

Introduced by _____

First Reading _____

Second Reading _____

Ordinance No. _____

Council Bill No. B 316-13

AN ORDINANCE

accepting a grant from the State of Missouri, Department of Natural Resources for the design and printing of trails system maps and guides and the installation of trail mile markers along the MKT Trail, Scott's Branch Trail, Hominy Creek Trail, Bear Creek Trail, Hinkson Creek Trail, County House Branch Trail and future Grindstone Trail; authorizing a recreational trails program project agreement; appropriating funds; and fixing the time when this ordinance shall become effective.

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

SECTION 1. The City Manager is hereby authorized to accept a grant in the amount of \$18,500.00 from the State of Missouri, Department of Natural Resources for the design and printing of trails system maps and guides and the installation of trail mile markers along the MKT Trail, Scott's Branch Trail, Hominy Creek Trail, Bear Creek Trail, Hinkson Creek Trail, County House Branch Trail and future Grindstone Trail.

SECTION 2. The City Manager is hereby authorized to execute a recreational trails program project agreement with the State of Missouri, Department of Natural Resources for the Columbia trails system awareness campaign for the period October 1, 2013 through December 31, 2015. The form and content of the project agreement shall be substantially as set forth in "Exhibit A" attached hereto.

SECTION 3. The sum of \$18,500.00 is hereby appropriated from the Federal Grant Revenues Account No. 110-5010-461.10-00 to the following accounts:

\$1,600.00	Temporary Salaries	Account No. 110-5230-541.01-05
\$4,150.00	Construction Materials	Account No. 110-5230-541.11-00
\$12,750.00	Publishing and Advertising	Account No. 110-5410-541.43-10

SECTION 4. 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 Grant Revenues Account No. 110-5010-461.10-00 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 Department

2013-15

PROJECT TITLE

Columbia Trails System Awareness Campaign

PROJECT PERIOD

October 1, 2013 through December 31, 2015

PROJECT SCOPE (Description of Project)

Development of a detailed Columbia Trails Systems Map and Guide (six destination trails in Columbia) and design/install trail mile markers on those six trails.

PROJECT COSTS:

ATTACHMENTS:

TOTAL PROJECT \$23,125

GRANT SUPPORT: \$18,500
(not to exceed 80%)

The following attachments are hereby
incorporated into this agreement:

1. Department of Natural Resources
General Terms and Conditions
 2. Project Application
 3. Special Conditions
-
-

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.

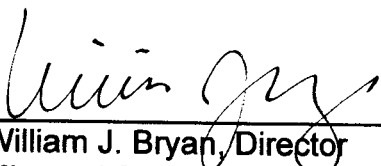
The provisions of this agreement remain in effect for all parties, their successors, interest and assigns.

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

Title

Date

9/20/13

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.

7. PROJECT APPLICANT (Check One) ☐ Federal ☐ State ☒ Local Government
☐ Not-for-profit ☐ For Profit ☐ Other (Explain) _____

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.

8. NAME OF EDUCATIONAL PROJECT: Columbia Trails System Awareness Campaign

9. WORKSHOP LOCATIONS: Columbia, Mo

OPERATION OF EDUCATIONAL PROGRAMS TO PROMOTE SAFETY AND ENVIRONMENTAL PROTECTION ARE LIMITED TO 5% OF AN APPORTIONMENT OBLIGATED IN A RECREATIONAL TRAILS PROGRAM FISCAL YEAR.

10. TYPE OF PROJECT: (check all that apply)

- ☐ Develop & operate trail safety education programs
- ☐ Develop & operate trail-related environmental education programs
- ☐ Develop & deliver training that promotes safety and environmental protection
- ☐ Develop or support publications related to trail planning, design, construction & maintenance
- ☐ Provide training on trail accessibility and sustainability
- ☒ Produce trail related educational materials, displays, print, video or audio
- ☐ Other

11. PROJECT DESCRIPTION

(up to 60 points)

On attached sheets of paper, address the following eight (8) questions or statements, in the order listed below, and include them with the grant application packet. This section is limited to five double-sided pages. Be specific and concise with your answers. You may use less than five pages; but, ***an application with more than five double-sided pages will be rejected.***

Project Demand

- 1) Summarize your educational/interpretive project and include its proposed life (minimum 3 years) and major phases of its life cycle.
- 2) How will this project benefit the general public? Identify how the project meets needs of trail users?
- 3) Describe how the project has received and will continue to receive local, state and national support. Attach a maximum of 3 letters of support.
- 4) Why is the project important and needed?
- 5) List the type of trail users you expect to benefit from this project and tell why you believe so.
- 6) How many trail users will your educational project serve in each year of the project's life?
- 7) Explain how the project aids in the restoration, enhancement, conservation, education and/or preservation of natural resources and/or use of trails.
- 8) Describe any innovative techniques that will be employed during the presentation.

1) Summarize your educational/interpretive project and include its proposed life (minimum 3 years) and major phases of its life cycle.

The purpose of the Columbia Trails System Awareness Campaign is to provide inspiration and education to residents and visitors encouraging exploration and utilization of Columbia's network of shared use trails. Columbia's existing trail network is made up of twenty-five plus miles of hard-packed gravel and concrete trails (Appendix A). The proposed public awareness campaign includes development and community-wide distribution (including online) of a detailed Columbia Trails System Map and Guide, and design/installation of trail mile markers. The focus of the campaign will include the following six destination trails: MKT Nature and Fitness Trail (8.9 miles, includes Boone County trail section), Scott's Branch Trail (1.4 miles under construction), Hominy Trail (approximately 2.25 miles under construction), Bear Creek Trail (4.8), Hinkson Trail (4.25 miles, including MU trail section) and County House Branch Trail (2.0 miles).

