri, eligible project sponsors must fill out and submit nine copies of the FY2013 grant application by the postmark deadline **February 11, 2013**. Applications are reviewed by the Missouri Trails Advisory Board, who makes funding recommendations to the Director of the Missouri Department of Natural Resources. Once the Department of Natural Resources' Director approves the projects, they are submitted to the Federal Highway Administration for federal approval. All applicants are notified of the results of the application review process.

Do not start your project before you find out the results. If you start your project before you receive a signed grant agreement, your costs incurred up to that point may not be able to count toward the cost of the project.

As a project sponsor, you should:

- Develop a workable project. What are your trail needs? What can you do realistically within a two-year project period?
- Get public support for your project. How does your project benefit your community? Are there other potential project sponsors?
- Find other funding sources. The grant is limited to 80% of the total project cost or less (up to \$100,000).
- Develop a good project design. Consider the project's natural environment. Consider user needs, including use by people with disabilities.
- Consider potential problems:
 - Environmental impacts - these must be documented and minimized.
 - Permits - you may need to obtain various permits prior to submitting your proposal.
 - Possible opposition - some people may oppose your project for various reasons, including concerns about property rights, liability, safety, or historic or environmental impacts.
- Complete the project application. **Check and double-check your application** before submitting it to our office. Please check that you have included your application support materials identified on page 26 which are **required** materials to support your application. **Incomplete applications WILL NOT BE SCORED and those with errors may or may not be scored depending on the gravity of the errors.**

Grant writing Tips

- Answer the questions completely but succinctly. Don't get too wordy.
- Use at least a 10 font size. If you need to make your font really small in order to meet the response space constraints, your answer is too long.
- Try to make it as easy as possible for an evaluator to understand your project. This includes labeling attachments and writing clearly and descriptively.

Section 2

Step-by-Step –The Application Questions

The following section provides an explanation and/or instructions for each question on the application. The RTP grant application begins on page 18.

QUESTION 1- 7: GENERAL INFORMATION

Please complete these questions with accurate information pertaining to the agency or organization responsible for incurring costs and completing the project. If the person who prepared the application is different than the project contact person, please list both names. The application preparer will be contacted if there are any questions concerning the application. If the grant is awarded, the contact person will become the primary contact. The contact person is expected to be aware of all rules and regulations of the program, as well as be our primary source for information on the project at any time throughout the life of the project. Your state and federal legislators will be notified of your award. Please provide legislator information that relates to the physical location of the project.

QUESTIONS 8 and 9:

This information is used to track each project. We also use project titles and location information to refer the general public to your area. Please provide GPS coordinates on the location of trailhead and start location of proposed trail project.

QUESTIONS 10 and 11:

Projects may be located on either public or private lands; however, the project must be available for public use regardless of the land ownership. Your project may be a combination of many types; please indicate the types that apply to your project.

QUESTION 12: TYPE OF TRAIL PROJECTS

New Trail Development: For a project to be designated as Trail Development, the sum of new trail construction costs must be at least 60% of total project costs.

Trail Renovation: For a project to be designated as Trail Renovation, the sum of the renovation costs must be at least 60% of the total project costs.

Trail Maintenance: For a project to be designated as Trail Maintenance, the sum of the maintenance costs must be at least 60% of the total project costs.

QUESTION 13: DESCRIBE YOUR TRAIL PROJECT

This question asks you to describe your project in words and please complete the following details for your Trail Project as applicable.

TIP: QUESTION BELOW SHOULD BE THE HEART OF YOUR APPLICATION

Example 1: In this project, we intend to construct 2.3 miles of crushed limestone trail. The trail will start at the Old Orchard trailhead going about 0.6 miles from the clearing into 1.3 miles of wooded area. In this wooded area, the trail will give the walker a chance to see many different types of vegetation and wildlife. The next 0.4 miles will run next to a small creek, ending up at the city park on the south side of the city.

If your project is part of a long-term plan, clearly describe what portion of the plan is proposed in this project. For example, "If funded, this one-mile trail project will complete the sixth mile of an eventual 20-mile trail system." Indicate what the hours of operation will be for the trail. Will you charge a fee for using the trail? If so, how much?

Example 2: In this project, we propose to renovate the north trailhead by expanding the parking lot, adding restrooms, and installing an informational kiosk.

Please provide attached support materials such as a project site plan clearly denoting the amenities and schematic plans (e.g. restrooms, parking lot addition) or illustrations (e.g. kiosk, bench) for each type of proposed amenity. Please describe the amenity's key material components (e.g. wood bridge deck with cordon steel structure).

Points will be awarded based on soundness of project concept. Is the project appropriate for the intended uses and location? Does your description give someone an accurate understanding of what your organization intends to do with the grant?

Briefly describe the features and benefits of this trail project for your community and the location of this trail project in the community.

Please describe the project scope of your trail project which will be tied to RTP grant agreement and cost estimate budget.

QUESTION 14: PROJECT SIGNIFICANCE

Listed below are definitions to identify if your trail project has national, regional or local significance: (Documentation is required)

National Significance: Existing trails that provide a variety of outdoor recreation uses in or reasonably accessible to urban areas recognized by the federal government (Secretary of Interior or Secretary of Agriculture, not Congressional action) as contributing to the National Trails System.

Regional significance (several counties or parts thereof): A trail or area uniqueness that will draw people from another area of the state. Explain the characteristics of this trail. 75% of trail users need to be outside of the county area in order to identify as regional significance.

Local significance (one city, town, or municipality): A trail or area uniqueness that will draw people within the county. 75% of trail users need to be within the county in order to identify as local significance.

QUESTIONS 15 thru 18: REQUIRED ENVIRONMENTAL PERMITS

Several state, local and possibly federal permits are required in order to complete your trail project and you will need to obtain your permits before you begin your trail project.

QUESTION 19 AND 20: APPLICANT'S BACKGROUND

Provide a brief description of the sponsor organization. If your organization is a non-profit, please indicate if it is a 501c(3) organization.

The Recreational Trails Program is a reimbursement program, meaning that the project sponsor pays for the project first and then requests grant reimbursement. This question is asking you to provide assurances that your organization can financially complete the project if the grant would be awarded. In order to show that your organization or agency has the funding available for the entire project, please attach an assurance letter from your organization's chief financial officer.

If your organization is relying on other organizations or individuals for donations for the project, you must submit letters from those businesses/individuals stating what materials or services are to be donated and their estimated value (these donations should also be specified on the Project Budget in the application).

Also, this question is asking if your organization can complete the proposed project within a two-year timeframe once the grant is awarded. Does your organization have the necessary staff to complete the project or will you use a contractor?

PROJECT ASSURANCES: Provide assurances that your organization can complete the project within two years of being awarded the grant.

QUESTION 21: COST ESTIMATE

There are two parts to the cost estimate – the Project Budget and Budget Details

(1) Project Budget

In the Project Budget, several categories have been set up in which to enter information pertaining to your project. Most project costs will fall into these categories. If you anticipate costs that do not fall into one of these categories, please make sure it is eligible and then place it in an empty row. Keep in mind that any contract or purchase over \$10,000.00 must be formally advertised and sealed bids accepted. You may want to include the cost of formal bid advertisement in the project budget.

Separate the project costs into the specific categories. For example, don't just say "\$80,000 for trail." State how much is for materials, labor, equipment, etc. If information submitted in a proposal is unclear, the application may not be scored correctly. Funding requests may not exceed the maximum amount of \$100,000.00.

Break down the costs for each category in the appropriate columns according to who will pay for that portion – either the grant, the sponsor (as match), or a third party donation (as match). An example: You are constructing a trail and you anticipate the total cost will be \$125,000. Materials will cost \$80,000. Labor will cost \$45,000. A local group is donating \$5,000 worth of materials and your organization will provide \$20,000 worth of labor. Regard the following sample budget table for this example:

Budget Items	Grant	Matching Funds		Total Cost
		Applicant	Donation (by 3 rd party)	
Trail Materials	\$75,000.00		\$5,000.00	\$80,000.00
Labor	\$25,000.00	\$20,000.00		\$45,000.00
Totals	\$100,000.00	\$20,000.00	\$5,000.00	\$125,000.00

Grant Request

Match

Total Cost (Grant Request + Match)

In this example, the total project cost is anticipated to be \$125,000.00, and the grant will be \$100,000.00 (80% of total cost). The match is \$25,000.00 (20% of total cost), with \$20,000.00 covered by the sponsor and \$5,000.00 donated by a third party.

The following table provides examples of the minimum match required at various cost levels.