A professionally designed, electronic version of the Columbia Trails System Map and Guide will have an indefinite lifespan. A digitally designed document will easily accommodate revisions as future trails and access points are developed. The initial graphics will include trail maps with details related to access points and connections to residential, work, retail, recreation and tourist destinations. Editorial content will include trail etiquette/safety, and rules and regulations related to multi-user groups. The guide will also serve as a self-guided interpretive brochure including tips for nature and wildlife observation, and historical information (i.e. MKT's history as a rails-to-trails project and Scott's Branch Trail's alignment through parkland that is being restored to natural prairie).

The online trails guide will be promoted via social media and website links from Columbia Parks and Recreation (CPRD) and other stakeholder websites (e.g. tourism and recreation related businesses, bike shops, bike advocacy organizations and clubs, health related organizations, university orientation webpages, sustainability groups, etc.). Existing CPRD staff will be responsible for overseeing the project and distribution of the print version to residents and visitors via display at CPRD facilities and stakeholder locations (see above). Print versions of the guides will also be made available at GetAbout Columbia sponsored guided rides and nonmotorized transportation outreach opportunities (e.g. Bike, Walk and Wheel Week, Earth Day, Neighbors on the Go, health fairs, etc.).

For the purposes of this grant, it is expected that future revisions and printing costs will be funded by the Columbia Parks and Recreation Department. Trail guide revisions are not anticipated for 3 - 4 years. This timeline is based on the unlikely approval of additional trail development occurring prior to decisions regarding Columbia's renewable Park Sales Tax initiative – set to expire in March 2016.

Trail mile markers are expected to have a lifespan of 20 - 25 years (The existing and deteriorating MKT mile markers were installed in the late 80's – all are inaccurate due to recent development of a new trailhead in downtown Columbia).

2) How will this project benefit the general public? Identify how the project meets needs of trail users?

A trail awareness campaign that includes collateral material, outreach opportunities and on-trail bicycle rides will provide residents, college students and visitors with adequate resources for how to better utilize Columbia's growing network of recreational trails and non-motorized transportation infrastructure.

As a means to aid emergency personnel, mile markers will be placed every quarter-mile and will include trail specific logos. Trail mile markers will also include reflective graphics to aid and encourage use by bicycle commuters choosing to travel early morning or after dark.

4) Describe how the project has received and will continue to receive local, state and national support. Attach a maximum of 3 letters of support.

Columbia's Regional Economic Development, Inc. (REDI) works diligently to attract new businesses and diversify Columbia's health care and education based economy, resulting in a constant ebb and flow of homeowners and new home construction. The Columbia Parks and Recreation Department (CPRD) is committed to acquiring green space for the construction and preservation of trails, greenways, and greenbelts to provide for residential areas as they move farther from the city center. CPRD's commitment, along with the passage of three renewable five-year Park Sales Tax initiatives (each funding park capital improvement projects) has added approximately 14 miles of destination trails over the past two decades. Six of those trail miles have been developed in just the past year.

Parks and trails are well vested in resident's perception of why Columbia is a great place to live and raise a family. This perception is being used to grow the local economy. In 2010, the City negotiated with corporate IBM (offering reduced facility development costs and construction of a recreational trail leading to the proposed business location) to bring over 800 jobs to Columbia. IBM managers cited "parks and trails" as playing a role in their decision to choose Columbia as a means to entice prospective employees to relocate. The absence of a Columbia Trails System Map and Guide for inclusion in Chamber of Commerce online and mailed relocation packets is a missing component essential to showcasing Columbia's vision for a healthy, vibrant and connected community.

The term "if you build it they will come" has also proven to be true for non-motorized transportation facilities and national support for the City of Columbia. As noted in a 2012 Results of the Bike/Walk Pilot Program report prepared for Congress (funded by the Federal Highway Administration's Non-Motorized Transportation program), Columbia reported a 62.9% increase in bicycling and 46.1% increase in walking from 2007 – 2011 (Appendix B). Along with these results were the following key outcomes in Columbia:

- 100 miles of bike lanes added
- 34 miles of marked bike routes completed
- 1,165 bike parking spaces added

According to a Rutgers University study, there has been a dramatic increase in bicycling for transportation. The study states that cycling trips rose 64% in the United States between the years of 1990 and 2009, with biking specifically for transportation (as opposed to recreation) comprising 54% of all trips. This trend is largely responsible for the local economic vitality of the City's five bike shops. All shops have year-round, full-service maintenance departments and a stocked inventory of both recreation and utilitarian bicycles. The five local bike shop owners are highly supportive of a Columbia Trails System Awareness Campaign offering trail guides and map for distribution to locals and visitors seeking trail route information (Appendix C).

Columbia's gem, the 8.9 mile MKT Nature and Fitness Trail leads directly to the cross-state KATY Trail. Increased awareness of Columbia's back yard, rails-to-trail facility has recently been an issue of discussion with the Columbia Visitor Bureau as a means to help fill hotel rooms and help provide economic vitality to Columbia's retail and restaurant scene. Lack of adequate promotional materials is often cited as an inhibiting factor for promoting recreational bicycle tourism. Production of a Columbia Trails System Map and Guide will provide a competitive edge for a larger market share of in-state and out-of-state visitors traveling to Missouri. (Appendix D)

4) Why is the project important and needed?

The continued expansion of trails and on-road infrastructure has proven to be slightly intimidating to beginning bicyclists and to trail users who are content in using the more popular, "tried and true" sections of the centrally located MKT Trail. The consistent, daily use of a 2 – 3 mile section of the MKT Trail has often led to discontent amongst bicyclists and pedestrians when trail rules and etiquette are not followed (i.e. bicyclist must slow and sound warning when passing). Also, overflowing parking concerns at popular trailheads leads to complaints and is an unsatisfying park user experience, while other less popular trailheads sit vacant. Columbia Parks and Recreation is eager to share information about lesser-used and newly developed trails in hopes of reducing congestion.

5) List the type of trail users you expect to benefit from this project and tell why you believe so.

This project will benefit pedestrian and bicyclists interested in trail use from both a recreational and non-motorized transportation perspective. Beginner trail users or families with young children will have increased knowledge of trailhead and neighborhood access points. Knowledge of various trail access points alone often encourages use by providing an “opt out” location if distance or maintenance issues are a concern (i.e. call to arrange a pick up). Clear indication of mileage between travel destinations and trail amenities (i.e. water fountains, bike repair stations, restrooms, parking, etc.) take the “unknown” out planning a trail adventure and entice beginner users to take the challenge. Individuals who have historically participated in fitness or recreational cycling will hopefully be inspired to try walking or cycling to work, school or other points of interest by perusing trail network connections.

Visitors to Columbia will be provided with an “easy to plan” option of adding a trail ride to their list of “things to do” while visiting family or friends. Visitors unaware of Columbia’s vast network of trails and on-road bikeways will hopefully be enticed to make a return visit with their bicycles in tow, or make plans to rent bicycles from one of five local bike shops.

In addition to emergency personnel being aided by mile markers posted at each quarter mile, fitness runners will be serviced with more frequent markings to aid in time or sprint-training.

6) How many trail users will your educational project serve in each year of the project’s life?

Exact numbers are difficult to estimate for this type of project. The opportunity to promote the Columbia Trails System Map and Guide is available with the following established Columbia Parks and Recreation marketing venues:

- Leisure Times Publication – published seasonally with a distribution reach of 50,000
- Parks and Recreation Webmail Listserves – 12,000 active emails
- Facebook and Twitter Pages – 2,000 followers
- CPS Elementary Schools monthly “Friday Folder” insert – 9,000 copies
- City Source Newsletter (monthly inclusion in the City’s water and light bill) – 45,000 mailed

The proposed print quantity of 30,000 is estimated to be a 3 - 4 year supply with concentrated efforts to distribute to residents, college students and visitors.

Trail mile markers will service all trail users. Again, trail user counts are difficult to establish but estimates can be derived from the 2010 City-wide Parks and Recreation Needs Assessment Survey. The survey indicated that 70% of survey respondents (753 households responded) had visited a walking, hiking or biking trail in the year prior to completing the survey. In addition to City resident’s use of trails, the City of Columbia also hosts thousands of year-round tourists who have traveled to attend University athletic events, summer Show-Me-State Games, business conferences, and sport tournaments and cultural activities. Visitors are regularly directed to the MKT Trail as an option for things to do. Trail mile markers have an estimated lifespan of approximately 20 - 25 years.

7) Explain how the project aids in the restoration, enhancement, conservation, education and/or preservation of natural resources and/or use of trails.

The health and happiness of Columbia’s residents depend on the accessibility and perceived quality of local natural resources and recreational facilities. The City of Columbia provides vital connections between people and the environment with over 3,000 acres of parkland, 74 outdoor park facilities and roughly 52 miles of nature, exercise and multi-use trails. The City’s twenty-five miles of destination recreation trails combined with over 134 miles of on-road bicycle infrastructure, provide residents and visitors with a nonmotorized option to efficiently access local and regional points of interests.

An education based trail guide will facilitate consistent and clearly communicated messages regarding user group etiquette and trail rules and regulations to help build a growing “trail community” through quality user experiences. For example, one rule the Department will highlight in the guide is for bicyclists to “slow and sound an audible warning when passing to the left of slower traffic.” This

simple procedure encourages a positive relationship between multi-use groups circumventing a potentially angry confrontation between a high-speed bicyclist and a slow traveling pedestrian. Experienced trail users often understand their collective responsibility to serve as "role models" for novice or "outlaw" trail users. Wide spread distribution of the proposed Columbia Trail Guide will provide increased opportunities for peer regulation.

A detailed trail guide will also encourage diverse recreational and interpretive opportunities for families and organized groups in locations more conveniently located to their place of residence or start location. As stated in the response to question #4, with opportunities to fund enhanced marketing of Columbia's growing number of destination trails, Columbia Parks and Recreation Department hopes to lessen the impact on the high use areas of the MKT Trail corridor.

8) Describe any innovative techniques that will be employed during the presentation

The Columbia Parks and Recreation Department is in the midst of identifying additional locations for "Quick Response" (QR) code placement to improve and enhance user experiences. While not a part of this grant application, QR code placement will most likely be incorporated with trail mile markers and future revisions to trail guides.

APPLICANT'S BACKGROUND: (Question 12)

Provide a brief description of the sponsor organization. If your organization is a non-profit, please indicate if it is a 501(c)(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 to three year timeframe once the grant is awarded. Does your organization have the necessary staff to complete the project or will you use a contractor?

12. PROVIDE SOME BACKGROUND INFORMATION ABOUT YOUR ORGANIZATION.

How long has your organization existed? What is the mission of your organization? Is it a 501(c)(3)? How many staff and/or members are affiliated with the organization?

Please denote any experience working with this kind of educational project?

[Response limit = ½ page]

The City of Columbia's Parks and Recreation Department (CPRD) was created in 1949. The mission statement of CPRD 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." The City of Columbia is not a 501(c)(3). CPRD has a six-member advisory commission representing each ward of the City.

Park Planning/Development and Recreation Programming make up the two separate divisions of CPRD. The Department is staffed by 81 permanent employees and approximately 500 seasonal employees. Each year, CPRD completes approximately \$2,500,000 in capital improvement projects, implements nineteen community-wide special events and hundreds of youth and adult recreation and sports programs. CPRD develops and maintains park and trail facilities for 116,843 City residents (Source: FY 2013 City of Columbia Annual Budget) as well as part-time residents attending the three college campuses – estimated at approximately 36,000 students.