<u>Maximum Grant Amount (80%)</u>	<u>Minimum Match Amount (20%)</u>	<u>Total Cost</u>
\$ 8,000.00	\$ 2,000.00	\$ 10,000.00
\$ 24,000.00	\$ 6,000.00	\$ 30,000.00
\$ 40,000.00	\$10,000.00	\$ 50,000.00
\$ 80,000.00	\$20,000.00	\$100,000.00
\$ 96,000.00	\$24,000.00	\$120,000.00
\$100,000.00	\$25,000.00	\$125,000.00

(2) Budget Details

Here is where you provide the details about your cost categories. List the materials you plan to use, equipment you propose to purchase, labor details, etc. For example,

Materials

Base rock	# tons at \$/ton	= \$x.xx
Crushed limestone	# tons at \$/ton	= \$x.xx
Lumber for bridge		= \$x.xx
Bollards	\$/per bollard	= \$x.xx
Signage	\$/per sign	= \$x.xx

Labor

2 equipment operators at \$x/hour, # hours	= \$x.xx
Use of in-house dozer, \$/hour, # hours	= \$x.xx

QUESTION 22: PARTNERSHIPS AND DONATIONS

In addition to the federal funding that may be obtained through this grant program, other methods of funding may be found through other federal agencies, state funds, and in the private sector. With a higher level of involvement in the creation of a new trail, more funding opportunities become available. Please provide documentation on partnerships, donations or contributions.

Partnerships that form during the trail project not only can provide funding, but also can support the trail in numerous ways, making it a safe, active, and fun part of the community or region. Many project sponsors take advantage of the services of local businesses, civic clubs and user organizations to conceptualize, build, sustain, program and market their project. Local organizations can participate in a variety of ways, including donating cash, equipment, materials or services, giving rate reductions or volunteering time to work on the project. Soliciting volunteers to maintain and to create or monitor trail activity is another way to get the public involved. Plaques that recognize donations allow individuals to have a part in the process and fund-raisers that allow groups to "adopt" sections of trail are popular as well.

Please remember that partners are truly contributing to the project in some tangible way, and are not only offering their support. This section also requires that you to attach Letter of Commitment from contributing partners.

(1) DONATIONS

The fair market value of donated land may be used to match the cost of developing trail on the donated property provided title to the land is not taken prior to project approval. Donated land may also be used to match other land acquisition and trail construction costs on non-donated land if these areas are outlined in your proposal. Please note that the value of a land donation can only be used as a match to those items/areas specifically identified in your proposal. A binding contract stipulating the donation, pending the receipt of the grant award, must be included in your application packet. This contract should state that the donated land will be dedicated to trail development. Your community cannot accept title to donated land for use as match until your project has been finalized with a signed agreement. Any donated land must be appraised by a licensed appraiser.

Valuing donated labor:

- Use \$8.00/hour for unskilled labor (e.g., clearing brush). Request for a higher hourly rate for more skilled volunteers must have approval from the Grants Management Section.
- If someone is donating their professional skills (i.e., what they normally do for a living), you can use their normal hourly rate.

- For someone who is providing skilled labor that is not their normal profession, you can use a rate higher than \$8/hour, but less than the going rate for a professional in that area. For purposes of this grant program, skilled labor refers to labor that requires advanced skills like operating such machinery as chainsaws or trail dozers. You can also refer to Custom Rates prepared by University Extension Office (<http://muextension.missouri.edu/explore/agguides/agecon/g00302.htm>) for comparable rates for some types of labor. Call the Grants Management office at (573)751-0848 if you have any questions concerning what rate to use.
-

Costs NOT allowed through the program include:

1. Brand-Name Equipment or Materials – All purchases through the grant project need to be competitively bid. Specific brands should not be submitted in the grant application. Use generic descriptions of equipment or materials.
2. Sidewalks – A sidewalk is defined as a parallel path to a public road or street or as principally a pedestrian walk between facilities within a common park or property site. Sidewalks are not allowed unless the link is needed to connect other recreational trails.
3. Roads – Recreational Trails Program funds may not be used for improvements to roads and/or bridges intended to be generally accessible by low clearance passenger vehicles (regular passenger cars), unless those roads/bridges are specifically designated for recreational trail use by the managing agency. Funds may be used on high clearance primitive roads (generally not accessible by regular passenger cars, but accessible with higher clearance light trucks, such as high clearance sport utility vehicles), and for bridges on high clearance primitive roads. Eligible high clearance primitive roads/bridges may include old county, town, or township rights-of-way no longer maintained for general passenger vehicle traffic, provided the project does not open the road to general passenger vehicle traffic.
4. Feasibility Studies – Only actual on-the-ground trail projects are allowed through the program. Feasibility studies, if necessary, must be completed prior to submission of your application.
5. Planning and Engineering – Some planning and engineering is allowed, however, the line item cost may not exceed 10% of the total cost of the project as indicated on the Project Budget. Can be used as part of your cost/budget match not more than one year prior to the start of your project agreement.
6. Condemned Land – Funds may not be requested to reimburse for condemning land, nor can the value of condemned land be used as matching funds.
7. Railroads – Trails should not place trail users on or between railroad tracks, except for purposes of an authorized railroad crossing. Trails may be located within or along railroad rights-of-way provided that trail users will not have to traverse on or between railroad tracks and adequate safety measures are taken with the railroad owner, operator and state agency with jurisdiction over railroads.
8. Law Enforcement – Routine law enforcement is not allowable as a cost.
9. Wilderness Areas – Federally designated Wilderness areas are subject to the restrictions of the Wilderness Act (16 U.S.C. 1131).
10. Tracks – Tracks are not considered trails for the purposes of the Recreational Trails Program. Examples include: fitness, motorized and bicycle tracks.

QUESTION 23: TRAIL STANDARDS RESOURCE WEBSITE LINK LISTING

- ☐ **International Mountain Bicycling Association**
Refer to: <http://www.imba.com/resources>
- ☐ **Equestrian Trail Guidelines for Construction and Maintenance**
Refer to: <http://mdc4.mdc.mo.gov/documents/16131.pdf>
- ☐ **USFS Service Standard Specifications for Construction & Maintenance of Trail**
Refer to:
http://www.fhwa.dot.gov/environment/recreational_trails/publications/fs_publications/00232839/index.cfm
- ☐ **ADA Standards for Accessible Design-2010 ADA Standards**
Refer to:
<http://www.ada.gov/regs2010/2010ADASTandards/2010ADAstandards.htm>
- ☐ **National Off-Highway Vehicle Conservation Council**
Refer to: <http://www.nohvcc.org/>

QUESTION 24: TRAIL MANAGEMENT (PLANNING AND MAINTENANCE)

This question is asking if you have adequately planned for the intended user groups and will provide continued maintenance of the trail for the safety, comfort and enjoyment of these users.

Planning involves designing the trail and its amenities to appropriate standards for users' needs as well as social and environmental considerations, using appropriate trail surface materials and incorporating safety facets as needed (e.g., clear sightlines, slow downs at high-traffic areas, etc.). Signage is another key element to be included in that they provide direction to users, such as which side of a trail to follow, when certain activities are permitted on the trail and what to expect as the trail continues.

Post-completion maintenance: Trail etiquette programs, public awareness campaigns, ranger or law enforcement patrols and volunteer trail watcher programs all can enhance trail use. Trail inspection practices and routine maintenance need also be described as well as the responsible entity and their relative sustainability.

QUESTION 25: Did your Organization receive Recreational Trails Program grant last year (Fiscal Year 2012)?

To help distribute the grant funding to a variety of organizations, this question assigns five points to organizations that did not receive RTP grant funding the previous year.

QUESTION 26: Did your Organization participate in a Recreational Trails Grant workshop webinar this year (Fiscal Year 2013)?

This question assigns five points to those organizations participating in the Recreational Trails Grant Workshops/Webinars.

QUESTION 27: Overall Application Project Merit

Points are awarded to projects that are conceptually sound with applications that are well written, easy to understand, accurate, organized and complete.

QUESTION 28: Certification of Responsible Person

A responsible official of the sponsor organization must sign, print and date this final section to complete the application. Examples of officials may include but are not limited to a director, president, or manager of an organization or agency or the mayor of a city. This person does not need to be the contact person, but a person who has read the application and understands what will be involved should a grant be awarded. The responsible official would **not** be an independent grant writer who is not affiliated with the sponsor organization. Any organization that submits false data or a significant lack of required data will be ineligible for scoring by the Missouri Trails Advisory Board.

Section 3

Rules and Regulations and Additional Information

a) Grant Selection Process

Upon arrival at the Department of Natural Resources, all project applications are reviewed for eligibility and then are sent to the members of the Missouri Trails Advisory Board. The board members evaluate the project proposals and make funding recommendations to the Department. The board's recommendations are forwarded to the Director of the Department of Natural Resources for approval. Once approved at the state level, the applications are sent to the Federal Highway Administration for federal approval. This process, from beginning to end, may take from four to six months. Recipients will be notified by mail when the final determination is made. Sponsors of projects recommended for funding will be asked to provide additional information regarding the National Environmental Policy Act (NEPA) and the National Historic Preservation Act.

b) National Environmental Policy Act and National Historic Preservation Act

Part of the approval criteria during the Federal Highway Administration's review of the applications is compliance with the National Environmental Policy Act. Each project is reviewed to assure it does not have a significant impact on the environment.

All projects approved for Recreational Trails Program grant funding must receive a cultural resource clearance from the Missouri Department of Natural Resource's Historic Preservation Program before they can begin. Project sponsors must submit a request to the Historic Preservation Program for determination whether significant cultural, historical, or archeological resources may be affected by the proposed project (Section 106 Review). If further information is required by the Historic Preservation Program, they may request a project sponsor to perform an archeological survey. The cost of an archeological survey can be included in the cost of the total project. More information about this requirement will be sent to project sponsors who are approved for funding.

c) Equipment Acquisition Projects

Recreational Trails Program funds may be used for the purchase of equipment for trail preservation, renovation or construction. The equipment must be maintained and used for this purpose for its useful life or twenty-five years, whichever comes first. The project sponsor holds title to the equipment, not the Department of Natural Resources. The department should be notified of any change in the equipment's status. A sponsor who disposes of grant-funded equipment prior to the end of its useful life must pay back a pro-rated share of the grant funding to DNR. The use of previously funded equipment may not be used as match for a future RTP project. Procurement procedures apply to equipment purchases – all purchases must be competitively bid. Please note that the DNR Terms and Conditions states that: no party to this agreement and no officer, agency or employee of either party to this agreement who exercises any functions or responsibilities in the review and approval of the performance of this agreement shall participate in any decision relating to this agreement which would affect their personal or pecuniary interest, directly or indirectly.

d) Land Acquisition Projects

If you are intending to request grant funds to pay for the acquisition of land, it is important to remember that your organization cannot take ownership of the property until after you have a signed project agreement. For purposes of the application, a letter from the landowner stating his/her willingness to sell the property contingent upon grant approval will suffice. You will be required to follow federal law on land acquisition, which

is the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, commonly called the "Uniform Act." A few of the requirements include an appraisal, a review appraisal and documentation that you notified the landowner of his/her rights under the law. You can read more about the requirements at: <http://www.fhwa.dot.gov/realestate/realprop/index.html> and <http://www.fhwa.dot.gov/realestate/lpaguide/index.htm>.

You can use the value of land acquired for the project as match, however, your organization will still be responsible for following the Uniform Act in acquiring the land (appraisal, review appraisal, notification to landowner, etc.). Compliance with the Uniform Act will need to be documented. If you previously acquired land for the purpose of the trail project but you cannot document that you acquired it in compliance with the Uniform Act, you will not be able to use the value as match for the grant. If you have any questions concerning land acquisition, please contact Chris Buckland at (573) 751-0848 or chris.buckland@dnr.mo.gov

e) Permits

Several state, local and possibly federal permits may be required in order to complete your project. Possible required permits at the state and local levels might include:

- Land Disturbance greater than 1 acre (stormwater management) from MO Department of Natural Resources' (MDNR) Water Pollution Control Program – 1-800-361-4827
- Wastewater discharge permit (possibly, if a wastewater treatment facility is developed - public restrooms with a treated discharge) MDNR, Water Pollution Control Program
- Onsite wastewater treatment (septic system, if such a system is built). Local, county or regional health department may have jurisdiction and impose restrictions or require permits.
- Land Reclamation (reclamation of mined lands, esp. coal) from MDNR Land Reclamation Program
- 401 Certification (in-stream work, wetlands, floodways) from MDNR Water Pollution Control Program
- 404 permit (Permit is issued after 401 Certification) from US Army Corps of Engineers
- Flood plain compliance from the State Emergency Management Agency (SEMA) or Federal Emergency Management Agency (FEMA)

These permits may or may not be applicable to your project. For further information, visit the Department of Natural Resources Publications website: <http://www.dnr.mo.gov/pubs/pubs.htm> (see Environmental Permits and How to Obtain Them).

f) User Fees

Nothing in the Recreational Trails Program legislation prohibits project sponsors from charging fees for trail use. This issue will be determined on a case-by-case basis between the Department of Natural Resources and the applicant. The income from fees must be used to support the project.

Considerations for charging user fees include:

- The facility must be open (and advertised as such) to the public during reasonable hours, not only to club members or local residents.

- The fee must be “reasonable” as determined by both the applicant and the Department of Natural Resources. A fee should not be so high as to restrict general public access.
- It may be appropriate for club members to receive a discount, since a portion of their membership may be counted toward use of the area.

g) Accessibility

Trail projects must be made accessible to and usable by persons with disabilities where and when possible. Accessibility is to be considered for persons with alternative auxiliary aid or service use such as (wheelchair, braille materials or telecommunication devices for the deaf).

If it is not practically possible for the entire trail to be accessible, consider making a portion of the trail accessible. Accessible surfaces must be firm, stable and slip resistant. Not all accessible trails are made of asphalt or concrete, some other surfaces also meet the requirements. Refer to the Access Board’s ADA Accessibility Guidelines (ADAAG) and to the Final Report from the Regulatory Negotiations Committee on Accessibility Guidelines for Outdoor Recreation Areas, issued September 30, 1999. Both are available on-line at: <http://www.access-board.gov>

h) Regulatory Documents

Below is a list of the federal regulations that pertain to Recreational Trails Program grants.

Code of Federal Regulations (CFR)

Title 49 CFR Part 18 – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments

Title 49 CFR Part 19 – Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations

Title 49 CFR Part 24 – Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs

Title 23 CFR Part 710 - Right-of-Way and Real Estate

Title 23 CFR Part 771 – Environmental Impact and Related Procedures

Office of Management and Budget (OMB) Circulars

Circular A-87 - Cost Principles for State, Local and Indian Tribal Governments

Circular A-122 – Cost Principles for Nonprofit Organizations

Circular A-21 – Cost Principles for Educational Institutions

Recreational Trails Grant Application Support Materials Checklist

The following items are **required** materials to support your application and **must** be included with your application. **An incomplete application will not be scored.** Please submit **nine** copies of each item, except for copies of land deeds or leases (only **one** copy of a land deed or lease is necessary).

- ☐ **Location Maps** – All maps **must** highlight the proposed trail project location and key project features or components as well as show some of the surrounding area. Please also indicate any floodplain, wetlands, park or wildlife/waterfowl refuges and any significant historical, cultural or natural features within or immediately adjacent to the project's area.
- ☐ **Maps to be included would be:**
 - ☐ A general location map (e.g. highway map showing locale within the State),
 - ☐ A specific location map (e.g. shows project site relative to the city, park, forest or conservation area),
 - ☐ A topographic map relative to the project site and,
 - ☐ An aerial photographic map of the project site

Note: If topographic information is indicated on the specific location map, the aerial map or the schematic plan referenced below, then a separate topographic map of the project site does not need to be included. Tip: You can acquire mapping via GPS coordinates at www.googleearth.com

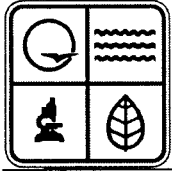
- ☐ **Schematic Plan** – A schematic plan of the overall proposed project must be included for all construction and restoration projects. Note distances (i.e., length of trail) and include a key for pointing out other features such as trailheads, rest stops, benches, restrooms, ADA portions of the trail, etc. For project amenities, a schematic site (e.g. parking or benches) and/or elevation and floor plans (e.g. building or bridges) are to be included in addition to the overall project schematic plan.
- ☐ **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 (if applicable).
- ☐ **Financial Assurance Letter** from your organization's chief financial officer stating that your organization has the financial capability of completing the proposed project.
- ☐ **For Land Acquisition projects only:** letter of 'Intent to Lease/Sell/Donate' from landowner to your organization, contingent upon your organization receiving a grant.
- ☐ **Proof of land ownership or leaseholder rights** - If your organization now owns or leases the land for the project, send only **one** copy of the land deed or copy of lease (25 years commitment).
- ☐ **Multiple Phase Project** – Please clearly identify the **phase of the proposed project in bold** which you are requesting RTP funding in your application. In addition, please clearly denote any previous phases for this project with this application.
- ☐ Please fill out the **RTP Proposal Description and Environmental Screening Form** and attached it to your 2013 RTP grant application.