In 2007, Columbia was selected as one of four communities nationwide to participate in the Federal Highway Administration Non-Motorized Transportation Pilot Program – locally the project is known as GetAbout Columbia and is under the auspices of Columbia Public Works. CPRD has worked in collaboration with Public Works to design and construct bike/pedestrian facilities linking off-road trails to select on-street bikeway infrastructure. In addition to infrastructure, the GetAbout Columbia Project also has an education and encouragement component. In the fall of 2012, a three-year extension of the federal project provided CPRD with an opportunity for one, full-time recreation staff to work in conjunction with Public Works to develop and implement GetAbout Columbia programs.

CPRD has a long history of designing and developing collateral material utilizing in-house designers as well as contracted graphic artists. The complexity of the design needed for the proposed Columbia Trails Guide will require the expertise of a skilled graphic artist. CPRD staff will provide base map content and narrative files to reduce overall graphic design time. The Department's Marketing Committee and program staff are well versed in successful public awareness campaigns and collateral placement for community residents and students attending Columbia Public Schools and the three college campuses. CPRD also works closely with the Columbia Visitor Bureau and University of Missouri's Conference Office for outreach to visitors and conference attendees.

13. **PROJECT ASSURANCES.** Provide assurances that your organization can complete the project within two to three 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. Also 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]*

Columbia is fortunate to have a dedicated sales tax for local parks applied to all retail sales made within the city of Columbia that are subject to taxation under the provision of Sections 144.010 to 144.525 RSMo. All revenue received from the local Park Sales Tax is used..."solely for local parks for the City, in order to purchase, improve and manage parks, trails and natural lands for water quality, wildlife, tree preservation, and recreation purposes." The current Park Sales Tax rate in Columbia is 1/4 of one percent. This 1/4-cent is further divided into two separate categories:

- Permanent: 1/8 of 1 cent, Generates about \$2.4 million/year used to support the Parks and Recreation Department's operations budget and to pay off long-term debt from park land purchases.
- Renewable: 1/8 of 1 cent, Renewable with a five-year sunset. This 1/8-cent tax was renewed in 2010 and is set to expire March 31, 2016. Generates about \$2.4 million/year or about \$12 million over a five-year period and is used for voter approved Parks and Recreation capital improvement projects. The Park Sales Tax is also used as matching funds for federal and state grants, which supplement Parks and Recreation development projects (Appendix E).

PARTNERSHIPS: (QUESTION 14)

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 an educational or interpretive project, more funding opportunities become available. Please provide documentation on partnerships, donations or contributions.

Partnerships that form during the project not only can provide funding, but also can support trail education in numerous ways, even 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, develop, 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 educational or interpretive 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" trail education programs, in whole or part, are popular as well.

Please remember that partners are truly committed to the project in some tangible way, and are not only offering their support. This section also requires that you attach your donors' and / or partners' Letter of Commitment.

14. PARTNERSHIPS

[up to 10 points]

Partners may be involved in the planning, development and programmatic facets of the project including but not limited to securing Continuing Educational Units (CEU's), presentation setup, brochure/pamphlet design, registration and program instruction. Partners may include private citizens, organizations, businesses and/or governmental agencies. Describe the role of any active partners or donors involved with this project. What is their intended contribution? Documentation required. (Attach your partners' letters of commitment) *[Response limit = ½ page]*

Distribution and awareness of online and print collateral material is a key focus with any public awareness campaign. It is in the best interest of recreation, fitness and health organizations to assist

in promotion and distribution of trail related brochures and online publications (Appendix C and D). Stakeholder meetings, both formal and informal, are held on a regular basis with organizations and businesses most vested (e.g. bike shops and clubs, tourism and health oriented organizations) in increasing recreational and nonmotorized transportation trail use. In addition to distribution of collateral material, bike shop staff have participated in past awareness events (e.g. Bike, Walk and Wheel Week, Earth Day, Neighbors on the Go, etc.) - providing volunteer ride leaders and maintenance support. Local shops and clubs have given verbal indication that the same will be provided for trail future programs as scheduled.

The City of Columbia partners with several organizations to provide trail access for public enjoyment. 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 two-mile connector trail that leads to the heart of campus. The Scott's Branch Trail is currently being constructed by Columbia Parks and Recreation and runs along the perimeter of the Columbia Audubon Society property. Their approval to utilize private property provides a connection between several large residential areas and Fairview Elementary School and city parkland. Columbia Parks and Recreation has a longtime partnership with Boone County in providing maintenance for the Scott's Branch Trailhead that serviced the 4.2 mile section of the county's MKT Trail. In 2009, the City of Columbia and Boone County entered into a park operating agreement, whereby the City would take over the responsibility of developing and maintaining a 30-acre park/trailhead at Jay Dix Station (located at the start of the county's portion of the MKT Trail) for the benefit of Boone County residents. New mile markers will be installed on the aforementioned trails along with three other trails (Hominy, Bear Creek and County House Branch Trails) throughout the system.

PROJECT BUDGET AND BUDGET DETAILS: (QUESTION 15)

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 interpretation." 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 developing an education program and you anticipate the total cost will be \$125,000, materials will cost \$80,000 and 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)	
Program Materials	\$ 75,000.00		\$5,000.00	\$ 80,000.00
Labor for Presentation	\$ 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 cover \$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

Brochures	X cases @ \$X/case	= \$x.xx
Speaker Rental	X days @ \$X/day	= \$x.xx
Flyer Paper	X reams @ \$X/rm	= \$x.xx
Stamps	\$/per roll	= \$x.xx
Signage	\$/per sign	= \$x.xx

Labor

2 Instructors	X hours @ \$X/hr	= \$x.xx
Vehicle Use	X miles @ \$X/mi	= \$x.xx

Valuing donated labor:

- Use \$8.00/hour for unskilled labor working on the educational project. Request for a higher hourly rate for more skilled volunteers; approval must be received from the Grant 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 bulldozers. You can also refer to Custom Rates prepared by University Extension (<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 for educational projects include:

- 1) Feasibility Studies – Only actual on-the-ground educational projects are allowed through the program. Feasibility studies, if necessary, must be completed prior to submission of your application.

- 2) 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. It can be used as part of your cost/budget match not more than one year prior to the start of your project agreement.
- 3) Law Enforcement – Educational programs which may be deemed routine law enforcement are not allowable.

15. COST ESTIMATE [2, 6 or 10 points]

(1) Project Budget

Fill out the budget table on the 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.

*** Reimbursement Request Points**

Up to 60%	10 points
61% - 70%	6 points
71% - 80%	2 points

Budget Items	Grant	Matching Funds		Total Cost
		Applicant	Donation (by 3 rd party)	
1. Labor	\$1,600	\$0	\$0	\$1,600
2. Materials (Mile Markers)	\$4,150	\$925	\$	\$5,075
3. Equipment Purchase	\$0	\$	\$	\$
4. Signage	\$	\$	\$	\$
5. Planning (limited to ≤ 10% of grant request)	\$	\$	\$	\$
6. Other –Trails Guide Design and Printing	\$12,750	\$3,700	\$0	\$16,450
7. Other	\$0	\$0	\$0	\$
Totals	\$18,500 (not to exceed \$100,000)	\$4,625	\$0	\$23,125

Total grant amount divided by total project cost = 80% 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.). (Appendix F)

Please attach not more than one page of detailed budget data.

Did your Organization receive Recreational Trails Program grant last year (Fiscal Year 2012)? (QUESTION 16)

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.

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

Yes _____ [0 points] No X [5 points]

Did your Organization participate in a Recreational Trails Grant workshop/webinar this year (Fiscal Year 2013)? (QUESTION 17)

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

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

Yes _____ [0 points] No X [5 points]

Overall Application Project Merit (QUESTION 18)

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

18. **OVERALL APPLICATION PROJECT MERIT**

[up to 10 points]

Your proposal may be given up to ten additional points based on the reviewer's overall impression of the proposed project and its presentation in the grant application.

Certification of Responsible Person (QUESTION 19)

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 grantwriter 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.

19. CERTIFICATION OF RESPONSIBLE PERSON:

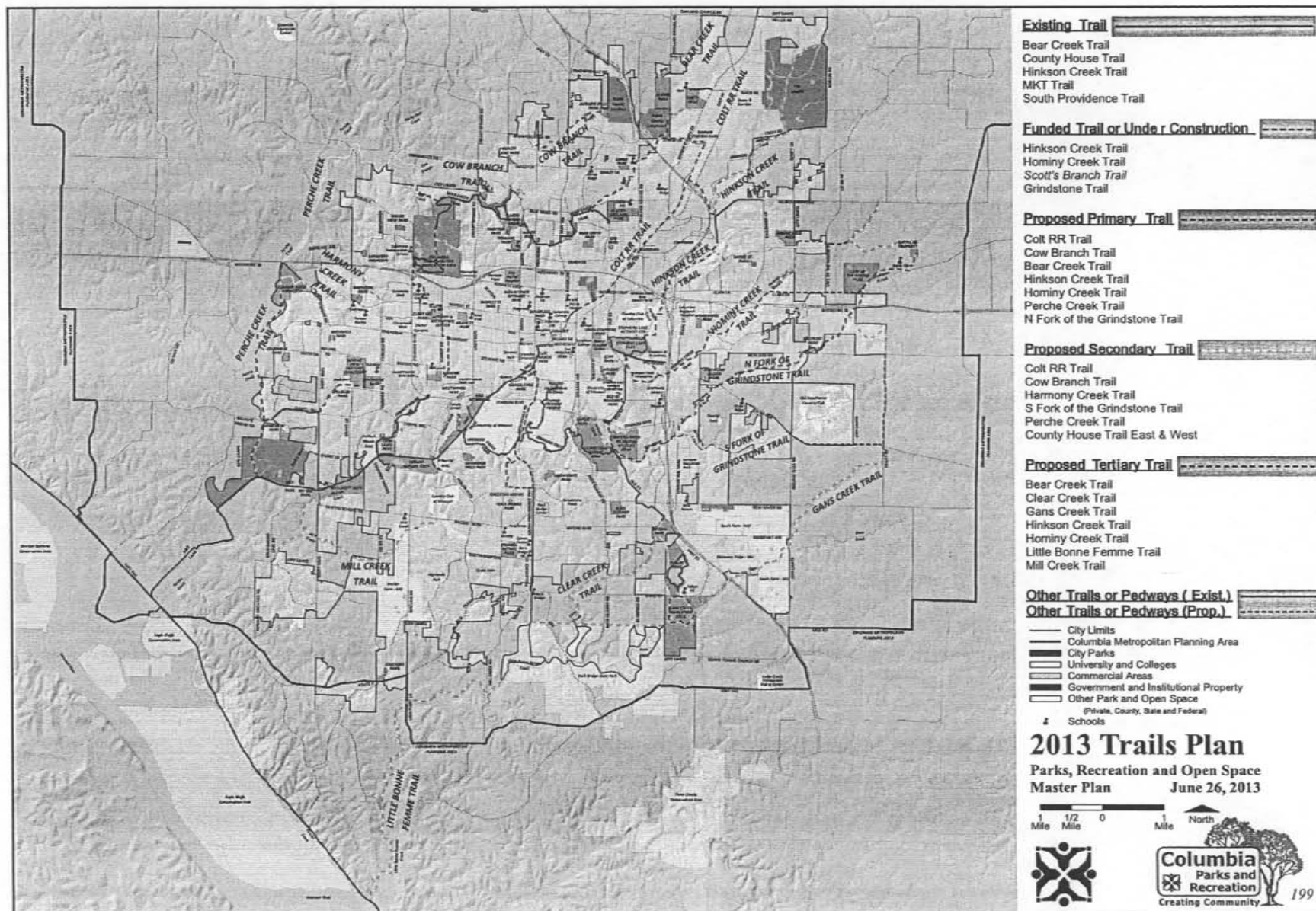
"I hereby certify that the information contained in the attached application is true and correct to the best of my knowledge. I understand that this application will be rated solely on the basis of the information submitted. The submission of incorrect data or the lack of data submission can result in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