RECREATIONAL TRAILS GRANT APPLICATION

INSTRUCTIONS:

- Step One:** Complete the following application by answering each question as fully as you can without exceeding the response space limitations. **Incomplete Applications will not be scored!** Applications must be typewritten – handwritten applications will be returned to the sender.
- Step Two:** Proofread your application! Make sure all the pages are included and all information is correct. Our agency is not responsible for correcting any mistakes made in the application once it has been submitted.
- Step Three:** Submit NINE **duplex** copies of the application to the Grants Management Section office (address below). Application must be postmarked on or before **February 11, 2013**. Applications postmarked after **February 11, 2013** will be returned to the sender. If you are including photos, please include enough for all nine applications or else they will not be used in the evaluation. **You are encouraged to make double-sided copies to conserve paper and space.**
- Step Four:** **Items NOT to Include with your Application**
Please do not include the following items with your application submission. If you have questions concerning the allowability of items not on this list, please call (573) 751-3442.
- **NO** maps larger than 11"x17" will be accepted.
 - **NO** three-ring binders for applications. These may look professional, but the applications are taken out of the binders as soon as we receive them in order to mail them to our advisory board and to keep them in our limited file space. You may use soft folders, letter-size only. However, stapling or clipping the application together works just fine for us and is easy for the advisory board to manage as well.
 - **NO** handwritten applications.
- Step Five:** The Recreational Trails Grant Application Support Materials Checklist is on page 16 of the grant application and this supporting documentation is **required to accompany the application.**

Mail 2013 RTP application to: Missouri Department of Natural Resources
Missouri State Parks
Grants Management Section
Attn: BONNIE HIGDON
P.O. Box 176 (or 1659 E. Elm St.)
Jefferson City, MO 65102-0176



**MISSOURI DEPARTMENT OF NATURAL RESOURCES
RECREATIONAL TRAILS PROGRAM
FY2013 RTP APPLICATION**

Project No#: _____
Project Category: _____

(Division of State Parks use only)

1. City of Columbia Parks and Recreation

NAME OF AGENCY OR ORGANIZATION REQUESTING GRANT FUNDS

1507 Business Loop 70 W. Columbia MO 65202
ADDRESS **CITY** **STATE** **ZIP**

2. Mike Snyder 573-874-7203

APPLICATION PREPARER **PHONE NUMBER**

1507 Business Loop 70 W. Columbia MO 65202
APP PREPARER ADDRESS **CITY** **STATE** **ZIP**

mts@gocolumbiamo.com 573-875-3159
EMAIL ADDRESS **FAX NUMBER**

3. Mike Snyder Park Development Superintendent 573-874-7203

PROJECT CONTACT PERSON **TITLE** **PHONE NUMBER**

Business Loop 70 W. Columbia MO 65202
PROJECT CONTACT ADDRESS **CITY** **STATE** **ZIP**

mts@gocolumbiamo.com 573-875-3159
EMAIL ADDRESS **FAX NUMBER**

4. **U.S. CONGRESSPERSON** Vicki Hartzler **District** MO 4th

5. **STATE REPRESENTATIVE:** Stephen Webber **District** 46

6. **STATE SENATOR:** Kurt Schaefer **District** 19

7. **PROJECT APPLICANT (Check One)** ☐ Federal ☐ State ☒ Local Government

☐ Not-for-profit ☐ For Profit ☐ Other (Explain) _____

8. **NAME OF TRAIL PROJECT:** Hinkson Creek Trail Bridge Renovation

9. **LOCATION** Boone, Columbia, T: 38°55'48" N, R: 92°19'23", Section 19
OF TRAIL PROJECT: ☐ COUNTY ☐ CITY ☐ TOWNSHIP, RANGE, SECTION

GPS COORDINATES OF THE LOCATION OF THE PROJECT TRAILHEAD AND THE GPS COORDINATES OF THE START LOCATION OF THE PROPOSED TRAIL PROJECT:

Trailhead: X:1691227.304 Y:1127598.436 Project: X:1690708.594 Y:1127485.930

REGIONAL PLANNING COUNCIL Mid Missouri Regional Planning Commission

10. PROJECT WILL BE CONSTRUCTED ON WHAT CATEGORY OF LANDS:

☒ Public ☐ Private ☐ Combination

11. DO YOU OWN OR LEASE THE LAND FOR THE PROJECT? (Check the one that applies)

☒ OWN ☐ LEASE ☐ OTHER

(Note: Applicants who do not own the land for the project must attach a lease or a letter of intent to sell/lease from the current owner)

12. TYPE OF TRAIL PROJECTS: (CHECK ONLY ONE BOX BELOW) [up to 10 points]

- New Trail Development
- Trail Renovation
- Trail Maintenance

New Trail Development: (Construction of new trail with the total miles identified to be constructed for this new trail)

For a project to be designated as Trail Development, the sum of new trail construction costs must be at least 60% of total project costs.

☐ New Trail Construction [10 points]

Trail Renovation: (Renovation or rerouting of an existing trail, expansion of a parking lot, adding a trail amenity to the trail, etc)

For a project to be designated as Trail Renovation, the sum of the renovation costs must be at least 60% of the total project costs.

☒ Renovation of Existing Trails [4 points]

Trail Maintenance: (Maintaining an existing trail due to damages caused by weather conditions or the users of the trail)

For a project to be designated as Trail Maintenance, the sum of the maintenance costs must be at least 60% of the total project costs.

☐ Maintenance of Existing Trails [4 points]

13. **DESCRIBE YOUR TRAIL PROJECT:**

[up to 15 points]

This question asks you to provide a written description of your project by answering each question below (Clearly detail the scope of your trail project): *[Total Response limit = 1 page]*

- a. What are you proposing to construct, renovate or maintain? If your project is one phase of a larger project, clearly specify and state what will be accomplished in this phase that you are requesting RTP funding for this project.
- b. Why are you proposing this trail project in your community area? Does this trail project have a unique facet, if so describe such (e.g. provides access to the only diamond mine in North America).
- c. Who will benefit from this trail project? Briefly describe the notable features and benefits your trail project will provide to your community.
- d. Where will this trail project be located in your community? Describe notable project features that your project provides access to features that may be aesthetic, cultural, historical and natural
- e. When do you plan to complete this trail project?
- f. How do you plan to inform trail users about this trail project if funded?
- g. Please describe the project scope of this trail project. The description of your project scope that you identify will be in your RTP grant agreement and tied to your cost estimate budget.

The proposed project is the renovation of an existing trail bridge along the City of Columbia's Hinkson Creek Trail. The approximately 60+ year old bridge was the old Rock Quarry Road bridge prior to construction of the new Rock Quarry Road. The bridge sat idle for many years until 2000 when it was incorporated into the construction of the Hinkson Creek Trail. The bridge has served trail users well for over twelve years, however there are several iron beams below the decking that are rusted to the point where the bridge is structurally weakened. The City has hired a local engineering firm to assess the damage, give us a short-term fix to keep the bridge in use (until we can fund a permanent fix), and also design a permanent fix. The engineers assessment is that the super-structure of the bridge (all of the bridge above the decking) is in good shape, but years of salting the bridge in winter and contact with wet decking has rusted out the lower parts of the bridge. We have completed the short term fix for the bridge by adding cables that essentially hang the decking from the beams above, so that the weight of the bridge is no longer on the flanges of the rusted I-beams below (Appendix B).

The long term fix is to replace the I-beams below the decking and then re-build the decking. By renovating an existing bridge, the City of Columbia is trying to be environmentally sensitive, instead of demolishing the bridge and building a new one in its place. We are also preserving the history of the area by preserving the original bridge. Rock Quarry Road has recently been designated a scenic roadway by the Columbia City Council and preserving the Rock Quarry bridge is consistent with the scenic roadway goals of conservation, preservation and landscape enhancement.

The Hinkson Creek Trail is a joint project between the City of Columbia and the University of Missouri. It is a transportation route for many who travel to and from work on campus and a favorite recreation trail for students and the citizens of Columbia. This bridge must be renovated in the next couple of years in order to keep the 6.75 mile trail open to the public. We have conducted scientific surveys of the citizens of Columbia to assess trail use and the results show that 70% of Columbians use our trails. The Hinkson Creek Trail is the second most used trail in Columbia and it connects to our most highly used trail, the MKT Trail (Appendix C). A long portion of this trail runs through the Grindstone Nature Area, Columbia's largest natural resource park. The Hinkson Creek Trail is a major amenity bringing the citizens of Columbia closer to nature.

The project is scheduled to begin in the fall of 2014, completed by summer 2015. When funded, park staff will host a public input meeting where trail detours and construction schedule can be addressed with citizen input. Detours will be worked into the construction design to ensure the safety of trail users and to allow continued use of the trail during the bridge renovation work. There will be press releases announcing the bridge work and there will be signs placed at entry points of the Hinkson Creek Trail announcing the work ahead and detour routes.

The scope of this project is the permanent fix for the bridge. This involves replacing all of the I-beams below the deck and replacing the decking itself. To do this a contractor will have to lift the bridge up (either with a crane or by jacking up the ends), replace the I-beams below the decking, set the bridge back on the end walls, and then re-build the decking (Appendix D).