Signature _____

Title _____

Printed Name _____

Date _____





2012 UPDATE

Results of the Bike/Walk Pilot Program

The Bike/Walk Pilot¹ is a cutting-edge federal initiative authorized by Congress to encourage communities to plan and create more connected nonmotorized transportation networks. Columbia, Mo., Marin County, Calif., Minneapolis, Minn., and Sheboygan County, Wis., each received \$25 million to build and promote more bicycle and pedestrian-friendly infrastructure, with the goal of demonstrating how planned, targeted nonmotorized investments encourage residents to choose active transportation. These four unique communities—with differing populations, climate, topography and levels of experience in nonmotorized planning and implementation—have demonstrated how focused investments lead universally to increased bicycling and walking.

The program is managed by the U.S. Department of Transportation's Federal Highway Administration (FHWA) and guided by a working group composed of the four communities, FHWA, the Volpe National Transportation Systems Center, Rails-to-Trails Conservancy and the Centers for Disease Control.

Pilot Counts Show Dramatic Increases in Bicycling and Walking, and Significant Benefits for Communities

- **72 million driving miles averted:** Among the four communities, an estimated 72 million driving miles were averted between 2007 and 2011. As momentum in the pilots has grown, 29 million of these miles were walked or bicycled in 2011 alone.

- **67 percent increase in bicycling:** Counts in the four pilots reveal an average increase of 67 percent in the number of bicyclists between 2007 and 2011.

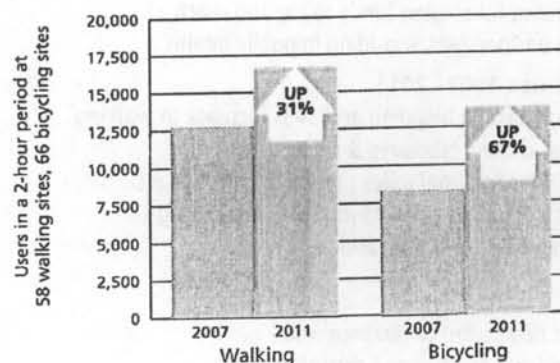
- **31 percent increase in walking:** Counts in the four pilots reveal a 31 percent increase in the number of pedestrians between 2007 and 2011.

- **Mode-share shift moving people from cars to bicycling and walking:** Across the four communities, bicycling mode share increased 50 percent, walking mode share increased 22 percent, and driving mode share decreased 4.2 percent between 2007 and 2011.

- **Reducing pollution, reducing expenditures on gas:** The pilot communities saved an estimated 32.8 pounds of carbon dioxide emissions per person in 2011, for a total of 11,604 tons. These communities saved more than 3,174,000 gallons of gas between 2007 and 2011.

- **Improving safety:** While each community experienced substantial increases in bicycling and walking, fatal bicycle and pedestrian crashes held steady or decreased in all of the communities.

- **Reducing the cost of healthcare:** The additional bicycling trips in the pilot communities in 2010 reduced the economic cost of mortality by an estimated \$6.9 million.



1. See Section 1807, Nonmotorized Transportation Pilot Program, of SAFETEA-LU, The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users.



COLUMBIA PILOT AREA

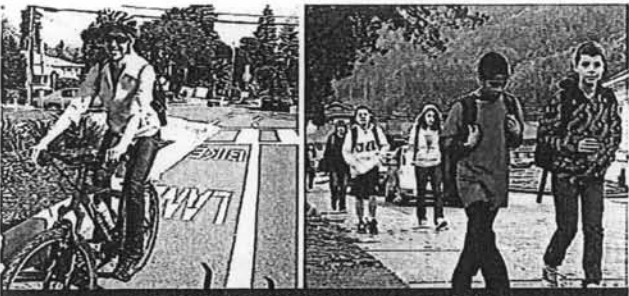
Population: 108,500 • Grant area: 53 square miles

Program Highlights

- Experiments with innovative design
- Creation of integrated bike/walk grid system
- Partnerships with law enforcement
- Cost-sharing with local businesses
- Focus on promotion and education

Key Outcomes 2007–2011

- 62.9% increase in bicycling and 46.1% increase in walking
- 100 miles of bike lanes added
- 7,427,000 additional miles of nonmotorized travel
- 34 miles of marked bike routes completed
- 1,165 bike parking spaces added



MARIN COUNTY PILOT AREA

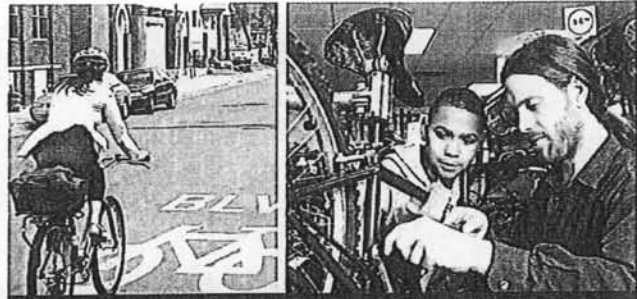
Population: 252,410 • Grant area: 520 square miles