[up to 5 points]

PLEASE COMPLETE BELOW THE FOLLOWING BASIC DETAILS ON YOUR TRAIL PROJECT AS APPLICABLE: (Please circle your answer below)

Width of trail _____ 10' _____ (4 feet) Yes ____ No ____

Length of trail _____ 6.75 miles _____ (feet/miles) (up to 5 points)

5 miles - (5 points) 1-4 miles - (3 points) Less than 1 mile - (1 point)

14. PROJECT SIGNIFICANCE

[up to 10 points]

- (1) Please check the one box that most aptly identifies the geographic significance of the proposed trail project using the categories listed below. Documentation is required to receive the 10 points. [Response limit = ½ page]

- ☐ National or international significance
☐ Regional significance (several counties or parts thereof)
☒ Local significance (one city, town, or municipality)

15. IS YOUR PROJECT IN A WETLAND? (permits)

☐ Yes ☒ No

16. IS YOUR PROJECT IN A FLOODPLAIN? (permits)

☐ Yes ☒ No

The bridge is elevated up out of the floodplain

17. IS YOUR PROJECT IN A WILDLIFE REFUGE?

☐ Yes ☒ No

18. IS YOUR PROJECT IN A HISTORIC OR ARCHAEOLOGICAL LOCATION?

(SECTION 106)

☐ Yes ☒ No

19. PROVIDE SOME BACKGROUND INFORMATION ABOUT YOUR ORGANIZATION.

How long has your organization existed? What is the mission of your organization? Is it 501(c)(3)? How many staff and/or members are affiliated with the organization? Please denote any experience working with this kind of project? [Response limit = ½ page]

The City of Columbia's Parks and Recreation Department was created in 1949. Our mission statement is "The Department of Parks & Recreation is committed to improving our community's health, stability, beauty, and quality of life by providing outstanding parks, trails, recreational facilities, and leisure opportunities for all Columbia citizens." Columbia is not a

501(c)(3). Columbia's Parks and Recreation Department is staffed by 81 permanent employees and approximately 500 seasonal employees. The Columbia Parks and Recreation Department completes about \$2,500,000 in capital improvement projects each year, which includes both in-house and contracted park and trail projects. The Department has completed the following RTP projects:

- 1996 MKT Trailhead Development
- 1999 Columbia Cosmopolitan Recreation Area Trail
- 2001 MKT Bridge #6
- 2002 MKT Trail Improvements to Providence and Stewart Rd Intersection
- 2005 Garth Nature Area Trail Project
- 2007 MKT Bridges #12 & 13

In 2011, Columbia received an RTP Grant for educational signs at our Urban Ecology Restoration Project. This project is ongoing.

20. **PROJECT ASSURANCES.** Provide assurances that your organization can complete the project within two years of being awarded the grant. What funding is available to complete the project? (Note: grant funds are not distributed upfront, they are distributed on a reimbursement basis.) Attach an assurance letter from your organization's financial officer. Attach letters of "Intent to Donate" as documentation for donations (land, labor, equipment or materials). Be sure to reference your attachments. *[Response limit = ½ page]*

The City of Columbia Parks and Recreation Department has extensive experience developing trails, bridges and all types of construction. We have a proven track record of completing grant funded projects. The grant matching money is already funded (Appendix E). The City of Columbia has a designated loan fund that the Parks and Recreation Department is authorized to borrow from for projects like RTP Grants. Upon completion of the project, when the grant is reimbursed, the Parks Department repays the designated loan fund.

21. **COST ESTIMATE**

[2, 5 or 8 points]

(1) Project Budget

Fill out the budget table on next page. List the budget items in the left column, as shown below, and determine which items or portions of items will be paid by the grant and how much will be paid by matching funds. Not all items may be applicable to your project, change the item categories as needed. Grant funds can reimburse up to eighty percent of total project cost. (Refer to the reimbursement request points below with the asterisk)

Matching funds can come from the applicant's resources or from a third-party donation to the applicant for cash, materials or labor. There is a grant funds reimbursement cap of **\$100,000**. (Tip: sum rows across and sum columns down. The total project cost goes in the very bottom right-hand corner of the grid.)

Points are awarded as follows based on the percentage of grant funds requested. Please make your request in whole dollar amounts only.

*** Grant Funds Request Points**

Up to 60%	8 points
61% - 70%	5 points
71% - 80%	2 points

Budget Items	Grant	Matching Funds		Total Cost
		Applicant	Donation (by 3 rd party)	
1. Labor	\$66,000	\$44,000	\$	\$110000
2. Materials	\$30,000	\$20,000	\$	\$50000
3. Equipment Purchase	\$	\$	\$	\$
4. Signage	\$	\$	\$	\$
5. Planning (limited to ≤ 10% of grant request)	\$2,400	\$1,600	\$	\$4000
6. Cultural Resource Survey	\$	\$	\$	\$
7. Other	\$1,600	\$1,400	\$	\$3000
Totals	\$100,000 (not to exceed \$100,000)	\$67,000	\$	\$167,000

Total grant amount divided by total project cost = 60 percent of grant match

(2) Budget Details

Provide details for each cost category you list in the project budget. List the materials you plan to use, equipment you propose to purchase, labor details, etc. Include the assumptions used to determine the cost figures (e.g., wage rates, unit costs, etc.).

Please attach not more than one page of detailed budget data (may be double-sided) and attach budget detail to your checklist. (Appendix F)

22. PARTNERSHIPS

[up to 12 points]

Partners may be involved in the planning, land contribution shared, development and post-construction facets of the project including but not limited to maintenance, trail-watch security and condition inspection, and recreational program use of the trail and its facilities. Partners may include private citizens, organizations, businesses and/or governmental agencies. Describe the role of any contributing partners or donors involved with this project. What is their intended contribution (time, materials, equipment, cash, or land)? Is your project a shared-corridor that enhances what may be deemed otherwise undesirable (e.g. a greenway in a storm water, utility or transportation corridor)? Documentation required. (Attach your contributing partners' letters of commitment (time, materials, equipment, cash, land, etc) – Letter of Support are welcome but are not scored) [Response limit = ½ page]

The Hinkson Creek Trail is a collaborative project between the University of Missouri and the City of Columbia. The University of Missouri maintains 2.25 miles of the Hinkson Creek Trail in addition to a several mile long connector trail that connects from the heart of campus out to the Hinkson Creek Trail. The Hinkson Creek Trail also passes through Columbia Greenbelt Coalition Land. Together with the University of Missouri, the Greenbelt Coalition and the Missouri Department of Conservation, buffer lands along Columbia's trail corridors exceed 1000 acres. This buffer land serves as wildlife habitat and functions as both storm water cleansing and storage areas. (see appendix G showing buffer lands along trail corridors). A combined effort of all of the above listed organizations made the Hinkson Creek Trail possible for public enjoyment.

(1) DONATIONS

[up to 5 points]

(THIS IS ONLY APPLICABLE IF YOU HAVE DONATIONS BY A 3RD PARTY IN YOUR COST ESTIMATE DONATION TOTAL ON PAGE 21) What is the total amount of donations to the project? (Include the value of land, labor, supplies, cash, and equipment). Donations are from an outside group, entity or person. In other words a city, county or school cannot donate to itself. This portion should be addressed very seriously because you will be requested to submit signatures, cancelled checks, or other documentation before processing reimbursements due to this is a part of your final application scoring process.

Donation of Land: \$ _____ Applicant may not take title to the property until a project application has been approved by the Federal Highway Administration. A letter of intent to donate from the landowner must accompany your application to receive points.

Donation of Labor: \$ _____ A letter of intent to donate from the volunteer/organization must accompany your application to receive points.

Donation of Supplies /Equipment: \$ _____ A letter of intent to donate from the donor must accompany your application to receive points.

Donation of Cash: \$ _____ A letter of intent to donate from the donor must accompany your application to receive points.

Donation Total: _____ \$This donation total should match your cost estimate donation total on page 21.

Donation/Point Table

Scale		
Greater Than or Equal to	To	Points
---	9%	0
10%	20%	1
21%	40%	2
41%	60%	3
61%	80%	4
81%	100	5

23. WHAT STANDARDS/GUIDELINES ARE YOU USING TO BUILD THIS TRAIL?

(Check all that apply)

- ☒ Universal Access to Outdoor Recreation - A Design Guide
- ☐ International Mountain Bicycling Association
- ☐ Outdoor Stewardship Institute (formerly known as CODI)
- ☐ Equestrian Trail Guidelines for Construction and Maintenance
- ☐ USFS Service Standard Specifications for Construction & Maintenance of Trail

x ADA Standards for Accessible Design (Department of Justice)

- ☐ National Off-Highway Vehicle Conservation Council
- ☐ Please identify other trails standards and guidelines

24. **TRAIL MANAGEMENT (PLANNING AND MAINTENANCE)** [up to 5 points]

Describe how your organization will adequately plan and manage the operational aspect of this trail for the intended users. Examples of management considerations in the planning & design phase include planning adequate sightlines, trail width, head clearances, appropriate surface material, signage, lighting, vehicular barriers, etc. Please discuss your post-completion trail maintenance plan which could include trail etiquette programs, public awareness campaigns, safety programs, emergency preparedness and volunteer outreach. Be sure to include "who is doing what" in your discussion.
[Response limit = ¾ page]

The design work for this project has mostly been completed (Appendix D) by a local qualified engineering firm, Archon Engineering. Considerations critical to the design included; accessibility to all, durability of materials, ability to maintain the bridge for decades to come, and aesthetic considerations to keep the trail in character with all the "old railroad bridges" throughout the City-wide trail system.

The Columbia Parks and Recreation Department will continue to maintain the proposed project to the high standards that have been established for trail maintenance throughout the park system. The Hinkson Creek Trail receives weekly site inspections from our trail maintenance staff and they respond to problems brought to their attention by the public, police, or the Department's Park Rangers on an as-needed basis. Trail maintenance funds are included in the Department's annual operating budget for park maintenance and operations. This source of funding provides a stable budget for trail maintenance and demonstrates the City's long-term commitment to provide high quality parks and recreation facilities for the citizens of Columbia.

The Columbia Parks and Recreation Department has just hired a new planner whose primary role is to program bicycle safety and encouragement educational programs and events. This person will be in daily contact with the public as well as using the trail system daily to assess if there are any maintenance issues or questions from the public about how to best utilize trails for both recreation and transportation purposes.

The Parks Department has had a trail volunteer program called Park Patrol for over ten years. Park Patrol volunteers serve as additional eyes and ears in our trails and parks to keep them clean, safe and in good repair. Volunteers monitor trails and parks during daylight hours and serve as an ambassador for other users. They can do this while walking, running, or riding a bicycle. Volunteers include regular exercisers, families, students, and seniors. Volunteers are identified by an official Park Patrol T-shirt or vest.

25. **Did your organization receive a Recreational Trails Program grant last year (Fiscal Year 2012)?**

☐

Yes

[0 points]

☒

No

[5 points]

26. **Did your organization participate in a Recreational Trails Grant Workshop/Webinar this year in (Fiscal Year 2013)?**

☒ Yes

[5 points]

☐ No

[0 points]

27. **OVERALL APPLICATION PROJECT MERIT**

[up to 20 points]

Your proposal will be given from 0-20 additional points based on the reviewer's overall impression of the proposed project, immediate need and the presentation of the grant application.

28. **CERTIFICATION OF RESPONSIBLE PERSON:**

"I hereby certify that the information contained in the attached application is true and correct to the best of my knowledge. I understand that this application will be rated solely on the basis of the information submitted. The submission of incorrect data or the lack of data submission can result in this application being withdrawn from consideration for funding."

Signature



Title

Mike Snyder

Park Development Superintendent

Printed Name

2-8-13

Date



CITY OF COLUMBIA, MISSOURI

PARKS AND RECREATION DEPARTMENT

July 19, 2013

Bonnie Higdon
MO Department of Natural Resources
Missouri State Parks
Grants Management Section
PO Box 176
Jefferson City, MO 65102-0176

Missouri Department of Natural Resources
Missouri State Parks
Grants Management Section
PO Box 176
Jefferson City, MO 65102-0176

Re: RTP Grant Application - Hinkson Creek Trail Bridge Renovation

Dear Ms. Higdon:

Please find the attached letter from the State Historic Preservation Office pertaining to their support for the renovation of our bridge.

Also, this letter serves as our assurance that the bridge project will not affect the floodplain of the creek. There will be no grade changes as part of this project. This section of trail does not allow motorized vehicles. We do not anticipate any noise effects due to motorized vehicles.

Thank you for working with us on this project.

Sincerely,

Mike Snyder
Park Planning and Development Superintendent

RTP Proposal Description and Environmental Screening Form

The purpose of this Proposal Description and Environmental Screening Form (PD/ESF) is to provide descriptive and environmental information about a variety of Recreational Trails Program (RTP) state assistance proposals submitted for Federal Highway Administration (FHA) 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. The PD portion of the form captures administrative and descriptive details enabling the FHA to understand the proposal. The ESF portion is designed for States and/or project sponsors to use while the RTP proposal is under development. Upon completion, the ESF will indicate the resources that could be impacted by the proposal enabling States and/or project sponsors to more accurately follow an appropriate pathway for NEPA analysis: 1) a recommendation for a Categorical Exclusion (CE), 2) production of an Environmental Assessment (EA), or 3) production of an Environmental Impact Statement (EIS). The ESF should also be used to document any previously conducted yet still viable environmental analysis if used for this federal proposal. The completed PD/ESF must be submitted as part of the State's RTP proposal to FHA.

Name of RTP Proposal:**Date Submitted to Missouri State Parks:**

Hinkson Creek Trail Bridge Renovation

2-11-2013

Prior RTP Project Number(s) *List all prior RTP project numbers associated with this site:*

None at this site.

The following RTP Projects have been successfully completed by Columbia Parks and Recreation:
096008, 099008, 2001-04, 2002-04, 2005-04, 2007-04, 2011-03 (ongoing)

Project Sponsoring Agency

City of Columbia Parks and Recreation Dept.

Sponsor Contact: Mike Snyder

Name/Title: Park Development Superintendent

Office/Address:

Parks Management Center
1507 Business Loop 70 West
Columbia, MO 65203

Phone/Fax: 573-874-7203 / 573-875-3159

Email: mts@gocolumbiamo.com

Using a separate sheet for narrative descriptions and explanations, address each item and question in the order it is presented, and identify each response with its item number such as Step 1-A1, A2; Step 3-B1; Step 6-A1, A29; etc.

Step 1. Type of RTP Proposal

New Project Application

☐

Land Acquisition

Go to Step 2A

☐

New Trail Development

Go to Step 2B

☒

Trail Renovation

Go to Step 2C

Step 2. New Project Application

A. For an Acquisition Project

1. Provide a brief narrative about the proposal that provides the reasons for the acquisition, the number of acres to be acquired with RTP assistance, and a description of the property. Describe and quantify the types of existing resources and features on the site (for example, 50 acres wetland, 2,000 feet beachfront, 200 acres forest, scenic views, 100 acres riparian, vacant lot, special habitat, any unique or special features, recreation amenities, historic/cultural resources, hazardous materials/ contamination history, restrictions, institutional controls, easements, rights-of-way, above ground/underground utilities, including wires, towers, etc.).

Trail projects may be located on either public or private lands; however, the project must be available for public use regardless of land ownership. If you are intending to request grant funds to pay for the acquisition of land, it is important to remember that your organization cannot take ownership of the property until after you have a signed project agreement. For purposes of the application, a letter from the landowner stating his/her willingness to sell the property contingent upon grant approval will suffice. You will be required to follow federal law on land acquisition, which is the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, commonly called the "Uniform Act." A few of the requirements include an appraisal, a review appraisal and documentation that you notified the landowner of his/her rights under the law. You can read more about the requirements at: <http://www.fhwa.dot.gov/realestate/realprop/index.html> and <http://www.fhwa.dot.gov/realestate/lpaguide/index.htm>.

2. How and when will the trail be made open and accessible for trail users to use this trail?
3. Address each item in "D" below.

B. For a New Trail Development

1. Describe the new trail development that will be developed with RTP assistance, including basic details on your trail such as width, length and number of miles to be constructed. Describe notable trail project features such as cultural, historical, and natural.
2. All projects approved for Recreational Trails Program grant funding must receive a cultural resource clearance from the Missouri Department of Natural Resource's Historic Preservation Program before they can begin. Project sponsors must submit a request to the Historic Preservation Program for determination whether significant cultural, historical, or archeological resources may be affected by the proposed project (Section 106 Review).
3. Several state, local and possibly federal permits may be required in order to complete your trail project. Possible required permits at the state and local level may include: wetland, floodplain, wildlife refuge, and a local noise impact study.
4. When will the trail project be completed and open for public for users of the trail?
5. Address each item in "D" below.

C. For a Trail Renovation

1. For renovation of the trail
 - a) Provide a brief narrative about the trail renovation such as the renovation or rerouting of the existing trail, expansion of parking lot, adding a trail amenity to the trail, etc. Describe the renovation improvements that will be developed with RTP assistance, including a site sketch depicting trail renovation, where and how the public will access the trail, parking, etc. Indicate to what extent the project involves new development, rehabilitation, and/or replacement of existing amenities.
 - b) Describe and quantify the types of existing resources and features on the site (for example, 50 acres wetland, 2,000 feet beachfront, 200 acres forest, scenic views, 100 acres riparian, vacant lot, special habitat, any unique or special features, recreation amenities, historic/cultural resources, hazardous materials/ contamination history, restrictions, institutional controls, easements, rights-of-way, above ground/underground utilities, including wires, towers, etc.)
2. All projects approved for Recreational Trails Program grant funding must receive a cultural resource clearance from the Missouri Department of Natural Resource's Historic Preservation Program before they can begin. Project sponsors must submit a request to the Historic Preservation Program for determination whether significant cultural, historical, or archeological resources may be affected by the proposed project (Section 106 Review).
3. Several state, local and possibly federal permits may be required in order to complete your trail project. Possible required permits at the state and local level may include: wetland, floodplain, wildlife refuge, and a local noise impact study.
4. How and when will the renovated trail be made open and accessible for trail users?
5. Address each item in "D" below.