Program Highlights

- Utilizing existing plans = quicker implementation
- Emphasis on connections to transit
- Strategic focus on closing key gaps in network
- Successful at leveraging funds to expand reach
- Building partnerships, including in public health

Key Outcomes 2007–2011

- 83.8% increase in bicycling and 34% increase in walking
- 34+ miles of new bikeways & sidewalks
- 34,407,000 additional miles of nonmotorized travel
- Cal Park Hill Tunnel = 4-fold increase in bicycling
- 1,780 bike parking spaces added



MINNEAPOLIS PILOT AREA

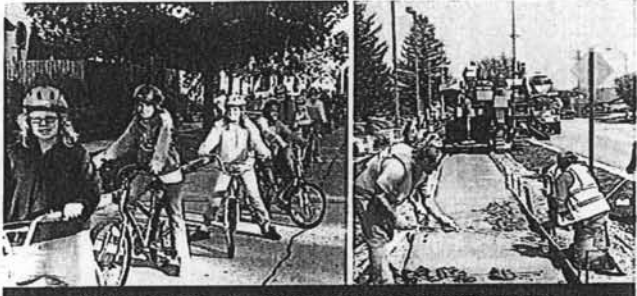
Population: 919,580 • Grant area: 202 square miles

Program Highlights

- Building new capacity/institutional change
- Partnering in largest-ever count/data effort
- Innovative projects and infrastructure
- Bike sharing as public-private partnership
- Vast expansion of on-street bicycle network

Key Outcomes 2007–2011

- Named #1 bicycling city by *Bicycling Magazine* in 2010
- 52.8% increase in bicycling and 15.6% increase in walking
- 75+ miles of new bikeways & sidewalks
- 22,930,000 additional miles of nonmotorized travel
- Nice Ride bike share = 217,530 trips in 2011



SHEBOYGAN COUNTY PILOT AREA

Population: 115,507 • Grant area: 500 square miles

Program Highlights

- First-ever comprehensive bike/walk plan
- Focus on improving safe access to schools
- Strong partnerships with businesses/employers
- Designated Bicycle-Friendly Community
- Building bike/walk networks in towns and villages

Key Outcomes 2007–2011

- A 61% increase in walking
- 30+ miles of marked bicycle lanes/routes
- 6,976,000 additional miles of nonmotorized travel
- 1,500 additional bicycle parking spaces
- Eastern Avenue project = 80% increase in pedestrian traffic



U.S. DEPARTMENT OF TRANSPORTATION
Federal Highway Administration

For more information, visit www.fhwa.dot.gov/environment/bicycle_pedestrian/ntpp

Rails-to-Trails Conservancy
2121 Ward Court, NW, 5th Floor
Washington, DC 20037
tel 202.331.9696 / fax 202.223.9257
www.railstotrails.org

For more information, visit www.smartmobility.us



rails-to-trails
conservancy

Klunk Cycles LLC
211 E. Broadway
Columbia, MO 65203

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

February 8, 2013

To Whom It May Concern:

This letter is in support of Columbia Parks and Recreation's application for a Recreational Trails Program Grant to assist with trail awareness and supporting collateral materials for local bicycling and walking trails. Columbia is fortunate to have an existing system of destination trails with many more under construction. It is my understanding that within the next two years, residents of Columbia will be able to travel from the east side of Columbia, near I-70 and Clark Lane, to the west side near Scott Blvd and Chapel Hill – a distance of over 15 miles of connected trails.

Our shop is located in downtown Columbia and specializes in quality used and new commuting and recreational bicycles, as well as walk-in maintenance needs. We cater to the three college campuses and are constantly inundated with questions related to trail access and trail connectivity for both recreational and non-motorized transportation. The influx of freshman college students each year brings a new group of potential trail users. Many of these young students need only the gentle nudge of a detailed trail guide to venture off campus to experience trails and nature in their own "backyard." Many have no idea our 8.9 mile MKT Trail extends to the KATY Trail.

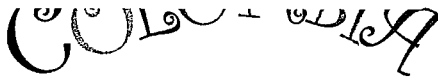
We're a small business and unfortunately do not have financial resources to print copies of online trail maps to provide to locals or out of town visitors. At best we try to guide them to online website resources, or have a conversation about proximity or distance from the shop. Detailed information included in a trail guide (e.g. trailhead locations, trail etiquette and safety/emergency information) would make for a positive experience for all trail users. Our bike shop would be happy to provide year-round space on our brochure racks. I'm certain the other four bike shops in town would do the same.

In closing, I highly recommend and support the grant application submitted by Columbia Parks and Recreation for their trail awareness campaign.

Sincerely,

A handwritten signature in black ink, appearing to read 'Karl Kimbel', written in a cursive style.

Karl Kimbel
Owner, Klunk Cycles LLC



The smart, innovative, artsy, eclectic, clever, savvy, vibrant, too-dynamic-to-fit-into-a-short-tagline city.

MO Department of Natural Resources

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

February 8, 2013

To Whom It May Concern:

This letter is in support of Columbia Parks and Recreation's application to the Missouri Department of Natural Resources for their Recreational Trails Program grant application. We highly support the idea of developing a community trail guide with detailed information about Columbia's wide array of bicycling and walking trails – including connectivity of the MKT Nature and Fitness Trail with the state's KATY Trail. Columbia is fortunate to have an existing and growing system of destination trails with many more under construction.

Questions related to trail connectivity and trailhead locations are ones we frequently deal with in our main office and our satellite visitor center location. We rely heavily on volunteers to man our satellite location and like to assure they are fully fluent in discussing detailed trail questions related to distance, neighborhood access points or trail surfaces (i.e. concrete vs. gravel). A detailed guide would enhance the experience of our year-round visitors - many of whom are parents visiting their sons and daughters here at one of three college campuses.