D. Additional items to address for a new application and amendments

1. Will this proposal create a **new trail where none previously existed** and is not an addition to an existing trail area? Yes ____ (go to #3) No ____ (go to #2)
2. What is the name of the pre-existing public area that this new site will be added to?
3. What will be the name of this **new trail or renovated trail**?
4. Who will hold title to the property assisted by RTP? Who will manage and operate the site(s)?
5. What is the sponsor's type of ownership and control of the property?
____ Ownership
____ Lease. Describe lease terms including renewable clauses, # of years remaining on lease, etc.
Who will lease area? Submit copy of lease with this PD/ESF.
6. Describe the nature of any rights-of-way, easements, and land based on the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, commonly called the "Uniform Act."
7. As a result of this project, describe **new** types of trail user opportunities and capacities, and short and long term public benefits of the trail.
8. Explain any existing additional phases of development for this trail project that might be proposed for the future.
9. Describe the planning process that led to the development of this proposal. Your narrative should address:

- a. How the public was notified and provided opportunity to be involved in planning for and developing your RTP proposal? Who was involved and how were they able to review the completed proposal, including any state, local, federal agency professionals, subject matter experts, members of the public and Indian Tribes. Describe any public meetings held and/or formal public comment periods, including dates and length of time provided for the public to participate in the planning process and/or to provide comments on the completed proposal.
- b. What information was made available to the public for review and comment? Did the sponsor provide written responses addressing the comments? If so, include responses with this PD/ESF submission.

List all source(s) and amounts of financial match to the RTP share of the project. The value of the match can consist of cash, donation, and in-kind contributions. The RTP share and financial matches must result in a viable trail project and not rely on other funding not mentioned here. Other federal resources may be used as a match if specifically authorized by law.

Source	Type of Match	Value
City of Columbia	Park Sales Tax money	\$67,000.00
		\$
		\$

Step 3. Summary of Previous Environmental Review (including E.O. 12372 - Intergovernmental Review)

To avoid duplication of effort and unnecessary delays, describe any prior environmental review undertaken at any time and still viable for this proposal or related efforts that could be useful for understanding potential environmental impacts. Consider previous local, state, federal (e.g. HUD, EPA, USFWS, FHWA, DOT) and any other environmental reviews. At a minimum, address the following:

1. Date of environmental review(s), purpose for the environmental review(s) and for whom they were conducted.
2. Description of the proposed action and alternatives.
3. Who was involved in identifying resource impact issues and developing the proposal including the interested and affected public, government agencies, and Indian tribes?
4. Environmental resources analyzed and determination of impacts for proposed actions and alternatives.
5. Any mitigation measures to be part of the proposed action.
6. Public comment periods (how long, when in the process, who was invited to comment) and agency response.
7. Any formal decision and supporting reasons regarding degree of potential impacts to the human environment.
8. Was this proposed RTP action and/or any other federal actions analyzed/reviewed in any of the previous environmental reviews? If so, what was analyzed and what impacts were identified? Provide specific environmental review document references.

Use resource impact information generated during previous environmental reviews described above and from recently conducted site inspections to complete the Environmental Screening Form (ESF) portion of this PD/ESF under Step 6. Your ESF responses should indicate your proposal's potential for impacting each resource as determined in the previous environmental review(s), and include a reference to where

the analysis can be found in an earlier environmental review document. If the previous environmental review documents contain proposed actions to mitigate impacts, briefly summarize the mitigation for each resource as appropriate. The appropriate references for previous environmental review document(s) must be documented on the ESF, and the actual document(s) along with this PD/ESF must be included in the submission for Missouri State Parks review.

Step 4. Environmental Screening Form (ESF)

This portion of the PD/ESF is a working tool used to identify the level of environmental documentation which must accompany the proposal submission to Missouri State Parks. By completing the ESF, the project sponsor is providing support for its recommendation in Step 7 that the proposal either:

1. meets criteria to be categorically excluded (CE) from further NEPA review and no additional environmental documentation is necessary; or
2. requires further analysis through an environmental assessment (EA) or an environmental impact statement (EIS).

An ESF alone does not constitute adequate environmental documentation unless a CE is recommended. If an EA is required, the EA process and resulting documents must be included in the proposal submission.

The scope of the required environmental analysis will vary according to the type of proposal. As early as possible in your planning process, consider how your proposal/project may have direct, indirect and cumulative impacts on the human environment for your type of action so planners have an opportunity to design alternatives to lessen impacts on resources, if appropriate. When used as a planning tool in this way, the ESF responses may change as the proposal is revised until it is ready for submission for federal review. Initiating or completing environmental analysis after a decision has been made is contrary to both the spirit and letter of the law of the NEPA.

The ESF should be completed with input from resource experts and in consultation with relevant local, state, tribal and federal governments, as applicable. At a minimum, a site inspection of the affected area must be conducted by individuals, who are familiar with the type of affected resources, possess the ability to identify potential resource impacts, and to know when to seek additional data when needed.

At the time of proposal submission to Missouri State Parks for review, the completed ESF must justify the NEPA pathway that was followed: CE recommendation, production of an EA, or production of an EIS. The resource topics and issues identified on the ESF for this proposal must be presented and analyzed in an attached EA/EIS.

The ESF contains two parts that must be completed:

Part A. Environmental Resources

Part B. Mandatory Criteria

Part A: For each environmental resource topic, choose an impact estimate level (none, negligible, minor, exceeds minor) that describes the degree of potential negative impact for each listed resource that may occur directly, indirectly and cumulatively as a result of federal approval of your proposal. For each impacted resource provide a brief explanation of how the resource might be affected, how the impact level was determined, and why the chosen impact level is appropriate. If an environmental review has already been conducted on your proposal and is still viable, include the citation including any planned mitigation for each applicable resource, and choose an impact level as mitigated. If the resource does not apply to your proposal, mark NA in the first column. Add any relevant resources (see A.24 on the ESF) if not included in the list.

Use a separate sheet to briefly clarify how each resource could be adversely impacted; any direct, indirect, and cumulative impacts that may occur; and any additional data that still needs to be determined. Also explain any planned mitigation already addressed in previous environmental reviews.

Part B: This is a list of mandatory impact criteria that preclude the use of categorical exclusions. If you answer "yes" or "maybe" for any of the mandatory criteria, you must develop an EA or EIS regardless of your answers in Part A. Explain all "yes" and "maybe" answers on a separate sheet.

A. ENVIRONMENTAL RESOURCES Indicate potential for adverse impacts. Use a separate sheet to clarify responses per instructions for Part A on page 5.	Not Applicable- Resource does not exist	No/Negligible Impacts- Exists but no or negligible impacts	Minor Impacts	Impacts Exceed Minor EA/EIS required	More Data Needed to Determine Degree of Impact EA/EIS required
1. Geological resources: soils, bedrock, slopes, streambeds, landforms, etc.		x			
2. Air quality		x			
3. Sound (noise impacts)		x			
4. Water quality/quantity		x			
5. Stream flow characteristics		x			
6. Marine/estuarine	x				
7. Floodplains/wetlands		x			
8. Land use/ownership patterns; property values; community livability	x				
9. Circulation, transportation		x			
10. Plant/animal/fish species of special concern and habitat; state/federal listed or proposed for listing	x				
11. Unique ecosystems, such as biosphere reserves, World Heritage sites, old growth forests, etc.	x				
12. Unique or important wildlife/ wildlife habitat	x				
13. Unique or important fish/habitat		x			
14. Introduce or promote invasive species (plant or animal)	x				
15. Recreation resources, land, parks, open space, conservation areas, rec. trails, facilities, services, opportunities, public access, etc.		x			
16. Accessibility for populations with disabilities	x				
17. Overall aesthetics, special characteristics/features	x				
18. Historical/cultural resources, including landscapes, ethnographic, archeological, structures, etc. Attach SHPO/THPO determination.		x			
19. Socioeconomics, including employment, occupation, income changes, tax base, infrastructure	x				
20. Minority and low-income populations	x				
21. Energy resources (geothermal, fossil fuels, etc.)	x				
22. Other agency or tribal land use plans or policies	x				
23. Land/structures with history of contamination/hazardous materials even if remediated	x				
24. Other important environmental resources to address.	x				

MANDATORY CRITERIA If your RTP proposal is approved, would it...	Yes	No	To be determined
1. Have significant impacts on public health or safety?		X	
2. Have significant impacts on such natural resources and unique geographic characteristics as historic or cultural resources; park, recreation, or refuge lands, wilderness areas; wild or scenic rivers; national natural landmarks; sole or principal drinking water aquifers; prime farmlands; wetlands (E.O. 11990); floodplains (E.O. 11988); and other ecologically significant or critical areas.		X	
3. Have highly controversial environmental effects or involve unresolved conflicts concerning alternative uses of available resources [NEPA section 102(2)(E)]?		X	
4. Have highly uncertain and potentially significant environmental effects or involve unique or unknown environmental risks?		X	
5. Establish a precedent for future action or represent a decision in principle about future actions with potentially significant environmental effects?		X	
6. Have a direct relationship to other actions with individually insignificant, but cumulatively significant, environmental effects?		X	
7. Have significant impacts on properties listed or eligible for listing on the National Register of Historic Places, as determined by either the bureau or office. (Attach SHPO/THPO Comments)		X	
8. Have significant impacts on species listed or proposed to be listed on the List of Endangered or Threatened Species, or have significant impacts on designated Critical Habitat for these species.		X	
9. Violate a federal law, or a state, local, or tribal law or requirement imposed for the protection of the environment?		X	
10. Have a disproportionately high and adverse effect on low income or minority populations (Executive Order 12898)?		X	
11. Limit access to and ceremonial use of Indian sacred sites on federal lands by Indian religious practitioners or significantly adversely affect the physical integrity of such sacred sites (Executive Order 13007)?		X	
12. Contribute to the introduction, continued existence, or spread of noxious weeds or non-native invasive species known to occur in the area, or actions that may promote the introduction, growth, or expansion of the range of such species (Federal Noxious Weed Control Act and Executive Order 13112)?		X	

Environmental Reviewers

The following individual(s) provided input in the completion of the environmental screening form. List all reviewers including name, title, agency, field of expertise. Keep all environmental review records and data on this proposal in state compliance file for any future program review and/or audit.

1. Mike Snyder, Park Development Superintendent, City of Columbia, Park Planning

2. Brett O'Brein, Park Natural Resources Supervisor, City of Columbia, Horticulture

3.

The following individuals conducted a site inspection to verify field conditions.

List name of inspector(s), title, agency, and date(s) of inspection.

1. Mike Snyder, Park Development Superintendent, City of Columbia, Multiple visits:

Most recent: 2/7/2013

2. Brett O'Brein, Park Natural Resources Supervisor, City of Columbia, Horticulture

Most recent: 2/7/2013

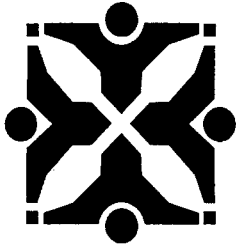
3.

RTP-applicant signature here:



Date

2-8-13



Source: Parks and Recreation

ms

Agenda Item No:

To: City Council

From: City Manager and Staff

MM

Council Meeting Date: Oct 21, 2013

Re: Hinkson Creek Trail Bridge Replacement & Recreational Trails Grant

EXECUTIVE SUMMARY:

The Parks & Recreation Department is requesting Council approval to proceed with renovations of the Hinkson Creek Trail Bridge located at Capen Park. The Department is also requesting Council approval to execute an agreement with the Department of Natural Resources to accept a \$100,000 Recreational Trail Program Grant and appropriate the grant funds to the project. The total project budget is \$167,000, which includes \$100,000 in Park Sales Tax funds. The project includes renovation of the existing bridge, specifically replacement of the I-beams that support the super-structure of the bridge and replacement of the decking on the entire structure. The project will be bid through the City's Purchasing Department and contract labor will be used to complete the proposed renovations. The bridge improvements are expected to begin in late fall 2013, with anticipated completion in spring 2014.

DISCUSSION:

The Hinkson Creek Trail bridge (attachment A) was constructed over 60 years ago and was formerly known as the Rock Quarry Road bridge. When Rock Quarry Road was rerouted, the bridge was no longer needed for motorized transportation. After many years of sitting idle, the bridge was incorporated into the route of the Hinkson Creek Trail in 2000. The bridge at Capen Park connects trail users to the Grindstone Nature Area to the east and the University of Missouri campus to the west. During a routine inspection of the bridge by park staff in 2011, it was discovered that the super-structure of the bridge had separated from multiple I-beams that support and hold the bridge in place. The probable cause of the failing bridge is severe rusting of the structure due to heavy salting during snow and ice events since the original construction.

After the initial park staff inspection, Archon Engineering was hired to assess the overall condition of the bridge and provide short and long-term solutions to make the bridge safe for trail users. The short-term plan was to secure the separation points of the bridge so that trail use may continue while park staff evaluated options to fund the necessary repairs to the bridge. Park staff utilized Archon's short-term solution by securing the separated I-beams to the super-structure with cable. During the evaluation process for the long-term repairs of the bridge, it was determined by the engineering firm that the bridge would not need to be replaced in its entirety as the super-structure of the bridge was in a suitable condition. Archon Engineering provided park staff with the necessary plans and recommended procedures for the long-term repairs to the bridge. The proposed repairs for the bridge include replacement of the five I-beams that support the super-structure below the decking as well as replacement of all existing wood decking. The contractor will also evaluate the integrity of the existing end walls during the renovation process and make necessary repairs as needed.

The process to make the necessary repairs to the bridge will require the contractor to lift the bridge from the existing end walls and support the super-structure of the bridge independently for an undetermined length of time. This process will be done by either the use of a crane to lift the bridge or by using hydraulic jacks to lift it off the end walls. In an effort to protect the surrounding trees and landscape, park staff will monitor the desired method of the contractor for lifting the bridge, determine the route for all machinery along the trail and designate access points under the bridge. Staff anticipates minimal impact to the area if the work can be done using hydraulic jacks to lift the structure off the end walls. If this option is not suitable due to safety issues associated with the weight of the structure, park staff will work with the contractor to develop a plan to remove the bridge using a crane. Staff will make sure that this process will have the least amount of impact to surrounding trees in the area. The final process selection will occur when the Parks and Recreation Department receives the bids and selects a contractor.

The bridge will have to be closed during construction so staff is wanting this work to occur during the winter months when trail use is at its lowest. Park staff has identified an alternate route for trail users so that they can continue to use the Hinkson Creek Trail during construction and will work with the Public Works Department to identify the route and create the detour.

In the City's FY-13 capital improvement budget, \$67,000 in park sales tax funds was allocated to fund the bridge improvements. After initial cost estimates, staff applied and has been awarded a Recreational Trail Program (RTP) grant from the Missouri Department of Natural Resources. The \$100,000 grant will be added to the project budget and allow the Department to complete the necessary bridge improvements within the estimated time frame for repairs. All work and materials will be bid through the City's Purchasing Department and will be completed using a combination of contract and force account labor. Weather permitting, the project is scheduled to begin this winter with anticipated completion in spring 2014.

FISCAL IMPACT:

The total project budget is \$167,000 and is funded by the 2010 Park Sales tax ballot (\$67,000) and a Recreational Trail Program grant (\$100,000) sponsored by the Missouri Department of Natural Resources. Park staff anticipates minimal fiscal impact after the repairs have been completed.

VISION IMPACT:

<http://www.gocolumbiamo.com/Council/Meetings/visionimpact.php>

12.1 Goal: A variety of attractive, well-maintained parks throughout Columbia-including neighborhood parks, regional parks, nature parks, and urban parks-will ensure all residents have access to a full range of outdoor and indoor recreational opportunities.

12.4 Goal: An extensive, safe network of trails will accommodate a variety of users ranging from recreational to non-motorized travelers. This network may include roadway and public transportation infrastructure to connect parks, neighborhoods, schools and businesses.

Implementation task #40: Fund and complete capital improvement program projects (parks).

SUGGESTED COUNCIL ACTIONS:

Approve the legislation setting a public hearing for the proposed project. Following the public hearing, approve the ordinance authorizing the project to proceed, executing the agreement with the Department of Natural Resources and appropriating the funds for the project.

FISCAL and VISION NOTES:					
City Fiscal Impact Enter all that apply		Program Impact		Mandates	
City's current net FY cost	\$200,000.00	New Program/ Agency?	No	Federal or State mandated?	No
Amount of funds already appropriated	\$67,000.00	Duplicates/Epands an existing program?	No	Vision Implementation Impact	
Amount of budget amendment needed	\$100,000.00	Fiscal Impact on any local political subdivision?	No	Enter all that apply: Refer to Web site	
Estimated 2 year net costs:		Resources Required		Vision Impact?	Yes
One Time	\$167,000.00	Requires add'l FTE Personnel?	No	Primary Vision, Strategy and/or Goal Item #	12.1
Operating/ Ongoing	\$0.00	Requires add'l facilities?	No	Secondary Vision, Strategy and/or Goal Item #	
		Requires add'l capital equipment?	No	Fiscal year implementation Task #	40