In closing, we highly recommend and support the grant application submitted by Columbia Parks and Recreation for their trail awareness campaign. Our support would include trail guide distribution at our visitor centers and local hotels.

Sincerely,

Amy Schneider
Director

Columbia MO Convention and Visitors Bureau



APPENDIX E

CITY OF COLUMBIA, MISSOURI

FINANCE DEPARTMENT
BUSINESS LICENSE DIVISION

February 8, 2013

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

Re: RTP Interpretive/Educational Application – Trail System Awareness Campaign

Dear Ms. Higdon:

Please be advised that the City of Columbia has funds available in the amount of \$22,200 – including a match of \$3,700 - for the above referenced project. As stated in the grant application, it is our understanding that funds will be reimbursed upon completion of the project.

Sincerely,

John Blattel
Director of Finance

APPENDIX F

Columbia Trails System Awareness Campaign

Budget Details

Materials

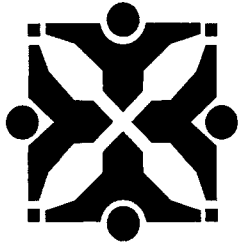
Mile Marker Wooden Posts	50, 10 ft (cut to 5 ft) 4"x 4" posts @ \$14 each	\$700.00
Reflective Individual Trail Logo Signs	100 four-color reflective signs - 3.5"x 4" .080 weight aluminum signs X \$9.50 each	\$950.00
Reflective Trail Mileage Signs	200 b/w reflective mileage signs - 3.5" x 4" .080 weight aluminum signs X \$8.50 each	\$1,700.00
Parks and Recreation Logo Signs	50 four-color logo, 3.5" x 4" .080 weight aluminum signs X \$8.15 each	\$400.00
Historic Railway MKT Trail Monument Sign	(1) Faux-rock base with signage	\$925.00
Misc.	stain, screws, dry concrete bags	\$400.00

Labor

Prep work and mile marker post installation	160 skilled labor hours x \$10 per hour	\$1,600.00
---	---	------------

Design and Printing

Graphic Artist Design	50-60 hours of design time	\$4,950.00
Full color process	30,000 copies X .375	\$11,250.00
Advertising formal bid	Newspaper x 2	\$250.00
	Total	\$23,125.00



Source: Parks and Recreation

Agenda Item No:

To: **City Council**

From: **City Manager and Staff**

Council Meeting Date: Oct 21, 2013

Re: Recreational Trails Program \$18,500 Grant for Columbia Trails System Awareness Campaign

EXECUTIVE SUMMARY:

The Parks and Recreation Department has received an \$18,500 grant from the Recreational Trails Program (RTP) for implementation of a Columbia trails system awareness campaign and educational improvements to the Columbia trails system. The grant program is an 80-20 matching program with the City's \$4,625 match coming from the department's operating budget in terms of contracting for graphic design work and staff labor. The grant funds will be used for printing of a Columbia trails system map and guide, and the purchase and installation of trail mile markers and an interpretative sign on the MKT Trail. Graphic design work will be contracted through the City's purchasing department. Additional work will be done by park staff and all materials and supplies bid through the City's Purchasing Department. The Parks & Recreation Department is seeking Council action to accept and appropriate the \$18,500 grant.

DISCUSSION:

In February 2013, the Parks and Recreation Department submitted a grant application through the Recreation Trails Program (RTP) for the purpose of implementing a Columbia trails system awareness campaign. On September 20, 2013 the department received notification that the Department had been selected to receive \$18,500 in grant funding. The grant will be used for graphic design and printing of a Columbia trails system map and guide, production of trail mile markers and an interpretive educational sign identifying the MKT Trail as one of the nation's original rail-trail facilities.

The Columbia trails system map and guide will be made available both digitally and in print. The purpose of the guide is to provide adequate resources for residents, college students and visitors to encourage exploration and utilization of Columbia's growing network of shared use recreation trails and non-motorized transportation infrastructure. The guide will include the following trails: MKT, Scott's Branch, Hominy Creek, Bear Creek, Hinkson Creek, County House Branch and future Grindstone Trail. Graphics will highlight details related to access points and connections to residential, work, retail, recreation and tourist destinations. Editorial content will include trail etiquette/safety guidelines and rules and regulations related to multi-user groups. Parks and Recreation staff will work with purchasing to secure bids for graphic design and print needs.

Trail mile markers will be installed every quarter-mile (as a means to aid emergency personnel) and will include trail specific logos and reflective materials.

Design work on the Columbia trails system map and guide is scheduled to begin in December with completion in May 2014. The trail mile markers and MKT Trail education sign will be installed during the spring of 2014. All installation work will be completed by park staff.

FISCAL IMPACT:

The project cost is estimated at \$23,125. This is an 80% matching grant in the amount of \$18,500. The City's match is \$4,625 with funding coming from the P&R department's operating budget, specifically \$3,700 for graphic design contract and \$925 for materials and supplies.

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.

13.1 Goal: Columbia will enjoy a safe, interconnected, non motorized transportation network. It will be culturally supported by the citizens as it will encourage social interaction and healthy lifestyles. The roadway, sidewalk, public transit, and trail systems will all tie together into an effective integrated transportation network.

SUGGESTED COUNCIL ACTIONS:

Approve the ordinance authorizing the City Manager to execute the grant agreement and appropriate the grant funds to the project.

FISCAL and VISION NOTES:					
City Fiscal Impact Enter all that apply		Program Impact		Mandates	
City's current net FY cost	\$23,125.00	New Program/ Agency?	No	Federal or State mandated?	No
Amount of funds already appropriated	\$4,625.00	Duplicates/Epands an existing program?	No	Vision Implementation impact	
Amount of budget amendment needed	\$18,500.00	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	\$18,500.00	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 #	13.1
		Requires add'l capital equipment?	No	Fiscal year implementation Task #	40